



# KENYA SCHOOL OF MONETARY STUDIES (KSMS)

*A School of the Central Bank of Kenya*



# 2024

## TRAINING CALENDAR

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# 2024 TRAINING PROGRAMMES

## CENTRAL BANKING COURSES

COURSE NO.	COURSE TITLE	DATE-2024	VENUE	COURSE FEE
CBC 01	Macroeconomics Diagnostics	11-15 March, 2024 16-20 September, 2024	Nairobi	KES 93,000 USD 980
CBC 02	Monetary Policy Implementation	22-26 April, 2024 21-25 October, 2024	Nairobi	KES 93,000 USD 980
CBC 03	Managing Capital Flows: Macroeconomic Analysis and Policies	10-14 June, 2024 2-6 December, 2024	Nairobi	KES 93,000 USD 980
CBC 04	International Reporting Standards (IFRS) 9 Training	8-12 April, 2024	Mombasa	KES 120,000 USD 1,280
		9-13 September, 2024	Nairobi	KES 93,000 USD 980
CBC 05	Climate Change Risks and Bank Stability	20-24 March, 2023 2-6 September, 2024	Nairobi	KES 93,000 USD 980
CBC 06	Practical Application of IFRS	4-8 March, 2024 3-7 June, 2024 16-20 September, 2024	Nairobi	KES 93,000 USD 980
CBC 07	Foundation Course for Bank Examiners/ Financial Analysts	18-22 March, 2024 2-6 September, 2024	Nairobi	KES 93,000 USD 980
CBC 08	Intermediate Course for Bank Examiners	20-24 May, 2024 21-25 October, 2024	Kisumu	KES 120,000 USD 1,280
CBC 09	Advanced Course for Bank Examiners	17-21 June, 2024 11-15 November, 2024	Nairobi	KES 93,000 USD 980
CBC 10	Anti-Money Laundering and Combating Financial Crimes	26 February-1 March, 2024 3 - 7 June, 2024	Mombasa	KES 120,000 USD 1,280
		4-8 November, 2024	Kisumu	KES 120,000 USD 1,280
CBC 11	Sharia Compliant Banking	22-26 April, 2024 14-18 October, 2024	Mombasa	KES 120,000 USD 1,280
CBC 12	Foundation Course in Domestic Debt Management	22-26 April, 2024	Nairobi	KES 93,000 USD 980
		26-30 August, 2024	Mombasa	KES 120,000 USD 1,280

## CENTRAL BANKING COURSES

COURSE NO.	COURSE TITLE	DATE-2024	VENUE	COURSE FEE
CBC 13	Financial Markets and Instruments	6-10 May, 2024	Nairobi	KES 93,000 USD 980
		21-25 October, 2024	Mombasa	KES 120,000 USD 1,280
CBC 14	Payments and Settlement Systems (PSS)	12-16 February, 2024 6-10 May, 2024 9-13 September, 2024	Mombasa	KES 120,000 USD 1,280
CBC 15	Advanced Course on Domestic Debt Management and Analytical Tools	15-19 April, 2024	Nairobi	KES 93,000 USD 980
		7-11 October, 2024	Mombasa	KES 120,000 USD 1,280
CBC 16	Foundation Course on National Payment Systems	18-22 March, 2024 10-14 June, 2024 18-22 November, 2024	Mombasa	KES 120,000 USD 1,280
CBC 17	National Payments and Security Settlement Systems	13-17 May, 2024 14-18 October, 2024	Mombasa	KES 120,000 USD 1,280
CBC 18	Bank Stress Testing	13-17 May, 2024 18-22 November, 2024	Mombasa	KES 120,000 USD 1,280
CBC 19	Foundation Course in Currency Management	5-9 February, 2024 26-30 August, 2024	Mombasa	KES 120,000 USD 1,280
CBC 20	Intermediate Course in Currency Management	4-8 March, 2024 27-31 May, 2024 19-23 August, 2024	Mombasa	KES 120,000 USD 1,280
CBC 21	Advanced Course in Currency Management	8-21 March, 2024 9-13 September, 2024 2-6 December, 2024	Mombasa	KES 120,000 USD 1,280
CBC 22	Principles of Financial Market Infrastructure	8-9 April, 2024 7-11 October, 2024	Mombasa	KES 120,000 USD 1,280
CBC 23	Cash Management and Combating Counterfeit Currency	15-19 April, 2024 10-14 June, 2024 18-22 November, 2024	Mombasa	KES 120,000 USD 1,280
CBC 24	Cyber Risks in Financial Market Infrastructure/ National Payments for Central Banks	13-17 May, 2024 7-11 October, 2024	Mombasa	KES 120,000 USD 1,280
CBC 25	Financial Stability: A New Approach to Banking Crisis Prevention	8-12 April, 2024 21-25 October, 2024	Nairobi	KES 93,000 USD 980
CBC 26	Environmental, Social and Governance (ESG) & Sustainability Financing	15-19 April, 2024 18-20 September, 2024	Mombasa	KES 120,000 USD 1,280
CBC 27	ISO 20022 Standards for Payments and Reporting	8-12 April, 2024 23-27 September, 2024	Mombasa	KES 120,000 USD 1,280

