

CPST TRAINING CALENDAR 2021/22 FINANCIAL YEAR

PSC TRAINING STAFF

Course Code	Course	Dates	Duration	Target Group	Venue	Program Coordinator
CPST/PFM/C/300/7&8/21	Induction Programme Procurement for procurement Officers	Cluster 1 Dates:26- 30th July, 2021 Cluster 2 Dates: 2nd -6th August, 2021	5 days face to face	Newly employed Procurement Officers	Mombasa	Mr. Charles Atamba: 0721 334 653 atambaelly@gmail.com
CPST/HRM/P/500/1/21	Legislative Supervisory Course (Pilot Phase)	28th Nov - 18th December, 2021	3 weeks face to face	PSC Scale 8-10	Naivasha	Dr. Martin Mbewa: 0712 313 215 dr.mbewao@gmail.com
CPST/HRM/P/500/2/21	Constituency Office Managers Training on Office Management and Administration	3rd - 9th October 2021	3 days face to face	Constituency / County Office Management	Kisumu	Mr. Charles Atamba: 0721 334 653 atambaelly@gmail.com
CPST/HRM/P/500/2/21	Constituency Office Managers Training on Office Management and Administration	21st - 27th November 2021	3 days face to face	Constituency / County Office Management	Mombasa	Mr. Peter Muchira 0716634667 muthimu@yahoo.com
CPST/PFM/C/400/5/21	Budget Document Analysis, Interpretation and Reporting	12th - 24th September, 2021	2 weeks online 1 week face to face	Fiscal Analysts in the Parliamentary Budget Office and other National Legislatures		Mr. Charles Atamba: 0721 334 653 atambaelly@gmail.com
CPST/HRM/P/500/2/21	Constituency Office Managers Training on Office Management and Administration	6th - 12th February 2022	3 days face to face	Constituency / County Office Management	Eldoret	Ms. Anceta Gacheri: 0720 393 945 gannceta183@gmail.com
CPST/HRM/P/500/2/21	Constituency Office Managers Training on Office Management and Administration	4th - 8th April 2022	3 days face to face	Constituency / County Office Management	Nyeri	Ms. Pauline Kigera: 0720 339 472 polinkigera@yahoo.com
CPST/PFM/PSC/300/5/22	Public Policy Making in the Public Sector	7th - 11th April 2022	5 days face to face	Research Officers, Clerks Assistants, Hansard Officers, Legal Counsel	Nairobi	Ms. Anceta Gacheri: 0720 393 945 gannceta183@gmail.com

COUNTY ASSEMBLY TRAINING (MEMBERS)

CPST/CCI/P/600/11/21	Peace Building and conflict Management	7th - 10th November, 2021	3 days face to face	All Members of County Assemblies	Nairobi	Mr. Ahmed Muktar: 0722168389 ahmedmg331@gmail.com
CPST/CSG/P/100/9/21	Committee Management during transition	14th -16th September, 2021	3 day face to face	Memebrs of Liason Committees	Nairobi	Mr. Peter Muchira 0716634667 muthimu@yahoo.com
CPST/PFM/C/400/2/22	Personal Finance Management in an election year	22nd - 24th November, 2021	3 day face to face	Members of the County Assemblies	Nairobi	Mr. Charles Atamba: 0721 334 653 atambaelly@gmail.com
CPST/HRM/C/500/5/22	Leadership, Ethics, Integrity and Governance	7th - 11th March, 2022	5 days face to face	County Assembly Service Boards	Nairobi	Ms. Pauline Kigera: 0720 339 472 polinkigera@yahoo.com
CPST/PFM/C/400/4/21	Gender Issues in Leadeship	28th - 30th March, 2022	3 day face to face	Women MCA's	Nairobi	Mr. Ahmed Muktar: 0722168389 ahmedmg331@gmail.com

COUNTY ASSEMBLY TRAINING (STAFF)

CPST/HRM/C/500/4/22	Registry and Records Management	23rd - 27th August, 2021	5 days face to face	Clerical Officers, Registry Staff, Secretaries and ICT Officers	Nairobi	Ms. Pauline Kigera: 0720 339 472 polinkigera@yahoo.com
CPST/PFM/C/400/5/21	Budget Document Analysis, Interpretation and Reporting	12th - 24th September, 2021	2 weeks online 1 week face to face	Fiscal Analysts from County Assemblies		Mr. Charles Atamba: 0721 334 653 atambaelly@gmail.com
CPST/CCI/P/600/9/21	Digitization in the Legislative environment	27th September - 1st October 2021	5 days face to face	ICT Officers in the County Assemblies	Nairobi	Mr. Anthony Ngugi: 0720885196 tony.ngugi@gmail.com
CPST/IPPC/C/300/10/22	Report and minute writing in the Legislature	25th – 29th October, 2021	5 days face to face	CLerks Assistants, Research Officers, Legal Counsel, County Assemblies	Nairobi	Ms. Anceta Gacheri: 0720 393 945 gannceta183@gmail.com
CPST/HRM/P/500/2/21	Office Management and Administration Course for Personal Assistants and Executive Assistants	14th - 19th November 2021	5 days face to face	Staff of PSC and Staff of County Assemblies: Personal Assistants and Executive Assistants	Nairobi	Ms. Pauline Kigera: 0720 339 472 polinkigera@yahoo.com
CPST/HRM/C/500/12/22	Customer care in the Legislature	6th - 10th December, 2021	5 days face to face	Office superitendant, receptionist, office assistants, administrators / Scretaries	Nairobi	Brian Ngetich: 0705766925 pkuungetich@gmail.com and Alfred Nyongesa:0714072835 alfredkisembe@gmail.com
CPST/HRM/C/500/4/22	Registry and Records Management	7th - 11th February, 2022	5 days face to face	Clerical Officers, Registry Staff, Secretaries and ICT Officers	Nairobi	Ms. Pauline Kigera: 0720 339 472 polinkigera@yahoo.com
CPST/HRM/C/500/5/22	Leadership, Ethics, Integrity and Governance	7th - 11th March, 2022	5 days face to face	Researchers, Committee Clerks, Fiscal Analysts, Hansard Officers, Legal Counsel	Nairobi	Ms. Pauline Kigera: 0720 339 472 polinkigera@yahoo.com
CPST/PFM/C/300/5/22	Public Policy Making in the Legislature	19th - 23rd April 2022	5 days face to face	Researchers, Committee Clerks, Fiscal Analysts, Hansard Officers, Legal Counsel	Nairobi	Ms. Anceta Gacheri: 0720 393 945 gannceta183@gmail.com
CPST/CCI/C/600/3/21	Security Management in Legislative Settings	9th - 13th May, 2022	5 days face to face	Serjeant-at-Arms, Security and their respective deputies in County Assemblies	Nairobi	Mr. Hudson Mwakili: 0738022433 mwaluhudson@gmail.com

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

• Interested Members to process their requests through their respective Clerks