

CPST TRAINING CALENDAR 2019/20 FINANCIAL YEAR

MEMBERS OF PARLIAMENT TRAINING

Course Code	Course	Dates	Duration	Target Group	Venue	Program Coordinator
CPST/LPM/P/200/1/19	Training for Members on Legislative Procedures	On Request	3 Days	All Members	Mombasa	Directorates of L&P
CPST/LPM/P/200/2/19	Training for Members on Committee Systems	On Request	3 Days	Parliamentary Committees	Mombasa	Directorate of Committees
CPST/PFM/P/400/3/19	Training for Members on Budget Making Process	On Request	3 Days	Budget and Watchdog Committees	Mombasa	Directorate of Committees
CPST/CCI/P/600/4/19	Parliamentary Diplomacy & National Interests	On Request	3 Days	All Committees	Mombasa	CPST / IDIS/NDC
CPST/CSG/P/100/8/19	Training of National Assembly Committee on Defence and Foreign Relations	24 th -29 th August, 2019	6 Days	Defence and Foreign Relations Committee	NDC, Nairobi	Dr. George Wakah: 0722600228 wakah@gmail.com
CPST/CSG/P/100/9/19	Training of Liaison Committee of the National Assembly by CPST & UNITAR (Effective Oversight on Big Four, Vision 2030, SDGs and AU Agenda 2063)	2 nd – 6 th September, 2019	5 Days	Liaison Committee of the National Assembly	Geneva	Prof. Nyokabi Kamau: 0722329420
CPST/IPCC/P/300/9/19	Training of the Implementation Committee of the National Assembly by CPST & UNITAR	16 th – 20 th September, 2019	5 Days	Implementation Committee of the National Assembly	Geneva	Dr. Martin Mbewa: 0712 313 215 dr.mbewao@gmail.com
CPST/CCI/600/P/10/19	Training of the Special Funds Committee of the National Assembly by CPST & UNITAR	20 th – 25 th October, 2019	6 Days	Special Funds Committee of the National Assembly	Geneva	Mr. Peter Muchira 0716634667 muthimu@yahoo.com

PSC TRAINING STAFF

CPST/HRM/500/P/10/19	Parliamentary Administration, Customer care and Protocol	14 th -18 th October, 2019 (3 Clusters, 2 Venues)	5 Days	Personal Assistants and Research Officers	Naivasha	Mr. Joseph Gusino: 0717 241 718 jgmugeni@gmail.com
CPST/HRM/500/P/11/19	Parliamentary Administration, Customer care and Protocol	25 th – 29 th November, 2019 (3 Clusters, 2 Venues)	5 Days	Personal Assistants and Research Officers	Naivasha	Mr. Mudii Aradi: 0728 466 593 aradimudii@gmail.com /Mrs Margaret Kanyuku
CPST/HRM/500/P/12/19	Foundations of Legislative Practice and Procedure	1 st -13 th December, 2019	2 weeks	Mandatory/Promotional PSC Scale 6-8	Naivasha	Mr. Anthony Ngugi: 0720885196 tony.ngugi@gmail.com
CPST/HRM/500/P/12/19	Office Administration and Management	2 nd – 6 th December, 2019 (6 Clusters, 2 Venues)	5 Days	County / Constituency Office Managers, Deputies and Secretaries	Naivasha	Mr. Peter Muchira 0716634667 muthimu@yahoo.com /Ms. Lydiah Mutenyo
CPST/HRM/500/P/1/20	CPST Training of Trainers	27 th – 31 st January, 2020	5 Days	Potential Trainers from PSC, County Assemblies, Public Service retired and serving	Naivasha	Mr. Peter Muchira 0716634667 muthimu@yahoo.com
CPST/HRM/500/P/2/20	CPST/ UNITAR Training of Trainers - online	From 3 rd February, 2020		Senior PSC Officers	Online	Dr. Martin Mbewa: 0712 313 215 dr.mbewao@gmail.com
CPST/CCI/600/P/2/20	McGill – World Bank International professional Development Programme - Residency	February, 2020		PSC Scale 12 and above	Naivasha	Dr. Philip Buchere: 0724 434 129 ipssbuchere@gmail.com
CPST/HRM/500/P/3/20	Introduction to Parliamentary Administration, Customer care and Protocol	2 nd -13 th March 2020	2 Weeks	Mandatory/Promotional PSC Scale 3-5	Naivasha	Mr. Joseph Gusino: 0717 241 718 jgmugeni@gmail.com
CPST/HRM/500/P/4/20	Foundations of Legislative Practice and Procedure	6 th -17 th April, 2020	2 Weeks	Mandatory/Promotional PSC Scale 6-8	Naivasha	Mr. Anthony Ngugi: 0720885196 tony.ngugi@gmail.com
CPST/CCI/600/P/5/20	Records Management in the Legislatures	April – May, 2020 Recess	5 Days	Committee Clerks, Researchers, Hansard Officers, Sergeant At Arms, HRM Officers, Accounts, Secretaries Nairobi		Mr. Joseph Gusino: 0717 241 718 jgmugeni@gmail.com