## BANKING AND FINANCE

COURSE NO.	COURSE TITLE	DATE-2024	VENUE	COURSE FEE
BF 01	Taxation Management, Statutory Deductions and Compliance	18-22 March, 2024 14-18 October, 2024	Eldoret	KES 120,000 USD 1,280
BF 02	Personal Financial Management	19-23 February, 2024 10-14 June, 2024	Nairobi	KES 93,000 USD 980
BF 03	Credit Analysis Management and Debt Collection	6-10 May, 2024 9-13 December, 2024	Mombasa	KES 120,000 USD 1,280
BF 04	Vault Management & Cash-In-Transit	12-16 February, 2024	Nakuru	KES 120,000 USD 1,280
		7-11 October, 2024	Nairobi	KES 93,000 USD 980
BF 05	Cashiering and Back Office Operations	11-15 March, 2024 10-14 June, 2024 19-23 August, 2024 11-15 November, 2024	Nairobi	KES 93,000 USD 980
BF 06	Frauds and Forgeries Prevention, Detection and Investigation	5-9 February, 2024 20-24 May, 2024	Mombasa	KES 120,000 USD 1,280
		23-27 September, 2024	Kisumu	KES 120,000 USD 1,280
BF 07	Branch Operations Course	12-16 February, 2024	Nairobi	KES 93,000 USD 980
		5-9 August 2024	Kisumu	KES 120,000 USD 1,280
BF 08	Law Relating to Banking and Negotiable Instruments	6-10 May, 2024 25-29 November, 2024	Nairobi	KES 93,000 USD 980
BF 09	International Trade Finance and Letters of Credit	11-15 March, 2024	Nairobi	KES 93,000 USD 980
		23-27 September, 2024	Mombasa	KES 120,000 USD 1,280
BF 10	Sukuk (Islamic Bond) Training	8-12 April, 2024 19-23 August, 2024	Nairobi	KES 93,000 USD 980
BF 11	Finance for Non-Finance Managers	26 February-1 March, 2024	Nairobi	KES 93,000 USD 980
BF 12	Mobile and Agency Banking	20-24 May, 2024 11-15 November, 2024	Nairobi	KES 93,000 USD 980
BF 13	Budgeting and Budgetary Control	15-19 April, 2024 23-27 September, 2024	Mombasa	KES 120,000 USD 1,280

## AUDIT AND RISK MANAGEMENT

COURSE NO.	COURSE TITLE	DATE-2024	VENUE	COURSE FEE
RM 01	Risk Management	6-10 May, 2024 21-25 October, 2024	Nakuru	KES 120,000 USD 1,280
RM 02	Business Continuity Management (BCM)	22-26 January, 2024 18-22 November, 2024	Mombasa	KES 120,000 USD 1,280
RM 03	Report Writing Course for Internal Auditors	12-16 February, 2024 11-15 November, 2024	Mombasa	KES 120,000 USD 1,280
RM 04	Risk Based Internal Audit	22-26 April, 2024  26 October – 1 November, 2024	Nairobi  Mombasa	KES 93,000 USD 980  KES 120,000 USD 1,280
RM 05	Information Systems and IT Risk Management	11-15 March, 2024 14-18 October, 2024	Mombasa	KES 120,000 USD 1,280
RM 06	Intermediate Course on Audit Command Language (ACL)	22-26 April, 2024 9-13 September, 2024 11-15 November, 2024	Nairobi	KES 93,000 USD 980
RM 07	Advanced Course on Audit Command Language (ACL)	25-29 November, 2024	Nairobi	KES 93,000 USD 980
RM 08	Enterprise Risk Management	18-22 March 2024 23-27 September, 2024 4-8 November, 2024	Mombasa	KES 120,000 USD 1,280
RM 09	Cyber Security Training	15-19 April, 2024 30 September-4 October, 2024	Mombasa	KES 120,000 USD 1,280
RM 10	Risk Management and Strengthening Internal Control Frameworks	26 February-1 March, 2024 21-25 October, 2024 2-6 December, 2024	Mombasa	KES 120,000 USD 1,280

