

KENYATTA UNIVERSITY
INTERNATIONAL CENTRE FOR CAPACITY DEVELOPMENT
TRAINING SCHEDULE FOR APRIL 2018 TO MARCH 2019

MODERN PEDAGOGY						
S/NO	CODE	PROGRAM AND COURSE TITLE	TARGET AUDIENCE	FULLTIME	EVENING & WEEKENDS	FEE (Ksh)
				COURSE DATES DURATION	COURSE DATES DURATION	
1	USC-MP001	Communication skills for effective teaching and learning	University Lecturers, Tertiary Institutions Lecturers/ Tutors and Secondary Schools	4th - 8th June 5 days	4th - 15th June 2 wks	33,500 (Non-Residential), 47,500 (Non-Residential + Conf. pax), 74,500 (Residential)
2	USC-MP002	Delivery Methods for effective Teaching and Learning	Non - B.Ed/PGDE University Lecturers, College teachers and tutors and other University Lecturers	2nd - 6th Jul 1 wk	2nd - 13th Jul 2 wks	33,500 (Non-Residential), 47,500 (Non-Residential + Conf. pax), 74,500 (Residential)
3	USC-MP005	Effective Supervision and Examination of Masters and Ph.D Thesis	Supervisors of postgraduate students from Universities and other research institutions, University Lecturers and post graduate students	3rd - 4th May 1st - 2nd Nov 2 days	1st - 4th May 30th Oct - 2nd Nov 4 Days	13,400 (Non-Residential), 19,000 (Non-Residential + Conf. pax), 29,800 (Residential)
4	USC-MP006	Curriculum Development Skills	University Lecturers, Heads of University Teaching departments, Deans of schools/faculties, Curriculum developers in training Institutions and Higher education Regulating bodies, Institutions that deal with training.	4th - 13th June 8 days	4th - 25th June 16 Days	53,600 (Non-Residential) 76,000 (Non-Residential + Conf. pax) 131,900 (Residential)
5	USC-MP007	Skills for Training Module Development	University Lecturers, Trainer of Trainers, college lecturers and tutors, Program officers or Coordinators	11th - 15th May 1 wk	11th - 22nd May 2 wks	33,500 (Non-Residential) 47,500 (Non-Residential + Conf. pax) 74,500 (Residential)
6	USC-MP009	Setting, Moderating and Marking of Examinations	University Lecturers, College tutors, Quality assurance managers, teachers and other trainers	2nd - 4th July 3 days	2nd - 7th July 6 days	20,100 (Non-Residential) 28,500 (Non-Residential + Conf. pax) 44,700 (Residential)
7	USC-MP024	Management of Examinations and Administration	University Lecturers, College teachers and tutors, Quality assurance managers	10th - 14th Sept 1 wk	10th - 21st Sept 2wks	33,500 (Non-Residential) 47,500 (Non-Residential + Conf. pax) 74,500 (Residential)
8	USC-MP014	Speech Writing Skills	Personal Assistants, Administrative Assistants and administrative staff	14th - 18th May 1 wk	14th - 25th May 2 wks	33,500 (Non-Residential) 47,500 (Non-Residential + Conf. pax) 74,500 (Residential)
9	USC-MP018	TOT in Guidance and Counseling	Trainers of guidance and counseling, practioners of guidance & counseling	2nd - 6th July 5th - 9th Nov 1 wk	2nd - 13th July 6th - 17th Nov 2 wks	33,500 (Non-Residential) 47,500 (Non-Residential + Conf. pax) 74,500 (Residential)
10	USC-MP019	TOT in Mentoring and Coaching	Instructors, Tutors, Lecturers, Teachers	8th - 9th March 2 days	6th - 9th March 4 Days	13,400 (Non-Residential) 19,000 (Non-Residential + Conf. pax) 29,800 (Residential)
11	USC-MP022	Life Skills	Primary & high school administrators & teachers, counselors & psychologists, civil servants, private managers & employees, NGO employees, business owners & individuals	3rd - 5th May 4th - 6th Sept 3 days	8th - 13th May 5th - 16th sept 6 days	20,100 (Non-Residential) 28,500 (Non-Residential + Conf. pax) 44,700 (Residential)
12	USC-MP026	Scientific writing and publishing	University Lecturers, Post graduate students, Research Scientists in Universities and other research institutions	18th - 22nd June 12th - 16th Nov 1 Week	18th - 29th June 12th - 23rd Nov 2 Weeks	33,500 (Non-Residential) 47,500 (Non-Residential + Conf. pax) 74,500 (Residential)

