



OFFICE OF THE PRIME MINISTER
Ministry of State for Public Service
GOVERNMENT TRAINING INSTITUTE MOMBASA

The following Training Programme, Research and Consultancy Activities and Services are on offer by the Government Training Institute, Mombasa, for the year 2010.

A	TRAINING PROGRAMMES			
S/N.	TITLE	DURATION	DATES	RATE
1.	Customer care	One week	26 th – 30 th April	Sh25,000 per person
2.	Preparation of Final accounts	One week	3 rd – 7 th May	Sh25,000 per person
3.	Report Writing for Auditors	One week	17 th – 21 st May	Sh25,000 per person
4.	Public Procurement Management	One week	14 th – 18 th June	Sh25,000 per person
5.	Leadership Training for Local authorities	One week	28 th – 2 nd July	Sh25,000 per person
6.	Effective Project Management	One week	12 th – 16 th July	Sh25,000 per person
7.	Office Management	One week	26 th – 30 th July	Sh25,000 per person
8.	Sensitization on Performance Appraisal Systems - 2008	One week	2 nd – 6 th August	Sh25,000 per person
9.	Computerized Records Management	One week	23 rd – 27 th August	Sh25,000 per person
10.	Secretarial Management	One week	6 th – 10 th September	Sh25,000 per person
11.	Performance contracting, Monitoring, Evaluation and Reporting	One week	20 th – 24 th September	Sh25,000 per person
12.	Critical Writing Skills for Government Administrators	One week	4 th – 8 th October	Sh25,000 per person
13.	Meeting for Results	One week	25 th – 29 th October	Sh25,000 per person
14.	Effective Financial Planning and control	One week	1 st – 5 th November	Sh25,000 per person
15.	Local Government retreat	One week	15 th – 19 th November	Sh25,000 per person

B. RESEARCH AND CONSULTANCY				
S/N	TITLE	TARGET GROUP	DURATION	DATE & RATE
1.	Training Needs Assessment	Local Authorities, Parastatals, and Ministries	Depends on the scope of the assignment	Negotiable
2.	Customer Satisfaction Survey	Local Authorities, Parastatals, and Ministries	Depends on the scope of the assignment	Negotiable
3.	Training Impact Assessment	Local Authorities, Parastatals, and Ministries	Depends on the scope of the assignment	Negotiable
4.	Corruption Level Assessment	Local Authorities, Parastatals, and Ministries	Depends on the scope of the assignment	Negotiable
5.	Employee Satisfaction Survey	Local Authorities, Parastatals, and Ministries	Depends on the scope of the assignment	Negotiable
6.	Drug and Substance Abuse Survey	Local Authorities, Parastatals, and Ministries	Depends on the scope of the assignment	Negotiable
7.	Work Environment Survey	Local Authorities, Parastatals, and Ministries	Depends on the scope of the assignment	Negotiable
C	SERVICES			
	FACILITY	CUSTOMER	DURATION	RATE
1.	Conference Halls	Local Authorities, Parastatals, and Ministries, Public	Negotiable	Available from the Institute on request
2.	Seminar Rooms	Local Authorities, Parastatals, and Ministries, Public	Negotiable	Available from the Institute on request
3.	Computer Labs	Local Authorities, Parastatals, and Ministries, Public	Negotiable	Available from the Institute on request
4.	Hostel facilities	Local Authorities, Parastatals, and Ministries, Public	Negotiable	Available from the Institute on request
5.	Conference equipment	Local Authorities, Parastatals, and Ministries, Public	Negotiable	Available from the Institute on request

NOTE: The rates charged are for residential Training Programmes. However, In-House Training can be arranged at negotiable rates at a venue based on the choice of the client.

All Enquiries should be addressed to the Director: GTI – Mombasa, P.O. Box 84027, Fax: 2227105
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