## SECURITY TRAINING

COURSE NO.	COURSE TITLE	DATE-2024	VENUE	COURSE FEE
SM 01	Security Intelligence Management and Counter Terrorism Training	29 April-3 May, 2024 23-27 September, 2024	Nakuru	KES 120,000 USD 1,280
SM 02	Security Surveying and Design	15-19 April, 2024 25-29 November, 2024	Nakuru	KES 120,000 USD 1,280
SM 03	Security for Cash-In-Transit	18-22 March, 2024  9-13 September, 2024	Nakuru  Nairobi	KES 120,000 USD 1,280  KES 93,000 USD 980
SM 04	Access Control and Physical Security Course	29 April-3 May, 2024 21-25 October, 2024	Nakuru	KES 120,000 USD 1,280



## LEADERSHIP AND MANAGEMENT

COURSE NO.	COURSE TITLE	DATE-2024	VENUE	COURSE FEE
LM 01	Project Management	4-8 March, 2024 23-27 September, 2024	Mombasa	KES 120,000 USD 1,280
LM 02	Electronic Records Management and Registry	8-12 April, 2024 28 October-1 November, 2024	Mombasa	KES 120,000 USD 1,280
LM 03	Business Communication and Presentation Skills	6-10 May, 2024 12-16 August, 2024	Mombasa	KES 120,000 USD 1,280
LM 04	Conflict Management and Emotional Intelligence	29 April-3 May, 2024 21-25 October, 2024	Nakuru	KES 120,000 USD 1,280
LM 05	Effective Communication and Report Writing	22-26 January, 2024 3-7 June, 2024 4-8 November, 2024	Nakuru	KES 120,000 USD 1,280
LM 06	Pre-retirement	11-15 March, 2024 18-22 November, 2024	Nairobi	KES 93,000 USD 980
LM 07	Big Data Analytics/ Data Science	10-14 June, 2024 12-16 August, 2024	Nairobi	KES 93,000 USD 980
LM 08	Result Based Monitoring and Evaluation	12-16 February, 2024	Nairobi	KES 93,000 USD 980
LM 09	Strategy Execution	18-22 March, 2024	Nairobi	KES 93,000 USD 980
LM 10	Performance Management	20-24 May, 2024 22-27 September, 2024	Mombasa	KES 120,000 USD 1,280

## PROCUREMENT

COURSE NO.	COURSE TITLE	DATE-2024	VENUE	COURSE FEE
PM 01	Asset Management Course	29 January-2 February, 2024 29 July- 2 August, 2024	Eldoret	KES 120,000 USD 1,280
PM 02	Developing Fit for Purpose Tender Documents	4-8 March, 2024 2-6 September, 2024	Mombasa	KES 120,000 USD 1,280
PM 03	Complete Procurement Cycle and Regulations	26 February-1 March 2024 9-13 September, 2024 28 October-1 November, 2024	Kisumu	KES 120,000 USD 1,280
PM 04	Stores Management	16-20 March, 2024 29 July-2 August, 2024	Mombasa	KES 120,000 USD 1,280
PM 05	A Modern Approach to Procurement	5-9 February, 2024 22-26 July, 2024	Eldoret	KES 120,000 USD 1,280
PM 06	Contract and Supplier Relationship Management	12-16 February, 2024 13-17 May, 2024 5-9 August, 2024	Mombasa	KES 120,000 USD 1,280

# **CENTRAL BANKING COURSES**

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**TRAINING PROGRAMMES**





# MACROECONOMIC DIAGNOSTICS

## COURSE No. CBC01

### Course Objective

To strengthen participants ability to assess a country's macroeconomic situation, emphasizing practical tools for use in day-to-day macroeconomic analysis.

### Course Content

- Assessments of the current state of the macro-economy
- Fiscal and monetary policy
- Financial stability
- Medium-term prospects of the economy
- Exchange rate misalignment
- Vulnerabilities

### Target Group

Middle to senior level officials in central banks from Research, Bank Supervision, Financial Markets, Banking services, National Payments System department and Finance Ministry.

Venue	Dates	Course Fee
Nairobi	11-15 March, 2024 16-20 September, 2024	KES 93,000/ USD 980

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# MONETARY POLICY IMPLEMENTATION

## COURSE No. CBC02



### Course Objective

To enhance participants understanding on the practicalities of implementing monetary policy including its effects on the central banks balance sheet.