13	USC-MP027	Seminar and conference presentation skills	Project officers, research scientists, University Lecturers, postgraduate students	17th - 18th May 2 days	15th - 18th May 4 days	13,400 (Non-Residential) 19,000 (Non-Residential + Conf. pax) 29,800 (Residential)
14	USC-MP028	Research design and methodology	Project officers, Research scientists, Consultants, University Lecturers and Postgraduate students	4th - 8th June 5th - 9th Nov 1 wk	4th - 15th June 5th - 16th Nov 2 wks	33,500 (Non-Residential) 47,500 (Non-Residential + Conf. pax) 74,500 (Residential)
15	USC-MP029	Data analysis techniques for qualitative and quantitative data	Project officers, Research scientists, Consultants, Postgraduate students and University Lecturers	9th - 20th April 29th Oct - 9th Nov 2 wks	9th Apr - 4th May 29th Oct - 23rd Nov 4 wks	67,000 (Non-Residential) 95,000 (Non-Residential + Conf. pax) 161,700 (Residential)
16	USC-MP030	Report writing skills for projects	Project officers, Research scientists, University Lecturers, postgraduate students	7th - 11th May 17th - 21st Sept 1 wk	7th - 18th May 17th - 28th Sept 2 wks	33,500 (Non-Residential) 47,500 (Non-Residential + Conf. pax) 74,500 (Residential)
17	USC-MP031	Competence Based Teaching and Learning	Teachers in Primary and Secondary Schools, College Tutors, University Lecturers, Education Officials, NGOs Officers	13th - 17th Aug 19th - 23rd Nov 1 wk	13th - 24th May 19th - 30th Nov 2 wks	33,500 (Non-Residential) 47,500 (Non-Residential + Conf. pax) 74,500 (Residential)
EARLY CHILDHOOD DEVELOPMENT						
S/NO	CODE	PROGRAM AND COURSE TITLE	TARGET AUDIENCE	COURSE DATES	COURSE DATES	FEE(Ksh)
18	USC-ECD001	TOT in Care for Child Development	Trainers in Care for Child development, Children Education Practitioners, Community Health Workers, Nutritionists, Medical Officers	13th - 24th August 5th - 16th Nov 2 wks	6th - 30th Aug 4 wks	67,000 (Non-Residential) 95,000 (Non-Residential + Conf. pax) 161,700 (Residential)
19	USC-ECD002	Basic Course in Care for Child Development	Child Care Givers, Children Education Practitioners, Community Health Workers, Nutritionists, Nurses	27th - 31st Aug 19th - 23rd Nov 1 wk	20th - 31st Aug 19th - 30th Nov 2 wks	33,500 (Non-Residential) 47,500 (Non-Residential + Conf. pax) 74,500 (Residential)
20	USC-ECD003	Capacity Building in Early Childhood Care, Education and Development	Actors in Early Childhood Education, Health, Nutrition and Protection	20th - 31st Aug 19th - 30th Nov 2 wks	5th - 30th Nov 4 wks	67,000 (Non-Residential) 95,000 (Non-Residential + Conf. pax) 161,700 (Residential)
LEADERSHIP AND MANAGEMENT						
S/NO	CODE	PROGRAM AND COURSE TITLE	TARGET AUDIENCE	COURSE DATES	COURSE DATES	FEE(Ksh)
21	USC-LMA001	Administration in Higher education	University Council Members, University Registrars, Deans, Principals of University Colleges/ Campuses, Heads of Departments, Directors and Coordinators of Centres	14th - 18th May 3rd - 7th Sept 1 wk	14th - 25th May 3rd - 14th Sept 2 wks	33,500 (Non-Residential) 47,500 (Non-Residential + Conf. pax) 74,500 (Residential)
22	USC-LMA037	Strategic Leadership and Management Skills	Senior Government Officers, Senior Managers in Private Firms, Directors, Deans, Registrars, Heads of sections/units, Managers, principals of secondary schools & colleges	13th Aug - 21st Sept 5th Nov - 14th Dec 6 wks	None	167,500 (Non-Residential), 223,500 (Non-Residential + Conf. pax), 356,900 (Residential)
23	USC-LMA003	Consultancy Skill Development	University Lecturers, Directors of consulting firms and NGOs, project officers	13th - 17th Aug 1 wk	13th - 24th Aug 2 wks	33,500 (Non-Residential) 47,500 (Non-Residential + Conf. pax) 74,500 (Residential)
24	USC-LMA004	Management of University Departments /Schools/ Faculties/Colleges	Heads of University departments, Deans of schools or faculties, Principals of University Colleges, Campus Directors, Directors of Institutes	23rd - 27th April 1 wk	2nd April - 4th May 2 wks	33,500 (Non-Residential) 47,500 (Non-Residential + Conf. pax) 74,500 (Residential)
25	USC-LMA009	Organizational Restructuring and Change Management	Boards of Directors, Head of Companies and Institutions and other senior managers	12th - 16th March 1 wk	12th - 23rd March 2 wks	33,500 (Non-Residential) 47,500 (Non-Residential + Conf. pax) 74,500 (Residential)
26	USC-LMA011	Team Building Skills	Organisational Teams	2nd - 4th July 3 days	2nd - 7th July 6 Days	20,100 (Non-Residential) 28,500 (Non-Residential + Conf. pax) 44,700 (Residential)
27	USC-LMA012	Performance Management	CEOs of state corporations, senior managers, accounting officers, human resource development officers in the public & private sectors, senior officers in charge of performance management systems in both private and public sectors	2nd - 13th July 2 wks	2nd July - 27th Aug 4 wks	67,000 (Non-Residential) 95,000 (Non-Residential + Conf. pax) 161,700 (Residential)

