



# **KENYA SCHOOL OF GOVERNMENT**

**Empowering the Public Service**

## **TRAINING CALENDAR 2024/2025**

## BARINGO CAMPUS PROSPECTUS (2024– 2025)

- I. The Kenya School of Government (KSG) is a State Corporation established by the KSG Act No 9 of 2012.
- II. The School is an ISO 9001:2015 certified institution that provides capacity building programs for the Public Service through training, research, consultancy and advisory services.
- III. The School seeks to facilitate acquisition of wider and deeper knowledge about social and economic issues of national, regional and global concern beyond development of skills and competencies in the respective courses and areas of specialization. This goal is achievable through public lectures, seminars, and conferences services to both National and County governments, private sector players as well as those from the Non– Governmental Organizations (NGOs).
- IV. To deliver on the mandate, the School has strategically located campuses across the country including at Lower Kabete, Baringo, Embu, Matuga, and Mombasa.
- V. The School boasts of experienced, cultured and well trained dons, researchers and consultants in various disciplines in tandem with programs.
- VI. Baringo Campus is located in Kabarnet town in the Rift Valley from where it serves the Rift Valley, Western and Nyanza regions.
- VII. The Campus can be accessed through Nakuru (about 140kms) or Eldoret (about 90kms) using public or private transport. From Nakuru to Baringo Campus, vehicles take B4 north– bound road towards Marigat which is about 95 kilometres away. Shortly before Marigat town, Kabarnet town is accessed using the left turn off to drive on through the scenic Tugen Hills for about 38 kilometres. From Eldoret, vehicles take the Eldoret– Iten road through Tambach and across Kerio Valley to Kabarnet town.
- VIII. Training activities may be conducted at the clients work station or any other preferred venue.
- IX. Training programs may also be custom-made upon request to meet specialized requirements of individual public institutions.
- X. Training dates for all programs may be as far as possible scheduled to suit client convenience.
- XI. Baringo Campus is situated in a scenic environment suitable for tourism including Lake Bogoria where visitors can experience boiling geothermal pools, hot springs, steam jets and a section of Kenya’s wild animals including flamingos. Then, there is Lake Baringo which offers fascinating boat rides to view the aquatic life mainly

hippos, crocodiles and fish eagles.

- XII. Besides training, the School offers expert consultancy services to organizations including but not limited to strategic plans development, development of policies and guidelines, change management solutions, recruitment and placement of new staff and more.
- XIII. We also amply host conferences, workshops, board meetings, executive interviews, symposia, teambuilding, retreats, product launch and other corporate events at discounted prices.
- XIV. The training calendar can also be accessed via the website [www.ksg.ac.ke](http://www.ksg.ac.ke)
- XV. Applications for admission can be done online via the website through the Apply Now button



		Lower Kabete	eLDi	Mombasa	Embu	Baringo	Matuga
<b>B.</b>	<b>Consultancy and Advisory Services</b>						
1.	Daily rate	139,200 - 177,062	139,200 - 177,062	139,200 - 177,062	139,200 - 177,062	139,200 - 177,062	139,200 - 177,062
2.	<b>Reimbursable Expenses</b>						
	DSA for trainers/Admin charges	Covered by client or KSG as indicated in the quotation as agreed with the client					
	Transport for trainers/Admin charges	Covered by client or KSG as indicated in the quotation as agreed with the client					
<b>C.</b>	<b>Off Site Programs (Conducted outside KSG Campuses)</b>						
1.	<b>Group-based Daily Rate</b>						
a.	Below 25 Pax	118,042	118,042	118,042	118,042	118,042	118,042
2.	<b>Participant-based daily rate</b>						
a.	Above 25 Pax	4,722	4,722	4,722	4,722	4,722	4,722
b.	<b>Reimbursable Expenses</b>						
	DSA for trainers/Admin charges as per SRC rates or as agreed with client						
	Transport for trainers/Admin charges as per rates agreed with client						
<b>D.</b>	<b>Online Programs</b>						
1.	One(1) week	31,900	31,900	31,900	31,900	31,900	31,900
2.	Two (2) Weeks	46,400	46,400	46,400	46,400	46,400	46,400
3.	Three (3) Weeks	71,340	71,340	71,340	71,340	71,340	71,340
4.	Four (4) Weeks	92,800	92,800	92,800	92,800	92,800	92,800
5.	Six (6) Weeks	125,280	125,280	125,280	125,280	125,280	125,280