### Course Content

- Monetary policy strategy and exchange rates
- Monetary policy implementation and impact on the central banks balance sheet
- Open market operations, auction mechanisms, collateral requirements, repos and reverse repos
- Foreign exchange interventions
- Unconventional monetary policies
- Central bank monetary policy communication

### Target Group

Middle to senior level central bank officials working in monetary policy operations and officials from National Treasuries or Finance Ministry.

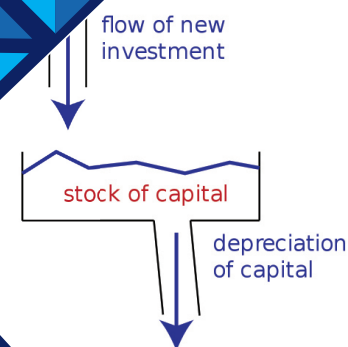
Venue	Dates	Course Fee
Nairobi	22-26 April, 2024 21-25 October, 2024	KES 93,000/ USD 980

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# MANAGING CAPITAL FLOWS; MACROECONOMIC ANALYSIS AND POLICIES

**COURSE No. CBC03**



## Course Objective

Expose participants to the changing aspects of capital flows and their effects on economic growth, macroeconomic volatility, and crisis risk. The course discusses the policy required to realize the benefits of capital market integration while minimizing and mitigating its adverse effects.

## Course Content

- Balance of payments statistics
- Alternative measures of capital flows and financial account openness
- Policy options for reaping the benefits of capital market integration
- Determinants of capital flows
- link between capital flows and economic growth, macroeconomic volatility, and crisis risk
- Capital account management tools
- Financial regulation and exchange rate intervention
- Policy setting and failures and mitigation of the failures

## Target Group

Middle and senior level staff in central banks who advise on macroeconomic and financial policies and policy implementation.

### Venue

Nairobi

### Dates

10-14 June, 2024

2-6 December, 2024

### Course Fee

KES 93,000/USD 980

# INTERNATIONAL REPORTING STANDARDS (IFRS) 9 TRAINING

## COURSE No. CBC04



### Course Objective

The course is intended to provide an in-depth analysis of IFRS 9 Financial Instruments. The course is designed to help preparers and users of financial statements to evaluate the impact of IFRS 9 on the business and its financial statements. Thus, enhancing participants knowledge and professional skills on the requirements of the new IFRS 9 Standard and equip them with implementation timetable guidelines and transition provisions.

### Course Content

- Overview to IFRS 9 Classification and Measurement impairment Models
- Disclosure requirements, special topics and practical expedients effective date and transition
- Classification and reclassification: Classification of debt instruments and equity instruments  
Cash flow characteristics
- Classification and Significant Accounting Policies – a comparative analysis for IAS 39 and IFRS 9
- Expected Credit loss Model: 12 month loss, Lifetime expected loss, Significant increase in credit risk
- Measuring ECL, lower credit risk
- Simplified Model: Trade and lease receivables with significant financing component Trade and Lease receivables - without significant financing component.
- Loan commitments & guarantees, Disclosures, Application to Bank Assets
- IFRS 9 – Financial Instruments, Measurement and recognition under IFRS 9
- Effective date, transitional provisions and disclosures
- Impairment & impairment models
- IFRS 9 implementation guidelines
- IFRS 9 implementation in practice in a simplified and effective manner.
- De-risking organizations / moderating the high-risk perception.
- Guidance note on implementation of international financial reporting standard (ifrs) 9 on financial instruments from regulators.
- Summary of Key issues in IFRS 9, Transition options, Governance and Business Considerations
- Benefits of IFRS 9
- Challenges of implementation of IFRS 9

### Target Group

Staff working in finance, audit, risk and bank supervision departments in Central Banks and financial institutions.

#### Venue

Mombasa  
Nairobi

#### Dates

8-12 April, 2024  
9-13 September, 2024

#### Course Fee

KES 120,000/USD 1280  
KES 120,000/USD 1280

# CLIMATE CHANGE RISKS AND BANK STABILITY

**COURSE No. CBC05**



## Course Objective

To equip participants with an understanding of the impact of climate change and climate risk indicators on bank stability.

## Course Content

- Overview of Financial Stability
- Financial Stability risks
- Role of Banks in management of financial stability risks
- Introduction to climate financing
- Climate change indicators
- Climate change in relation to sustainable financing
- Banks' climate financing for sustainable projects
- Bank stress testing and climate change
- Climate financing: Kenyan Perspective

## Target Group

Credit Staff from commercial banks and those from central Banks.