28	USC-LMA015	Customer Care	Front Office Personnel, Company Personnel and	6th - 8th June	4th - 9th June	20,100 (Non-Residential) 28,500
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S/NO	CODE	PROGRAM AND COURSE TITLE	TARGET AUDIENCE	COURSE DATES	COURSE DATES	FEE(Ksh)
29	USC-LMA016	Minute Taking and Report Writing Skills	Administrative Assistants, Personal Assistants, Clerical Officers, Data Clerks	11th - 15th June 15th - 19th Nov 1 wk	12th - 23rd June 15th - 22nd Nov 2 wks	33,500 (Non-Residential) 47,500 (Non-Residential + Conf. pax) 74,500 (Residential)
30	USC-LMA023	Supervision and Delegation Skills	Top Managers of Companies, NGOs, Government organizations, Quarsi-Government Organizations, Chief Executives and Company Directors	10th - 14th Sept 1 wk	10th - 21st Sept 2wks	33,500 (Non-Residential) 47,500 (Non-Residential + Conf. pax) 74,500 (Residential)
31	USC-LMA028	Organizational Skills and Time Management	Organisational and Institutional Managers, Administrators, Section Heads, Front Office Staff	7th - 11th May 1 wk	7th - 18th May 2wks	33,500 (Non-Residential) 47,500 (Non-Residential + Conf. pax) 74,500 (Residential)
29	USC-LMA029	Public Relations and Customer Care	Pubic Relations Officers, Corporate Affairs Officers, Front Office Personnel, Administrative and Management Staff and Marketing Officers	14th - 18th May 15th -19th Oct	14th - 25th May 15th - 26th Oct	33,500 (Non-Residential) 47,500 (Non-Residential + Conf. pax) 74,500 (Residential)
30	USC-LMA002	Social Accountability	Civil Society Organisations, NGOs and Senior Government Officers	5th - 9th Nov 1 wk	5th - 16th Nov 2 wks	33,500 (Non-Residential) 47,500 (Non-Residential + Conf. pax) 74,500 (Residential)
31	USC-LMA034	Strategic Planning and Organisational Analysis	Senior Organisational Managers in Public and Private Sector, Senior officials and trainers of NGOs, CBOs and MSEs mandated to train other employees and partners	7th - 25th May 3 wks	No evening option	100,500 (Non-Residential) 142,500 (Non-Residential + Conf. pax) 248,900 (Residential)
33	USC-LMA035	Leadership and Management Skills	Senior Organisational Managers, Middle level Managers, Prospective Leaders and Managers	6th -10th Aug 1 wk	6th - 17th Aug 2 wks	33,500 (Non-Residential) 47,500 (Non-Residential + Conf. pax) 74,500 (Residential)
34	USC-LMA041	Strategic Planning and Performance Contracts Management	Governors, National & County Government Officials, Senior Managers in State Agencies, Civil Society Organisations, Organisational Leaders, Development Workers /Partners & Devolution Experts	11th - 22nd June 2 wk	11th June - 6th July 4 wks	67,000 (Non-Residential) 95,000 (Non-Residential + Conf. pax) 161,700 (Residential)
35	USC-LMA038	Entrepreneurship/Intrapreneurship	Business Individuals, Corporate Managers, Government Officers at County and National Level, University Managers, Bank Managers and Officers	1st - 3rd Oct 3 days	No evening option	20,100 (Non-Residential) 28,500 (Non-Residential + Conf. pax) 44,700 (Residential)
36	USC-LMA042	Protocol & Event Management	Protocol Officers, Security Officers, Event Managers/Officers, Office Administrators and Entrepreneurs	2nd - 4th Jul 3 days	2nd - 7th Jul 6 days	20,100 (Non-Residential) 28,500 (Non-Residential + Conf. pax) 44,700 (Residential)
37	USC-LMA043	The Personal Assistants Development Programme	Executive or Personal Assistant to Senior or Middle Managers and Elected Leaders	11th - 15th June 1 wk	11th - 22nd June 2 wks	33,500 (Non-Residential) 47,500 (Non-Residential + Conf. pax) 74,500 (Residential)
38	USC-LMA044	Ethics, Governance and Human values	State Corporation Executives, Corporate Managers, Accounting Officers, County Administrators, Government Officers, Elected Leaders.	8th - 10th Oct 3 days	8th - 13th Oct 3 days	20,100 (Non-Residential) 28,500 (Non-Residential + Conf. pax) 44,700 (Residential)
39	USC-LMA045	Entrepreneurship and Retirement	Staff due for Retirement, Entrepreneurs in Retirement	14th - 18th May 5th - 9th Nov. 1 wk	None	33,500 (Non-Residential) 47,500 (Non-Residential + Conf. pax) 74,500 (Residential)

PROJECT DEVELOPMENT AND MANAGEMENT

	CODE	PROGRAM AND COURSE TITLE	TARGET AUDIENCE	COURSE DATES	COURSE DATES	FEE(Ksh)
40	USC-MP025	Project Proposal Writing for Fund Raising	Programme Managers, Project Managers, M&E Managers, Project Coordinators, CDF Coordinators, Loan officers and Resource mobilizers	4th - 8th June 1 wk	4th - 15th June 2 wks	33,500 (Non-Residential) 47,500 (Non-Residential + Conf. pax) 74,500 (Residential)
41	USC-PDM001	Grant Proposal Writing	Project officers, Research scientists, Consultants, Resource mobilizers, University Lecturers and Postgraduate students	23rd - 27th April 20th - 24th Aug 1 wk	23rd Apr - 4th May 20th Aug - 31st Aug 2 wks	33,500 (Non-Residential) 47,500 (Non-Residential + Conf. pax) 74,500 (Residential)
42	USC-PDM002	Designing, Planning and Implementing Projects	Project officers, Research Scientists, Consultants, Postgraduate students and University Lecturers	4th - 8th June 13th - 17th Aug 1 wk	4th - 15th June 13th - 23rd Aug 2 wks	33,500 (Non-Residential) 47,500 (Non-Residential + Conf. pax) 74,500 (Residential)