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No.	CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	DATES
1.	AOP	<b>Accounting Officers Program</b>	5 Days	Accounting Officers in Ministries, State Corporations, Constitutional Commissions, Legislature, Judiciary and Independent offices	On request
2.	AOPC	<b>Accounting Officers Program for County Governments</b>	5 Days	Accounting Officers in the County Governments, County Assemblies, Executive and its entities	On Request
3.	TLC	<b>Transformative Leadership Course</b>	5 Days	Public officials and other individuals responsible for institutional and business re-engineering in their organizations.	Nov 11 - 15, 2024 Feb 24 - 28, 2025 May 19 - 23, 2025
4.	SLDP	<b>Strategic Leadership Development Programme</b>	6 Weeks	Officers in leadership and policy making roles, typically in Job Grades N and above, and their equivalent.	Aug 5-Sep 13, 2024 Sep 16 – Oct 25, 2024 Oct 28 – Dec 6, 2024 Jan 13-Feb 21, 2025 Feb 24 – April 4, 2025 Apr 7-May 16,2025 May 19-July 4, 2025
5.	SLDP Online		Blended 10 Weekes		Sept 2 - Nov 8, 2024 Nov 11-Jan 17, 2025 Jan 20-March 28, 2025 March 31-June 6, 2025 June 16 – Aug. 22, 2025
6.	BPR	<b>Business Process Reingeneering</b>	5 Days	Senior officers in organizations responsible for processes and systems.	On request

No.	CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	DATES
7.	SMC	<b>Senior Management Course</b>	20 Days	Middle level managers in the public service typically in Job Grades K and their equivalent in private sector.	Aug 12 – Sep 6, 2024 Sep 16 - Oct 11, 2024 Oct 14 – Nov 8, 2024 Nov 11– Dec 6, 2024 Jan 6 – 31, 2025 Feb 3 – 28, 2025 Mar 3 – 28, 2025 Apr 7 – May 2, 2025 May 5 – 30, 2025 June 2 – 27, 2025
8.	SMC	<b>Senior Management Course</b>	8 Weeks Blended (Online/Physical)	Middle level managers in the public service typically in Job Grades K and their equivalent in the private sector.	Aug 5-Sep 27, 2024 Oct 7-Nov 29, 2024 Jan 20-Mar 14, 2025 Apr 7-May 30, 2025
9.	ATI	<b>Access to Information in the Public Service Course</b>	5 Days	Heads of Departments who bear the responsibility of coordination and release of Information within the law.	On request
10.	MSA	<b>Management of Student Affairs in Universities and Tertiary Institutions</b>	10 Days	Prepares officers in charge of student affairs, University heads of departments, deans, deans of students and Deputy Vice Chancellors to manage student relations amidst expanding enrollments; changing demographics; and increased expectations from the greater campus community, parents, and external constituents.	On request
11.	MSME	<b>Management of Micro, Small and Medium Enterprises</b>	5 Days	Organizations, Technical and other qualified persons (0 level leavers) Ex-Servicemen, potential entrepreneurs (Women and youth), and the retirees from public service.	Nov 25-29, 2024 Feb 10-14, 2025 May 12-16, 2025

