



## CENTER FOR LEADERDHP AND PROFESSIONAL DEVELOPMENT

*'Retooling for transformative leadership'*

# CATALOGUE (TRAINING AND CONSULTANCIES)

Through the Center for Leadership and Professional Development (CLPD), KeMU has put together her repository of experts and trainers to build and enhance capacities and competencies of individuals, communities, organizations and institutions in order to meet the ever emerging demands of the 21<sup>st</sup> living spaces. The goal of the Center is to offer upskilling opportunities for training, continued education, research and consultancies that are adaptive and practical to client(s) needs. The target clients are individuals, schools leavers, professionals, leaders and managers, practitioners in the public and private sectors, religious organizations, para-religious organizations, non-governmental organizations, community-based organizations, Community Based organizations (CBOs), Women and Youth Groups among others.

The following programmes are open for enrolment:

- I. Short Courses, Professional Development and Trainings
- II. Partner Consultancies and Research Projects;
- III. Seminars, Symposia and Workshops

### I. SHORT COURSES AND TRAININGS

PROGRAMME	CLIENT(S) (Target Participants)	DURATION	DATE	COST (KES)
<b>PERSONAL DEVELOPMENT</b>				
Conducting Meetings	Managers & Executive Officers meetings	3 days		15,000.00
Minutes Writing	Officers who take minutes in meetings	2 days		10,000.00
Corporate Etiquette and Protocol	Individuals and new officers in senior management offices, administrative officers	3 days		25,000.00
Management Communication	Senior officers, PR officers, New professionals	3 days		25,000.00
Event Management	Individuals/ administrative officers	3 days		15,000.00
Customer Relations	Front office staff, Public Relations officers, Personal Assistants, Administrative staff	3 days		15,000.00
Public Relations	Front office staff, Public Relations officers, Personal Assistants, Administrative staff	3 days		15,000.00



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Personal Branding	New senior officers, MCAs,	3 days		15,000.00
Office Management	Administrative officers	3 days		15,000.00
<b>LEADERSHIP</b>				
Strategic Management	Managers & Executive officers in charge of their organizational processes & operations	3 days		25,000.00
Strategic Leadership	Managers & Executive officers in charge of their organizational processes & operations	3 days		25,000.00
Transformative Leadership	Managers & Executive officers in charge of their organizational processes & operations	3 days		25,000.00
<b>LANGUAGES</b>				
<b>ENGLISH</b>				
Basic English	Foreign students from non-English countries	9 weeks		6,000.00 per unit
Intermediate English	Open	18 weeks		6,000.00 per unit
Advanced English	Open	6 months		6,000.00 per unit
<b>FRENCH</b>				
Basic French	Students & Professionals	9 weeks		13,500.00
Intermediate French	Open	18 weeks		6,000.00 per unit
Advanced French	Open	6 months		6,000.00 per unit
<b>KISWAHILI</b>				
Basic Kiswahili	Foreign students from non-Kiswahili regions	9 weeks		13,500.00
Intermediate Kiswahili	Open	18 weeks		6,000.00 per unit
Advanced Kiswahili	Open	6 months		6,000.00 per unit
<b>KENYA SIGN LANGUAGE</b>				
Basic Kenya Sign Language (KSL)	Students & Professionals	9 weeks		13,500.00
Intermediate KSL	Open	18 weeks		9,000.00 per unit
Advanced KSL	Open	6 months		9,000.00 per unit



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<b>SPECIALISED COURSES</b>				
Certified Public Accountants (CPA)	KCSE/KACE holders, professionals	KASNEB	KASNEB	16,000.00
Accounting Technicians Diploma	KCSE/KACE holders, professionals	KASNEB	KASNEB	16,000.00
Certificate in Accounting & Managements	KCSE/KACE holders, professionals	KASNEB	KASNEB	16,000.00
Certificate of Competency in Insurance	KCSE/KACE holders, professionals	6 weeks	KeMU	9,000.00
Human Resources Management	KCSE/KACE holders, professionals	6 months	KeMU	9,000.00 per unit
Project Development and Management	KCSE/ KACE holders, professional	6 months	KeMU	9,000.00 per unit
<b>FACULTY PROFESSIONAL DEVELOPMENT</b>				
Research skills (IN SERIES)	Faculty, researchers, postgraduate students	3 days		15,000.00
Grant writing & report writing skills	Faculty, researchers, project officers	3 days		15,000.00
Higher Education Teaching and Academic Practice (PGCHET)	University professors, lecturers and teaching assistants	9 months		15,000.00 per unit
<b>ENTERPRENUERSHIP AND PROJECT MANAGEMENT</b>				
Business Start-up	SACCOS, Youth groups, women groups, CBOs,	2 days		6, 700.00
Book-Keeping	SACCOS, Youth groups, women groups, CBOs,	2 days		6, 700.00
Customer Relations	SACCOS, Youth groups, women groups, CBOs,	2 days		6, 700.00
Procurement	SACCOS, Youth groups, women groups, CBOs,	2 days		6, 700.00
Business Planning	SACCOS, Youth groups, women groups, CBOs,	2 days		6, 700.00
Project Proposal Writing	SACCOS, Youth groups, women groups, CBOs,	2 days		6, 700.00
Resource Mobilization	SACCOS, Youth groups, women groups, CBOs,	2 days		6, 700.00
Project Development	SACCOS, Youth groups, women groups, CBOs,	2 days		6, 700.00
Monitoring & Evaluation	Leaders of SACCOS, Youth groups, women groups, CBOs,	2 days		9,700.00
<b>ENVIRONMENTAL MANAGEMENT</b>				
Environmental Impact Assessment and Audit	Project officers, staff of private, public and NGOs	10 days		60,000.00
Climate Change Planning and Budgeting	CECs, Project officers, staff of private, public and NGOs.	10 days		60,000.00
<b>INSTITUTIONAL LEADERSHIP AND MANAGEMENT</b>				