	CODE	PROGRAM AND COURSE TITLE	TARGET AUDIENCE	COURSE DATES	COURSE DATES	FEE(Ksh)
43	USC-PDM009	Project Monitoring and Evaluation	Researchers, Project Managers and Programme Officers	7th - 11th May 5th - 9th Nov 1 wk	7th - 18th May 5th - 16th Nov 2 wks	33,500 (Non-Residential) 47,500 (Non-Residential + Conf. pax) 74,500 (Residential)
44	USC-PDM010	Project Leadership and Management	Project Managers, Principal Investigators of Projects, Research Officers and Programme Officers	10th - 14th Sept 1 wk	10th - 21st Sept 2 wks	33,500 (Non-Residential) 47,500 (Non-Residential + Conf. pax) 74,500 (Residential)
45	USC-PDM011	Project Cycle Management	Project officers and Leaders, Principal Investigators of projects and Programme Officers	1st - 12th Oct 2 wk	1st- 26th Oct 4 wks	67,000 (Non-Residential) 95,000 (Non-Residential + Conf. pax) 161,700 (Residential)
46	USC-PDM022	Managing Community Renewable Energy Projects	Senior officers, Trainers and Project officers with key projects responsibilities in Religious Organisations, NGOs, CBOs, SMEs and Private Sector, County Staff	22nd - 26th Oct 1 wk	No evening option	33,500 (Non-Residential) 47,500 (Non-Residential + Conf. pax) 74,500 (Residential)
47	USC-PDM027	IT in Project Management	Programme Managers, Project Managers, M&E Managers, Project Coordinators, Data analysts and Project report writers, Clinical Officers, Nutritionists, M&E Managers, Project Coordinators, Data Analysts	7th - 19th Sept 8th - 16th Jan 8 days	10th -30th Sept 16 days	53,600 (Non-Residential) 47,500 (Non-Residential + Conf. pax) 76,000 (Residential) 131,900
48	USC-PDM028	Financial Management of Donor Funded Projects	Program Coordinators, project managers	5th - 9th Nov 1 wk	5th - 16th Nov 2 wks	33,500 (Non-Residential) 47,500 (Non-Residential + Conf. pax) 74,500 (Residential)

PUBLIC GOVERNANCE

S/NO	CODE	PROGRAM AND COURSE TITLE	TARGET AUDIENCE	COURSE DATES	COURSE DATES	FEE(Ksh)
49	USC-PG003	County Administration, Leadership & Management	Governors, County Executive Committees, County Chief Officers, County Administrators, Women Leaders, Political Party Officers, National & County Government Officials, CSO Leaders, Development workers / Partners, County Leaders & Devolution Experts	1st Oct- 26th Oct 4 wks	No evening option	117,250 (Non-Residential) 159,250 (Non-Residential + Conf. pax) 252,950 (Residential)
50	USC-PG004	County Strategic Planning & Management	Governors, County Executive Committees, County Chief Officers, County Administrators, Women Leaders, Political Party Officers, National & County Government Officials, County Leaders, CSO Leaders, Development workers / Partners & Devolution Experts	15th Oct - 23rd Nov 6 wks	No evening option	167,500 (Non-Residential) 223,500 (Non-Residential + Conf. pax) 356,900 (Residential)
51	USC-PG013	Public Finance Management	Senior Managers, Head of Departments, County Executive Committees, County Chief Officers, Budget Officers, Tax Revenue Officers, County Accountants, Licensing Officers, Tender Committee Members, County Assembly Members, Procurement Officers	29th Oct - 7th Dec 6 wks	No evening option	167,500 (Non-Residential) 223,500 (Non-Residential + Conf. pax) 356,900 (Residential)
52	USC-PG014	Public Policy Management	County Executive Committees, County Chief Officers, Senior Managers, Head of Departments, Budget Officers, Human Resource Managers, Tax Revenue Officers, County Accountants, Licensing Officers, Tender Committee Members, County Assembly Members	14th Jan - 22nd Feb 6 wks	No evening option	167,500 (Non-Residential) 223,500 (Non-Residential + Conf. pax) 356,900 (Residential)

S/NO	CODE	PROGRAM AND COURSE TITLE	TARGET AUDIENCE	COURSE DATES	COURSE DATES	FEE(Ksh)
53	USC-PG015	Leadership and Integrity	County Executive Committees,County Chief Officers, Senior Managers, Head of Departments,Executive Committee Members,Budget Officers,Human Resource managers,tax revenue officers,county accountants,licensing officers,tender committee members,county assembly members,procurement officers	14th Jan - 1st Feb 3 wks	No evening option	100,500 (Non-Residential) 142,500 (Non-Residential + Conf. pax) 248,900 (Residential)
54	USC-PG016	Public Procurement	Senior Managers, Head of Departments,Procurement Officers,Executive Committee Members,Budget Officers,Human Resource Managers,Tax Revenue Officers,County Accountants,Licensing Officers,Tender Committee Members,Members of County Assembly	14th Jan - 22nd Feb 6 wks	No evening option	167,500 (Non-Residential) 223,500 (Non-Residential + Conf. pax) 356,900 (Residential)
55	USC-PG017	County Assembly Operations	MCA's,Head of Departments,Executive Committee Members,Budget Officers,Human Resource Managers,Tax Revenue Officers,County Accountants,Licensing Officers,Tender Committee Members,Procurement Officers	4th Feb - 15th March 6 wks	No evening option	167,500 (Non-Residential) 223,500 (Non-Residential + Conf. pax) 356,900 (Residential)
56	USC-PG018	Trade and Investments	Governors, County Executive Committees,County Chief Officers, Senior Managers, Head of departments,executive committee members,budget officers,human resource managers,tax revenue officers,county accountants,licensing officers,tender committee members,members of county assembly ,procurement officers	14th Jan - 22nd Feb 6 wks	No evening option	167,500 (Non-Residential) 223,500 (Non-Residential + Conf. pax) 356,900 (Residential)
57	USC-PG019	ICT for County Governments	Office Staff Working for County Governments	2nd - 6th Oct 1 wk	No evening option	33,500 (Non-Residential) 47,500 (Non-Residential + Conf. pax) 74,500 (Residential)
58	USC-PG020	Private / Public Partnerships Foundation Course	Governors, County Executive Committees,County Chief Officers, Senior Managers, Senior officials and Trainers in Government, Private Sector, and Academic Institutions particularly those involved in roads and building constructions	12th - 16th Nov 1 wk	No evening option	33,500 (Non-Residential) 47,500 (Non-Residential + Conf. pax) 74,500 (Residential)
59	USC-PG021	Private / Public Partnerships, Joint Ventures and Procurement	Governors, County Executive Committees,County Chief Officers, Senior Managers, Senior Officials and Trainers in Government, Private Sector, and academic institutions particularly those involved in Roads and Building Constructions	5th - 23rd 4th - 22nd Mar 3 wks	No evening option	100,500 (Non-Residential) 142,500 (Non-Residential + Conf. pax) 248,900 (Residential)
CONFLICT MANAGEMENT AND RESOLUTION						
S/NO	CODE	PROGRAM AND COURSE TITLE	TARGET AUDIENCE	COURSE DATES	COURSE DATES	FEE(Ksh)
60	USC-CMA003	Disaster Management	Non-Governmental Agencies, Government Officers, Institutional Managers, Disaster Managers, Security Enforcers and Security Personnel	7th - 11th May 1 wk	No evening option	33,500 (Non-Residential) 47,500 (Non-Residential + Conf. pax) 74,500 (Residential)
61	USC-CMA008	Crisis Management for Security Personnel	Security Enforcers,Police Officers,Administration Security Personnel,Crisis Managers	2nd - 20th Jul 3 wks	No evening option	100,500 (Non-Residential) 142,500 (Non-Residential + Conf. pax) 248,900 (Residential)