No.	CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	DATES
12.	PPFI	<b>Public Policy Formulation Implementation and Analysis</b>	5 Days	Manager responsible for developing policies.	July 1-5,2024 May 26-30,2025
13.	YLP	<b>Young Leaders Development Program</b>	5 Days	Student leaders from universities & middle level colleges.	Aug 19-23, 2024 Apr 14-18, 2025 June 23-27, 2025
14.	ECIPS	<b>Essentials of Counseling in the Public Service</b>	10 Days	HRM officers, counselors, and Heads of Departments will benefit from this program	Aug 26-Sep 6, 2024 Nov 11-22, 2024 Feb 10-21, 2025 Apr 14-25, 2025
15.	TOT	<b>Training of Trainers</b>	10 Days	Training practitioners, training managers, public officials, and private sector practitioners responsible for facilitation of programs	Sep 9-20, 2024 Mar 10-21, 2025
16.	TOT-O	<b>Training of Trainers (Blended online)</b>	20 Days		Oct 21- Nov 15, 2024 Mar 3-28, 2025
17.	IPS	<b>Induction Program for the Public Service</b>	10 Days	Newly appointed, redeployed, re-designated or promoted officers at all levels	On request
18.	IPSA	<b>Induction Program for Special Advisors</b>	5 Days	Officials engaged to provide specialized policy or strategic support.	On Request
19.	PIPI	<b>Public Service Induction Program for Interns</b>	5 Days	Persons interested in joining the public service on internship program from training institutions.	On request



No.	CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	DATES
20.	CMM	<b>Conduct of Meetings and Minute Writing</b>	5 Days	Officers in public and private sector organizations responsible for chairing or taking minutes in meetings	Feb 17-21, 2025
21. 4	RWC	<b>Report Writing Course</b>	5 Days	Officers responsible for preparation of reports	Feb 17-21, 2025
22.	PEEM	<b>Government Protocol, Etiquette and Events Management</b>	5 Days	Senior officers, protocol officers, event managers, Front office staff, and other interested persons	Feb 17-21, 2025 June 23-27, 2025
23.	PRCC	<b>Public Relations &amp; Customer Care</b>	10 Days  20 Days (ONLINE)	Officers responsible for customer engagement in National and County government, as well as Non – government	July 8-19, 2024 Sep 16-27, 2024 Jan 20-31, 2025
					On Request
24.	CSEE	<b>Customer Service Excellence Program for Executives</b>	<b>3 Days</b>	The Program targets executives in the Public and Private Sector. The Program is recommended for Principal Secretaries, Heads of Organizations, Industry Leaders and Directors in Ministries, Departments, Agencies and Counties (MDACs)	July 22-24, 2024 October 28-30, 2024 February 24-26, 2025 May 19-21, 2025
25.	CSEM	<b>Customer Service Excellence Program for Senior Managers</b>	5 Days	This Program is intended for senior managers in the Public Service, Private and Non-Governmental Organizations (NGO)	July 15-19, 2024 October 14-18, 2024 January 20-24, 2025 April 14-18, 2025
26.	CSEF	<b>Customer Service Excellence Program for Frontline Officers</b>	5 Days	The Program targets all officers working at the frontline desks or counters in Huduma Centres and any other customer facing departments, sections and organizations. They include: customer care officers from Government Ministries, Departments, Agencies and Counties (MDACs); Non-Governmental Organizations (NGOs) and the private sector.	August 5-9, 2024 November 4-8, 2024 February 10-14, 2025 May 5-9, 2025 October 7-11, 2024

No.	CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	DATES
27.	CSEQ	<b>Customer Service Excellence Program for Quality Standard Assessors</b>	10 Days	This training is intended for officers who wish to be trained as CSE Quality Standard Assessors/Auditors in the Public Service, the Private Sector and Non-Governmental Organizations (NGOs)	July 1-12, 2024 November 4-15, 2024 April 28 - May 9, 2025 June 9-13, 2025
28.	CSET	<b>Customer Service Excellence Program for Technical Officers</b>	4 Weeks	The training is intended for officers in technical cadres in the Public, private and Non-Governmental Organizations (NGO) sectors who are responsible for delivery of services to customers. This presupposes some variations in objectives, learning outcomes, content and methodology depending on the level of participants.	August 19 - September 13, 2024 November 25-29, 2024 January 6-31, 2025 March 10-21, 2025 May 26 - June 20, 2025
29.	MOA	<b>Management Course for Office Administrators</b>	20 Days	Senior office administrators in ministries, county Governments and state corporations	May 5- 30, 2025
30.	MSC	<b>Management Skills Course (Supervisory Management Skills Course)</b>	4 Weeks	Supervisors in JG "G" and above or equivalent	Sep 2-27, 2024 Feb 3-28, 2025 May 5-30, 2025
31.	HSC	<b>Hospitality Skills Development Course</b>	10 Days	Officers working in housekeeping, front office, food and beverage production and service, event management, tour and travel operators among other areas in the hospitality industry	Sep 9-20, 2024 Jan 13-24, 2025 May 12-23, 2025
32. 6	SSDC	<b>Supervisory Skills Development Course</b>	10 Days  20 Days (ONLINE)	Officers from National and County Government responsible for sections and service delivery units. They include officers in charge of front office, office administrative services, public communication, human resource sections, records management, accounts,	July 1-12, 2024 Sep 16-27, 2024 Nov 18-29, 2024 Feb 17-28, 2025 May 12-23, 2025