### Venue

Nairobi

### Dates

20-24 March, 2024

6-10 November, 2024

### Course Fee

KES 120,000/USD 1280

# PRACTICAL APPLICATION OF IFRS

## COURSE No. CBC06



### Course Objective

To provide participants with an up-to-date, practical and detailed knowledge of the new International Financial Reports Standard relevant to financial institutions and how they are interpreted and applied.

### Course Content

- Overview of International Financial Reporting Standards (IFRS) conversion process
- A walkthrough of first time adoption to IFRS
- Presentation of financial statements and disclosures of financial instruments
- From Accounting gaps to information sources
- How to identify the impact on information systems
- Banking accounting differences and respective systems issues
- Harmonization of internal and external reporting
- Stakeholder analysis and communications
- Benefits of IFRS
- Application of IFRS to practical accounting problems
- IFRS banking accounting and reporting issues
- Capital Markets, Governance and Regulation
- Practical IT Implementation Considerations in IFRS
- IFRS Recent issues and possible future changes

### Target Group

Onsite and offsite surveillance officers and policy officers responsible for review and analysis of financial returns.

Venue	Dates	Course Fee
Nairobi	4-8 March, 2024 3-7 June, 2024 16-20 September, 2024	KES 93,000/USD 980



# FOUNDATION COURSE FOR BANK EXAMINERS/FINANCIAL ANALYSTS

## COURSE No. CBC07



### Course Objective

Enable participants apply both onsite and offsite inspection procedures, analyze the financial soundness of banking institutions.

### Course Content

- East African banking financial system
- Objectives of the Central Banks
- Legal and regulatory framework for banking supervision
- Onsite inspection procedures
- Overview of risk management
- Risk Based Supervision (RBS)
- Offsite surveillance
- Basel core principles for effective banking supervision
- Overview of Anti-money laundering and combating the financing of terrorism
- Duties of internal auditors and external auditors
- Corporate governance principles
- Banking operations
- Overview of Basel I,II and III
- Report writing
- Written examination on topics covered

### Target Group

Newly posted bank examiners and those who have been in bank supervision for a period of 1-2 years.

Venue	Dates	Course Fee
Nairobi	18-22 March,2024 2-6 September, 2024	KES 93,000/USD 980

# INTERMEDIATE COURSE FOR BANK EXAMINERS

**COURSE No. CBC08**

Intermediate  
Level

## Course Objective

To expose participants to the risk assessment techniques and the use of IT tools for inspection of financial institutions.

## Course Content

- Consolidated supervision
- Problem bank resolution
- Evaluation of risk management frameworks in financial institutions;
- Basel II
- Understanding capital, liquidity management and risk
- Advanced credit analysis
- Overall stability of the bank and its future prospects
- Supervisory enforcement actions
- Problem bank resolution
- Regional integration initiatives
- Financial/economic crimes

## Target Group

Team leaders and bank examiners in bank supervision department.

Venue	Dates	Course Fee
Kisumu	20-24 May, 2024 21-25 October, 2024	KES 120,000/USD 1280

# ADVANCED COURSE FOR BANK EXAMINERS

## COURSE No. CBC09



### Course Objective

Enhance participants policy and analysis formulation skills. The participants will also learn from the experiences of other countries on current policy issues.

### Course Content

- Supervision of systematically important institutions (domestic and foreign)
- Stress testing (scenario design) role of supervisory colleges
- Financial sector development
- Practical implementation of Basel II and Basel III
- Risk modeling
- Crisis management
- Financial stability challenges
- Bank restructuring
- International financial stability standards and codes

### Target Group

Senior bank examiners who have attended the foundation and intermediate courses.

Venue	Dates	Course Fee
Nairobi	17-21 June, 2024 11-15 November, 2024	KES 93,000/USD 980

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# ANTI-MONEY LAUNDERING AND COMBATING FINANCIAL CRIMES

## COURSE No. CBC10



### Course Objective

To enhance the participants knowledge and understanding of their obligations and responsibilities under the current AML/CFT laws and regulations.

### Course Content

- Introduction to financial crimes, money laundering and counter financing of terrorism
- UN Security Council resolution
- International standards of anti-money laundering compliance
- Designing an enterprise wide program
- Roles of the regulator and the financial intelligence unit in enforcing AML compliance
- The KYC and customer due diligence
- Money laundering red flags and process of exiting risky relationships
- Financial crimes topologies: fraud topologies
- Financial crimes investigation techniques
- Extradition and asset freezing/forfeiture
- Current trends, emerging challenges and international best practices

### Target Group

Operations staff, compliance and risk management officers in central banks.