S/NO	CODE	PROGRAM AND COURSE TITLE	TARGET AUDIENCE	COURSE DATES	COURSE DATES	FEE(Ksh)
62	USC-CMA009	Alternative Dispute Resolution	Civil Society Organisations, Community organisations and groups, Legal Practitioners, Public Administrators, Heads of Departments, Public Sector Administrators	4th - 8th June 1 wk	4th - 15th June 2 wks	33,500 (Non-Residential) 47,500 (Non-Residential + Conf. pax) 74,500 (Residential)
63	USC-CMA010	Conflict Management & Arbitration	Senior officials and trainers of NGOs, CBOs and MSEs mandated to train other employees and partners, Public Sector Administrators	11th - 29th Jun 3 wks	No evening option	100,500 (Non-Residential) 142,500 (Non-Residential + Conf. pax) 248,900 (Residential)
64	USC-CMA011	Peace and Conflict Resolution	Senior officials, trainers and Project officers with key project responsibilities in Religious organisations, NGOs, CBOs and MSEs and Private Sector, Public Sector Administrators, Police Officers	25th Jun - 13th Jul 3 wks	No evening Option	100,500 (Non-Residential) 142,500 (Non-Residential + Conf. pax) 248,900 (Residential)
GENERAL MANAGEMENT COURSES						
S/NO	CODE	PROGRAM AND COURSE TITLE	TARGET AUDIENCE	COURSE DATES	COURSE DATES	FEE(Ksh)
65	USC-GM001	Road Safety	Drivers, Transport Managers, Road Safety Enforcers in	3rd - 7th Sept 1 wks	3rd - 14th Sept 2wks	33,500 (Non-Residential) 47,500 (Non-Residential + Conf. pax) 74,500 (Residential)
66	USC-GM002	Training Needs Assessment	Organisation and institutional Heads, Section Heads, Programme Coordinators in NGOs, CBOs	7th - 11th May 1 wks	7th - 18th May 2wks	33,500 (Non-Residential) 47,500 (Non-Residential + Conf. pax) 74,500 (Residential)
AGRICULTURE AND ENTERPRISE DEVELOPMENT						
S/NO	CODE	PROGRAM AND COURSE TITLE	TARGET AUDIENCE	COURSE DATES	COURSE DATES	FEE(Ksh)
67	USC-AGD002	Sustainable Management of plant diseases and pests under green house production systems	Crop officers, agronomists, semi - commercial farmers, agricultural project coordinators, Extension /advisory service providers	4th - 6th June 3 days	No evening option	20,100 (Non-Residential) 28,500 (Non-Residential + Conf. pax) 44,700 (Residential)
68	USC-AGD004	Management of Irrigation Farm Projects	Crop officers, agronomists, commercial farmers, agricultural project coordinators, Extension /advisory service providers	1st - 5th Aug 3 days	30th Jul -4th Aug 6 days	20,100 (Non-Residential) 28,500 (Non-Residential + Conf. pax) 44,700 (Residential)
ICT APPLICATION						
S/NO	CODE	PROGRAM AND COURSE TITLE	TARGET AUDIENCE	COURSE DATES	COURSE DATES	FEE(Ksh)
69	USC-ICT001	Managing and archiving electronic records	Registry staff, other officers in charge of electronic records in various institutions, Librarians	7th - 11th May 1 wk	7th - 18th May 2 wks	33,500 (Non-Residential) 47,500 (Non-Residential + Conf. pax) 74,500 (Residential)
70	USC-ICT017	E-Commerce (Including Ajira Kenya)	Medium IT Enterprise Owners, IT Business Managers, Entrepreneurs, Youth	10th - 14th Sept 1 wk	10th - 21st Sept 2 wks	33,500 (Non-Residential) 47,500 (Non-Residential + Conf. pax) 74,500 (Residential)
71	USC-ICT026	Certified Information Security Manager (CISM)	IT staff, IT Project Managers, Business Analysts, Business Owners, Fresh Graduates	7th - 18th May 2 wks	Evening only	67,000 (Non-Residential) 95,000 (Non-Residential + Conf. pax) 161,700 (Residential)