No.	CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	DATES
				finance, supply chain management, and any other first line supervisors and team leaders.	July 3-14, 2024 Sept 16-27, 2024 Nov 18-29, 2024 Feb 17-21, 2025 May 12-23, 2025
33.	RMC	<b>Records Management Course</b>	20 Days	Officers responsible for maintenance of records	Oct 7- Nov 1, 2024 Mar 3- 28, 2025 May 5-23, 2025
34.	SERM	<b>Skills Enhancement Course in Records Management</b>	10 Days		Sept 9-20, 2024 Nov 11 – 22, 2024 Feb 17- 28, 2025
35.	PCC	<b>Proficiency Course for Clerical Officers</b>	10 Days	Officers preparing to sit proficiency examination	July 7 – 18, 2025 July 21– Aug 1, 2025
36.	RPP	<b>Retirement Planning Program</b>	5 Days	All employees in the public service	Sep 23-27, 2024 Mar 3-7, 2025 May 5-9, 2025
37.	PSEC	<b>Proficiency Skills Enhancement Course</b>	20 Days	Officers in Job Group “A” to “G”	On request
38.	MDDP	<b>Management of Discipline and Disciplinary Processes in the Public Sector</b>	5 Days	Human Resource Directors, HR Managers, HR officers, Public Administrators, Chief Officers, CPSB Members and Board Secretaries.	On request
39.	CBPS	<b>Collective Bargaining in the Public Service</b>	5 Days	Employers and workers representatives, industrial relations practitioners (trade unions, HR and line managers, senior managers, mediators, conflict management specialists, labor inspection team and public service boards)	On request

No.	CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	DATES
40.	PIM	<b>Productivity Improvement and Measurement</b>	5 Days	Human resource directors and managers, development officers and quality assurance officers	July 15-19, 2024 Sep 23-27, 2024 Apr 21-25, 2025
41.	JEP	<b>Job Evaluation in the Public Service</b>	5 Days	Heads of HR function/ HR managers, members of public service boards, line managers, supervisors/ heads of departments, job analysts, members of job description analysis committees.	On request
42.	DMP	<b>Dispute Mediation in the Public Service</b>	5 Days	Middle and senior level managers.	On request
43.	FNF	<b>Finance for Non Finance Managers</b>	5 Days	Officers handling financial responsibilities but have no formal training in finance	Nov 4-8, 2024 Mar 17-21, 2025 May 26-30, 2025
	PPCM	<b>Public Procurement &amp; Contract Management</b>	5 Days	Senior managers and Accounting officers responsible for providing general oversight of the procurement process.	Nov 18-22, 2024 Feb 24-28, 2025 May 5-9 2025
44.	ESSD	<b>Environmental and Social Safeguards in Development</b>	10 Days	Political and community leaders, heads of MDAs, and project planners & managers in both public and private sector	On request
45.	SRM	<b>Social Risk Management in Development</b>	5 Days	Engineers, social specialists, environmental specialists, legal officers and decision makers responsible for project implementation.	On request
46.	GGCE	<b>Green Growth and Circular Economy</b>	5 Days	Policy and senior managers at the national and county government, public sector agencies, NGOs and private sector actors.	On request
47.	CPPB	<b>Climate Change Policy, Planning and Budgeting</b>	10 Days	Officers in environment, agriculture, planning sectors and public agencies responsible for project management	On request
48.		<b>Integrated</b>		Trainers, practitioners, managers, non-governmental	On request