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Human Resource Management skills	Managers/leaders of schools, colleges, faith-based organizations, CBOs	3 days		25,000.00
Financial management skills <i>(for non-finance officers)</i>	Managers/leaders of schools, colleges, faith-based organizations, SACCOS, Youth groups, women groups, CBOs,	3 days		25,000.00
Project Development and Management	Managers/leaders of schools, colleges, faith-based organizations, SACCOS, Youth groups, women groups, CBOs,	3 days		25,000.00
Project Planning, Monitoring and Evaluation (PPME)	Managers/leaders of schools, colleges, faith-based organizations, SACCOS, Youth groups, women groups, CBOs,	3 days		25,000.00
Strategic Management	Managers/leaders of schools, colleges, faith-based organizations	3 days		25,000.00
Transformative Leadership	Managers/ leaders of schools, colleges, faith-based organizations	3 days		25,000.00
Organizational Development	Managers/leaders of schools, colleges, faith-based organizations, groups, CBOs,	3 days		25,000.00
Women Leadership & Development	Managers/leaders of schools, colleges, faith-based organizations, groups, CBOs,	3 days		25,000.00
Change Management	Managers/leaders of schools, colleges, faith-based organizations, groups, CBOs	3 days		25,000.00
Strategic communication	Managers/ leaders of schools, colleges, faith-based organizations, groups, CBOs,	3 days		25,000.00
Public Relations	Managers/leaders of schools, colleges, faith-based organizations, groups, CBOs	3 days		15,000.00
Basic Counseling Skills	Managers/leaders of schools, colleges, faith-based organizations, groups, CBOs	3 days		25,000.00
Conflict Management	Leaders in schools, colleges, faith-based organizations, groups, CBOs	3 days		25,000.00
Team building	Leaders in schools, colleges, faith-based	3 days		25,000.00



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	organizations, groups, CBOs			
Church Management	Pastors and church leaders & administrators	3 days		25,000.00
Pastoral Counseling	Pastors and church leaders & administrators	3 days		25,000.00
Youth & Leadership	Youth leaders and administrators	3 days		25,000.00
<b>PUBLIC HEALTH AND HEALTH MANAGEMENT</b>				
Community Health Management	Healthcare managers, community leaders, project officers	3 days		25,000.00
Public Health Management	Healthcare managers, community leaders, project officers	3 days		25,000.00
<b>INFORMATION COMMUNICATION TECHNOLOGY</b>				
Statistical packages for social scientists	Researchers, data analysts, project officers	10 days		50,000.00
Records management	Records officers, project officers, information management officers	5 days		50,000.00
Information System and Security management	Records officers, project officers, information management officers	5 days		50,000.00
<b>HOSPITALITY AND TOURISM</b>				
Bakery and Pastry Techniques	Chefs, Bakery operators, Individual (any), Home managers etc..	1 Week		10,000
Customer Care and Front Office management	Front office personnel, PR officers, Sales Reps, Call center operators, Receptionists, Personal Assistants, Secretaries, Administration assistants	3 Days		15,000 (Meals Inclusive)
Tour guiding skills and Travel Agency Techniques	Drivers and Tour Guides,	1 Month		30,000
Kitchen operations management	Chefs, Kitchen Supervisors	2 Weeks		10,000
Housekeeping and Home management	Home keepers, Home owners, House helps, Nannies etc	1 Week		8,000

### II. PARTNER CONSUTANCIES & RESEARCH



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TYPE OF CONSULTANCY	CLIENTS	DURATION	DATE	COST (KES)
Staff Recruitment	Open	Project Specific		Project Specific
Staff Induction	Open	Project Specific		Project Specific
Organizational Manual & Policy Development	Open	Client Specific		Client Specific
Development of Strategic Plans	Open	Client Specific		Client Specific
Development of Business Plans	Open	Client Specific		Client Specific
Mentoring & Coaching	Open	Project Specific		Project Specific
Project Evaluation/ Assessment	Open	Project Specific		Project Specific
Feasibility Studies for Project Inception	Open	Project Specific		Project Specific
Audit & Risk Assessment	Open	Project Specific		Project Specific
Environmental Impact Assessment and Audit	Open	Client Specific		Client Specific

### III. OPEN LECTURES, SYMPOSIA & WORKSHOPS

1. Research and Development Seminar Series
2. Evaluation Utilization Symposium
3. Leadership & Governance Seminar
4. Public Policy & Management Workshop
5. MCK Schools' and Colleges' Workshops

**How to apply:** <http://www.kemu.ac.ke/index.php/students/center-for-leadership-and-professional-development>

Kindly contact the Course Leaders through: [clpd@kemu.ac.ke/](mailto:clpd@kemu.ac.ke) or call: **+254722339351** or Office: **call 0725751878 EXT: 1216. EXT. 1535.** You can also view other short courses and training programmes on: [www.kemu.ac.ke/](http://www.kemu.ac.ke/) Center for Leadership and Professional Development