S/NO	CODE	PROGRAM AND COURSE TITLE	TARGET AUDIENCE	COURSE DATES	COURSE DATES	FEE(Ksh)
72	USC-ICT031	Certified Information Security Professional(CISSP)	IT staff,IT Project Managers,Business Analysts,Business Owners,Fresh Graduates	9th - 13th Jul 1 wk	9th - 20th July 2 wks	33,500 (Non-Residential) 47,500 (Non-Residential + Conf. pax) 74,500 (Residential)
73	USC-ICT033	IT Auditing Techniques(A Practical Approach)	IT staff,IT project managers,business analysts, finance managers, accountants, business owners,fresh graduates	7th - 11th May 1 wk	No evening Option	33,500 (Non-Residential) 47,500 (Non-Residential + Conf. pax) 74,500 (Residential)
74	USC-ICT034	Certified Information Systems Security Professional (CISSP)	IT staff,IT project managers,business analysts, finance managers, accountants, business owners,fresh graduates	23rd - 27th July 1 wk	No evening Option	33,500 (Non-Residential) 47,500 (Non-Residential + Conf. pax) 74,500 (Residential)
75	USC-ICT035	IT Disaster Recovery Planning (DRP)	IT staff,IT project managers,business analysts, finance managers, accountants, business owners,fresh graduates	23rd - 27th May 1 wk	No evening Option	33,500 (Non-Residential) 47,500 (Non-Residential + Conf. pax) 74,500 (Residential)
76	USC-ICT036	Prince2 Project Management	Project Managers, finance managers,business analysts,fresh graduates	11th - 15th June 1 wk	11th - 22nd June 2 wks	33,500 (Non-Residential) 47,500 (Non-Residential + Conf. pax) 74,500 (Residential)
77	USC-ICT029	Certified Information Systems Auditor(CISA)	IT staff,IT project managers,business analysts, finance managers, accountants, business owners,fresh graduates	Evening Only	14th May - 08th June 4 wks	67,000 (Non-Residential) 95,000 (Non-Residential + Conf. pax) 161,700 (Residential)
GENDER DEVELOPMENT						
S/NO	CODE	PROGRAM AND COURSE TITLE	TARGET AUDIENCE	COURSE DATES	COURSE DATES	FEE(Ksh)
78	USC-GD002	Gender mainstreaming in peace building, conflict management and emergency response	Policy makers, planners, administrators, managers of NGOs and project officers and all individuals involved in conflict,disasters, and emergency interventions	2nd - 13th Jul 2 wks	2nd - 27th Jul 4 wks	67,000 (Non-Residential) 95,000 (Non-Residential + Conf. pax) 161,700 (Residential)
79	USC-GD003	Gender mainstreaming in project programming, planning and management	All actors in the field of project development and management	5th - 16th June 2 wks	5th June - 30th June 4 wks	67,000 (Non-Residential) 95,000 (Non-Residential + Conf. pax) 161,700 (Residential)
ENVIRONMENTAL MANAGEMENT						
S/NO	CODE	PROGRAM AND COURSE TITLE	TARGET AUDIENCE	COURSE DATES	COURSE DATES	FEE(Ksh)
80	USC-EDM001	Integrated Environmental Impact Assessment and Audit	Policy makers, NGOs, project officers and all individuals involved in environmental related projects and interventions	3rd April - 21st April 11th - 29th Sept 3 Wks	3rd April - 12th May 11th Sept - 19th Oct 6 Wks	60,000 (Non-Residential at City Campus)
81	USC-EDM005	Occupational Safety and Health Management	Environmental Managers, Occupational Safety and Health Specialists, Risk Managers, Compliance Managers, Engineers, HR Practioners, Industrial Supervisors	4th - 8th June 1 wk	4th - 15th June 2 wks	33,500 (Non-Residential) 47,500 (Non-Residential + Conf. pax) 74,500 (Residential)
81	USC-EDM006	Introduction to ArcGIS and its application	Researchers, Engineers, Environmentalists, Professionals from diverse fields	18th - 29th June 15th -26th Oct 2 wk	1st - 26th Oct 4 Weeks	
RECREATION AND SPORT SCIENCE						
S/NO	CODE	PROGRAM AND COURSE TITLE	TARGET AUDIENCE	COURSE DATES	COURSE DATES	FEE(Ksh)
82	USC-RS002	Fitness Testing and Prescription	Aerobic Instructors, Teachers, Recreation Managers, Sports officers, Medical Practioners	9th - 20th July 2 wks	9th July - 3rd Aug 4 wks	67,000 (Non-Residential) 95,000 (Non-Residential + Conf. pax) 161,700 (Residential)
83	USC-RS004	TOT for Fitness Instructors	Fitness Instructors, Personal Trainers, Nutritionists, Animators Health Fitness Instructors,Outdoor Team Building Specialists	20th - 24th Aug 1 wk	20th Aug - 31st Oct 2 wks	33,500 (Non-Residential) 47,500 (Non-Residential + Conf. pax) 74,500 (Residential)
83	USC-RS005	Mentoring and Coaching of Instructors	Instructors and Coaches in Sports and Games	10th - 11th May 2 Days	8th - 11th May 4 Days	13,400 (Non-Residential) 19,000 (Non-Residential + Conf. pax) 29,800 (Residential)