No.	CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	DATES
	IEIA	<b>Environmental Impact Assessment and Audit in Development</b>	15 Days	organizations and other interest groups responsible for development projects.	
49.	GCPM	<b>Green Growth &amp; Circular Economy for Policy Makers</b>	3 Days	Technical officers both at the national and county governments, public sector agencies, NGOs and private sector actors	On Request
50.	IEIA	<b>Integrated Environmental Impact Assessment and Audit in Development</b>	15 Days	Trainers, practitioners, managers, non-governmental organizations and other interest groups responsible for development projects.	On Request
51.	CPPB	<b>Climate Change Policy, Planning and Budgeting</b>	10 Days	Officers in environment, agriculture, planning sectors and public agencies responsible for project management	On Request
52.	CFM	<b>County Climate Change Funding Mechanism</b>	5 Days	Policy and Senior Managers at the National and County Governments, State Corporations and Agencies, NGOs and Private Sector Actors	On Request
53.	PPM	<b>Project Planning and Management</b>	20 Days	Project managers, planners, agricultural officers, economists, human resource managers and other professionals responsible for project planning and management	June 16-20, 2025
54.	RBME	<b>Results-Based Monitoring &amp; Evaluation</b>	10 Days	Officers responsible for project development and management from all sectors.	June 16-27, 2025
55.	CMPB	<b>Conflict Management and Peace Building</b>	10 Days	Middle level Administrators in both National and County Governments	Sep 9 – 20, 2024 Feb 10 – 21, 2025 May 5 – 16, 2025

No.	CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	DATES
56.	GDP	Gender in Development Planning Course	5 Days	All public officers in the National, and County Governments who are responsible for gender and social development and participants from the private sector.	On request
57.	SFGM	Sustainable Approaches to Eradication of Female Genital Mutilation	5 Days	Administrators, law enforcers, educators and counselors. Professionals responsible for managing female genital mutilation programs from national and county governments, private sector, and community-based organizations and Non-Governmental Organizations	Feb 3-7, 2025
58.	GMD	Gender Mainstreaming in Development	5 Days	Managers, supervisors and officers responsible for planning, budgeting and implementation of development programs	On request

No.	CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	DATES
59.	CRB	<b>Child-Responsive Budgeting</b>	5 Days	Directorate of Children Services (DCS) and National Council for Children Service (NCCS) staff; Planning, accountants, procurement, Human Resource and finance officers from Ministries, Departments, Agencies and Counties (MDACs); and non-state actors involved in child protection services.	On request
60.	MCPS	<b>Management of Child Protection Services</b>	10 Days	Children Officers Participants will be exposed to managerial skills and attributes that safeguard practices to improve the protection of vulnerable children.	On request
61.	LPSG	<b>Leadership Program for Spouses of Governors</b>	5 Days	The recommended participants for this Program are the spouses of governors	On request
62.	GMDS	<b>Governance and Management of</b>	5 Days	Senior officers in the county government	On Request

No.	CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	DATES
		<b>Devolved Systems</b>			
63.	PCG	<b>Human Resource Planning for County Governments</b>	5 Days	This program is designed for County Executive Committee Members, County Directors, County Chief Officers, County Secretaries, Members of County Public Service Boards, and County Assembly Service Board.	On Request
64.	CRGE	<b>County Revenue Generation Skills Enhancement Course</b>	5 Days	County employees responsible for revenue generation, collection and control.	On Request
65.	CFM	<b>County Climate Change Funding Mechanism</b>	5 Days	Policy and Senior Managers at the National and County Governments, State Corporations and Agencies, NGOs and Private Sector Actors	On Request
66.	CHRM	<b>County Human Resource Management</b>	5 Days	Human resource management and development officers, secretariat of public service boards, and county human resource advisory committee members.	On Request
67.	LCD	<b>County Leadership Course</b>	5 Days	Newly Employed Directors	On Request
68.	CSPS	<b>County Social Protection Services</b>	5 Days	Officers responsible for social protection services in Counties.	Sep. 16– 20, 2024 Nov. 11 – 15, 2024 March 10 - 14, 2025 June 16 – 20, 2025