COUNTY ASSEMBLY TRAINING (MEMBERS)

CPST/PFM/400/C/7/19	Public Finance Management and Budget making process	On request by individual Assemblies	3 Days	Finance and Budget Committees	Nairobi	Dr. Martin Mbewa: 0712 313 215 dr.mbewao@gmail.com
CPST/CCI/600/C/7/19	Leadership and Diplomacy	On request by individual Assemblies	3 Days	Speakers and Deputy Speakers	Nairobi	Dr. Philip Buchere: 0724 434 129 ipssbuchere@gmail.com
CPST/CCI/600/C/8/19	Monitoring and Evaluation	On request by individual Assemblies	3 Days	Chairs of Sectoral Committee	Nairobi	Dr. Martin Mbewa: 0712 313 215 dr.mbewao@gmail.com
CPST/HRM/500/C/7/19	Corporate Governance for Members of CASB	On request by individual Assemblies	3 Days	CASB Members	Nairobi	Dr. George Wakah: 0722600228 wakah@gmail.com
CPST/IPPC/300/C/7/19	Committee Management and Public Participation	On request by individual Assemblies	3 Days	Committee Chairs	Nairobi	Mr. Peter Muchira 0716634667 muthimu@yahoo.com

COUNTY ASSEMBLY TRAINING (STAFF)

CPST/CCI/600/C/10/19	Study tour for the Clerks of the County Assembly	5 th –14 th October, 2019	10 Days	Clerks	BPST, India	Mr. Joseph Gusino: 0717 241 718 jgmugeni@gmail.com
CPST/HRM/500/C/8/19	Corporate Governance	On request by individual Assemblies	5 Days	Clerks, Directors, HODs	Nairobi	Dr. George Wakah: 0722600228 wakah@gmail.com
CPST/CCI/600/C/9/19	Minutes and Report writing	On request by individual Assemblies	5 Days	Researchers, Committee Clerks, Fiscal Analysts, Hansard Officers, Legal Counsel	Nairobi	Mr. Anthony Ngugi: 0720885196 tony.ngugi@gmail.com
CPST/HRM/500/C/8/19	Contemporary Issues in the Management of Committees	On request by individual Assemblies	5 Days	Committee Clerks	Nairobi	Mr. Peter Muchira 0716634667 muthimu@yahoo.com
CPST/CCI/600/C/11/19	Records Management in the Legislatures	On request by individual Assemblies	5 Days	Committee Clerks, Researchers, Hansard Officers, Sergeant At Arms, HRM Officers, Accounts, Secretaries Nairobi		Mr. Joseph Gusino: 0717 241 718 jgmugeni@gmail.com
CPST/IPPC/300/C/8/19	Multi- methods Policy Research & Analysis	On request by individual Assemblies	5 Days	Researchers, Committee Clerks, Fiscal Analysts, Hansard Officers, Legal Counsel	Nairobi	Dr. Martin Mbewa: 0712 313 215 dr.mbewao@gmail.com

• All staff to process their requests through their respective Training Committees

• Interested Members to process their requests through their respective Clerks