HEALTH MANAGEMENT AND ADMINISTRATION						
S/NO	CODE	PROGRAM AND COURSE TITLE	TARGET AUDIENCE	COURSE DATES	COURSE DATES	FEE(Ksh)
84	USC-HMA003	Health Care Planning and Administration	Nursing Officer In-Charge, Medical superintendents, District Medical Officers, District Health Managers	1st - 5th Oct 1 wk	1st - 12th Oct 2 wks	33,500 (Non-Residential) 47,500 (Non-Residential + Conf. pax) 74,500 (Residential)
86	USC-HMA004	Integrated HIV/AIDS Prevention and Care	NGO & CBO Officers, Nurses, Public Health Officials	4th - 8th June 1 wk	4th - 15th June 2 wks	33,500 (Non-Residential) 47,500 (Non-Residential + Conf. pax) 74,500 (Residential)
87	USC-HMA005	Behaviour Change and Communication in HIV/AIDS	Community Health Workers, Public Health Officials, Counsellors, FBOs, NGOs and CBOs Officers	5th - 9th Nov 1 wk	5th - 16th Nov 2 wks	33,500 (Non-Residential) 47,500 (Non-Residential + Conf. pax) 74,500 (Residential)
88	USC-HMA006	Stress Management at Work Place	CEOs, Managers, Project Executives, Principals & Head Teachers, Researchers, Individual	12th - 16th Nov 1 wk	12th - 23rd Nov 2 wks	33,500 (Non-Residential) 47,500 (Non-Residential + Conf. pax) 74,500 (Residential)
89	USC-HMA010	Basic Life Support (BLS)	Practicing Health Care Providers, First Aiders , Health Sciences Students, Children and Aged Care Givers, Individuals	22 -24th Aug 3 days	No evening Option	20,100 (Non-Residential) 28,500 (Non-Residential + Conf. pax) 44,700 (Residential)
90	USC-HMA011	Advanced Cardiovascular Life Support (ACLS)	BLS certificate holders, Health Care Providers and Non Health Care Providers	10th - 14th Sept 1 wk	No evening Option	33,500 (Non-Residential) 47,500 (Non-Residential + Conf. pax) 74,500 (Residential)
91	USC-HMA012	Hospital Management for Health Professionals	Individuals interested in Hospital Management, Top and Middle Level Managers in the Medical Field	July - November November - March 5 Months	Online Option Only	150,000
92	USC-HMA013	Basic Community Health Assistant:Aged Care	Community Health Workers, Public Health Officials, Nurses, Care Givers	April - Sept. Aug. - Jan. Jan. - June 6 weeks	No evening Option	
93	USC-HMA014	Education for Effective Nutrition Action	Nutritionists, Trainers on Nutrition Health, Community Health Workers, Public Health Officials, Nurses, Care Givers	7th -18th May, 6th - 17th Aug. 5th - 16th Nov. 2 Weeks	7th May - 1st June, 5th - 30th Nov	67,000 (Non-Residential) 95,000 (Non-Residential + Conf. pax) 161,700 (Residential)
HOSPITALITY MANAGEMENT AND ADMINISTRATION						
S/NO	CODE	PROGRAM AND COURSE TITLE	TARGET AUDIENCE	COURSE DATES	COURSE DATES	FEE(Ksh)
94	USC-HAM001	Food Safety and Hygiene Practices for Food Handlers	Hotel Managers, Food and beverage Managers, Food Mananufacturing and Processing Managers, Institutions Catering Staff, Hotels and Restaraunts Staff, Bakers, Butchers, Food Handling Personel	16th - 18th May 19th - 21st Sept 20th - 22nd Feb 3 days	No evening Option	20,100 (Non-Residential) 28,500 (Non-Residential + Conf. pax) 44,700 (Residential)
95	USC-HAM002	Hazard Analysis Critical Control Points (HACCP)	Hotel Managers, Food and Beverage Managers, Food Mananufacturing and Processing Managers, Supervisors,	2nd - 4th May 25th - 27th Jul 3 days	No evening Option	20,100 (Non-Residential) 28,500 (Non-Residential + Conf. pax) 44,700 (Residential)
96	USC-HAM003	Culinary Arts	Chefs, Cooks, Bakers, Butchers	4th - 8th Jun 20th - 24th Aug 1 Week	No evening Option	33,500 (Non-Residential) 47,500 (Non-Residential + Conf. pax) 74,500 (Residential)
97	USC-HAM004	House Keeping Skills and Techniques	House Keepers in Hotels, Restaurants, Institutions	27th - 29th Jun 5th - 7th Sept 3 days	No evening Option	20,100 (Non-Residential) 28,500 (Non-Residential + Conf. pax) 44,700 (Residential)
98	USC-HAM005	Food and Beverage Service	Head Waiters, Barmen/maid, Supervisors, Waiters, Sommelier(wine waiters),	10th - 13th Jul 22nd - 25th Jan 4 days	No evening Option	26,800 (Non-Residential) 38,000 (Non-Residential + Conf. pax) 65,950 (Residential)
99	USC-HAM006	Premise Management and Maintenance	Maintenance Managers and staff	30th - 31st Aug 7th - 8th Feb 2 days	No evening Option	13,400 (Non-Residential) 19,000 (Non-Residential + Conf. pax) 29,800 (Residential)