No.	CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	DATES
69.	ECOR	<b>Enhancement of County Own-Source Revenue</b>	5 Days	County officers responsible for generation, and management of revenue from local resources	On Request
70.	RRD	<b>Road safety Research and Data Analytics</b>	10 Days	<p>Road Safety policy Makers, Officers dealing with data in various government MDAs and county government, CECM in charge of transport in counties, Liaison and focal officers in government MDAs dealing with road safety mainstreaming</p> <p>Road Transport and Road Safety Researchers, Road Safety Officers in government, Academia and University Students, Road Safety Data Coordinators</p> <p>Regional and International road safety players, Officers and persons in charge of road transport and road safety in corporate and private sector, Civil Society and NGO and Non State actors/officers</p>	<p>Sep 2-13, 2024</p> <p>Oct 14-25, 2024</p>
71.	RCA	<b>Road Safety Compliance Audit Program</b>	10 Days	Road safety officers, Operations personnel of PSV SACCOS and companies, Line managers and supervisors within the organization's safety management system, Transport managers and officers in ministries, state corporations and agencies	July 15 – 26, 2024
72.	RSQ	<b>Road Safety Quality Assurance</b>	10 Days	Quality assurance officers, driving school inspectors, driver test examiners and driving instructors.	July 15 – 26, 2024

No.	CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	DATES
73.	RCRM	<b>Road Crash Risk Management Program</b>	5 Days	Road safety practitioners, road safety enforcement officers; NTSA, traffic police, County enforcement officers, driving instructors, emergency responders and other related professions.	Aug 12 – 16, 2024
74.	TCE	<b>Traffic Law Compliance and Enforcement Program</b>	15 Days	All officers whose job description includes enforcement of traffic laws	July 8 – 26, 2024
75.	DSM	<b>Driving School Management</b>	15 Days	Driver instructors.	July 8 – 26, 2024
76.	DISP	<b>Driving Instructors Skills Program</b>	15 Days	Driver instructors.	Aug 12 – 30, 2024
77.	DEP	<b>Driver Test Examinations Program</b>	10 Days	Driver examiners, driving instructors and quality assurance officers	Sep 16-27, 2024
78.	SMP	<b>Speed Management Program</b>	3 Days	All drivers, speed limiter providers, managers and enforcers.	July 8 – 10, 2024

No.	CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	DATES
79.	RTSC	<b>Road and Traffic Safety for Children</b>	10 Days	Government officers involved in children programs, Road safety traffic marshals, Teachers, Civil Society, NGO and Non State actors/officers Children handlers, Drivers, Road construction engineers Police Transport managers Education managers	July 15 – 26, 2024
80.	RSM	<b>Road Safety Marshals Program</b>	5 Days	Law enforcement officers; NTSA, traffic police, County enforcement officers, construction site marshals/flaggers and other related professions.	Aug 26 – 30, 2024
81.	PER	<b>Post-Crash Emergency Response and Care</b>	10 Days	Policy makers Officials in voluntary organizations, Transport and road engineers, Medical personnel, Road safety professionals, Law enforcers, Researchers, Lecturers in universities and colleges teaching road safety	Sep 16-27, 2024
82.	FSE	<b>Fundamentals on Road Safety for Engineers</b>	5 Days	Civil Engineers, Automotive engineers, Transportation Engineers, Urban Planners, Road Safety Auditors, Traffic Management Professionals.	Aug 12 – 16, 2024
83.	CSE	<b>Customer Service Excellence</b>	5 Days	Civil Engineers, Automotive engineers, Transportation Engineers, ,Urban Planners, Road Safety Auditors, NTSA, Traffic Management Professionals)	On Request

Detailed information about the programs can be accessed at KSG website: [www.ksg.ac.ke](http://www.ksg.ac.ke)

**For more information, contact us:**

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