100	USC-HAM007	Front Office Management	Front Office Personnel, Back Office(Reservation) Staff, Room Divisions Staff, Concierge	18th - 22nd Jun 24th - 28th Sept 12th - 16th Mar 1 Week	No evening Option	33,500 (Non-Residential) 47,500 (Non-Residential + Conf. pax) 74,500 (Residential)
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FINANCIAL MANAGEMENT AND ADMINISTRATION						
S/NO	CODE	PROGRAM AND COURSE TITLE	TARGET AUDIENCE	COURSE DATES	COURSE DATES	FEE(Ksh)
100	USC-FMA001	Financial Management and Auditing	Non Finance Managers, Elected Leaders, CDF Managers, Provincial Education Officers, District Education Officers, Head Teachers	30th July - 3rd Aug 1 wk	20th Aug - 1st Sept 2 wks	33,500 (Non-Residential) 47,500 (Non-Residential + Conf. pax) 74,500 (Residential)
101	USC-FMA003	Financial Planning & Control in Small and Medium Enterprises	Entrepreneurs, Managers, Mid-Level Executives in Private Sector	12th - 16th Nov 1 wk	12th - 23rd Nov 2 wks	33,500 (Non-Residential) 47,500 (Non-Residential + Conf. pax) 74,500 (Residential)
102	USC-FMA004	Contract Management and Negotiation Skills	CEOs, CFOs, Top Organisational Managers, Procurement officers, Entrepreneurs	1st - 5th Oct 1 wk	1st - 12th Oct 2 wks	33,500 (Non-Residential) 47,500 (Non-Residential + Conf. pax) 74,500 (Residential)
103	USC-FMA006	Financial Management for Non-Finance Managers	Section Heads, Project Officers, Program Coordinators, Program Managers	9th - 13th July 1 wk	9th - 20th July 2 wks	33,500 (Non-Residential) 47,500 (Non-Residential + Conf. pax) 74,500 (Residential)
104	USC-FMA007	Resource Mobilization Management	CEOs, Directors & Board Members, Resource Mobilization Managers, Programs & Project Coordinators, Marketing & Grant Officers.	5th - 9th Nov 1 wk	5th - 16th Nov 2 wk	33,500 (Non-Residential) 47,500 (Non-Residential + Conf. pax) 74,500 (Residential)
105	USC-FMA008	Procurement and Tendering	Procurement officers in government institutions and private firms	1st - 5th Oct 1 wk	1st - 12th Oct 2 wks	33,500 (Non-Residential) 47,500 (Non-Residential + Conf. pax) 74,500 (Residential)
HUMAN RESOURCE MANAGEMENT						
S/NO	CODE	PROGRAM AND COURSE TITLE	TARGET AUDIENCE	COURSE DATES	COURSE DATES	FEE(Ksh)
106	USC-HRM005	Human Resource Management	Managers, HR Personnel and Administrators, Heads of S	2nd - 27th July 4 wks	No evening Option	117,250 (Non-Residential) 159,250 (Non-Residential + Conf. pax) 252,950 (Residential)
107	USC-HRM006	Collective Bargaining	Administrators, Trade Union officials ,HR practioners	25th - 27th April 3 days	23rd - 28th April 6 days	20,100 (Non-Residential) 28,500 (Non-Residential + Conf. pax) 44,700 (Residential)
108	USC-HRM007	Labour Laws	Senior & middle level managers,all Executives handling or managing staff, Trade Union officials	21st - 22nd June 2 days	19th - 22nd June 4 days	13,400 (Non-Residential) 19,000 (Non-Residential + Conf. pax) 29,800 (Residential)
109	USC-HRM008	Effective Industrial Relations	Senior and middle level managers,HR Practitioners and legal officers	15th - 16th Nov. 2 days	13th - 16th Nov. 4 days	13,400 (Non-Residential) 19,000 (Non-Residential + Conf. pax) 29,800 (Residential)
MARKETING						
110	USC-SCM001	Marketing Fundamentals	Non-marketers supporting marketing roles in Private and Public Institutions, NGOs, marketing assistants, customer service assistants, call centre employees, personal assistants	9th - 13th July 1 Week	9th - 20th July 2 weeks	33,500 (Non-Residential) 47,500 (Non-Residential + Conf. pax) 74,500 (Residential)
PARALEGAL SKILLS DEVELOPMENT						
S/NO	CODE	PROGRAM AND COURSE TITLE	TARGET AUDIENCE	COURSE DATES	COURSE DATES	FEE(Ksh)
111	USC-PLD001	TOT in Paralegal Skills Development	Public Officers,Private Sector players,CSOs,CBOs,Self Help Groups,Informal groups	1st - 26th Oct 4 wks	1st Oct - 23rd Nov 8 wks	117,250 (Non-Residential) 159,250 (Non-Residential + Conf. pax) 252,950 (Residential)
112	USC-PLD007	Patent Writing Skills	Institutions of Higher Learning, Advocates , Kenya Intellectual Property Institute staff, Innovation	16th - 20th July 1wk	16th - 27th July 1wk	33,500 (Non-Residential) 47,500 (Non-Residential + Conf. pax) 74,500 (Residential)

We also tailor make courses according to clients' needs

Tuition Fee:

The fee should be paid at least 2 weeks before the commencement of the training and bank deposit slips sent electronically to the Centre at the email indicated below. Executives Courses will be charged at a premium rate

The original money banking slips should also be presented at the time of registration of the course. Tuition fee should be deposited directly to the following Bank Account:

NATIONAL BANK OF KENYA (KENYATTA UNIVERSITY) - A/C NO. 0100339130000

Payment can also be made by cheque to "KENYATTA UNIVERSITY". An addition of Ksh. 250 will be required for Cheque clearance.

NB: Kindly contact the Centre before making payments

Courses will be mounted upon confirmation of participation by not less than ten (10) applicants who have duly paid for the course

Travel Visas for Foreigners

Participants from other countries must ensure that they have valid travel documents and appropriate visa for entering Kenya

Training Venues

The training will take place at the Kenyatta University Conference Centre (KUCC), located within Kenyatta University Main Campus, and in all other KU Campuses. For Executive short courses programmes, the training can be held at North Coast Beach Hotel. Training can also be held at a venue preferred by the client.

Evening programmes will be held at the Kenyatta University City Campus located at KU Plaza along Haile Sellasie Avenue, Nairobi

Accommodation

Kenyatta University has excellent accommodation facilities at the Kenyatta University Conference Centre and the North Coast Beach Hotel at very reasonable rates. The residential fee indicated in the calendar are for the Kenyatta University Conference Centre at the main Campus. Accommodation in other venues will vary. For more

**Reservation Desk, Kenyatta University Conference Centre, Tel.254-20-8711581, Cell: 254 - 705-918282, Email: manager-kucc@ku.ac.ke
& Reservation Desk, North Coast Beach Hotel, Tel. +25420 2037784/5 Cell: +254722 209 458/+254733 409 430, Email: info@northcoastbeachhotel.co.ke**

Enquiries

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