Venue	Dates	Course Fee
Mombasa	26 Februry-3 March, 2024 3 - 7 June, 2024	KES 120,000/USD 1280
Kisumu	4 - 8 November, 2024	KES 93,000/USD 980



# SHARIA COMPLIANT BANKING

## COURSE No. CBC11



### Course Objective

To create awareness of Islamic Finance and ensure smooth handling of Islamic Banking products and services by banks and other stake holders as well as enhancing skills to staff practicing sharia compliant banking.

### Course Content

- Source of Shariah in Islamic banking
- Islamic rulings on Islamic financial transactions
- Risk management
- Takaful
- Trade finance
- Islamic credit cards
- Legal perspective in Islamic banking:- Islamic accounting and reporting
- Shariah framework
- Role of Islamic finance in the society

### Target Group

Middle and senior level managers in Commercial Banks and Central Banks.

Venue	Dates	Course Fee
Mombasa	22-26 April, 2024 14-18 October, 2024	KES 120,000/USD 1280

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# FOUNDATION COURSE IN DOMESTIC DEBT MANAGEMENT

## COURSE No. CBC12



### Course Objective

To introduce participants to principles of public debt management.

### Course Content

- Introduction to domestic debt management
- External debt management
- Domestic debt management
- Debt restructuring
- Introduction to debt sustainability analysis and medium term debt management strategy and
- Legal and institutional arrangements for public debt management

### Target Group

Newly posted officers and those who have been in financial markets department for 1-2 years.

Venue	Dates	Course Fee
Nairobi	22-26 April, 2024	KES 93,000/USD 980
Mombasa	26-30 August, 2024	KES 120,000/USD 1280

# FINANCIAL MARKETS AND INSTRUMENTS

## COURSE No. CBC13



### Course Objective

To create awareness in the development, challenges and risks in the financial markets. It is also intended to enhance their knowledge on the ever-emerging financial instruments.

### Course Content

- Overview of financial markets and instruments
- The pricing conventions in the money market
- Characteristics of money market assets
- Theories about pricing
- Securities calculation of yields
- Bond markets-Calculation of bond prices, duration and yields
- Equity markets
- Fx Markets
- Forward Interest rates and yield curves
- FRAs and interest swaps
- Yield curve analysis
- Interest rate hedging
- The mechanics of option markets
- Emerging issues and developments in financial markets

### Target Group

Staff dealing with financial markets instruments both from Central Banks and financial markets players

Venue	Dates	Course Fee
Nairobi	6-10 May, 2024	KES 93,000/USD 980
Mombasa	21-25 October, 2024	KES 120,000/USD 1280

# PAYMENTS AND SETTLEMENT SYSTEMS (PSS)

**COURSE No. CBC14**



## Course Objective

Expose participants to the critical roles of Payments and Settlement System (PSS) in safeguarding monetary and financial operations of large value and retail PSS and identify risks in PSS and enhance participants knowledge on identifying and mitigating risks in PSS.

## Course Content

- Introduction/Overview Payment Systems
- Core Principles of security settlement systems
- The regulatory framework for National Payment Systems
- Interconnection in retail payment systems
- Clearing and settlement principles
- Payment standards and security
- Payment Systems and AML
- M- Banking and Payment Systems
- Key issues with mobile payments
- Principles of Financial Markets infrastructure
- Understanding the demand-side for payment services
- Interchange and its effect on a national payment system
- Real Time Gross Settlement System- RTGS
- Risks in Payment Systems

## Target Group

Back office and payments section staff in Central Banks.

Venue	Dates	Course Fee
Mombasa	12-16 February, 2024 6-10 May, 2024 9-13 September, 2024	KES 120,000/USD 1280

# ADVANCED COURSE ON DOMESTIC DEBT MANAGEMENT AND ANALYTICAL TOOLS

**COURSE No. CBC15**



## Course Objective

Provide an in-depth understanding of debt sustainability and public debt management and to equip participants with knowledge on the meaning and implications of contingent liability and risk management.

## Course Content

- Overview of debt management
- Legal and institutional framework of debt management
- Debt recording, handling, reports and information flows
- Debt strategy formulation
- Debt Sustainability analysis
- Identifications of financing sources
- Resources mobilization process
- Debt negotiations

## Target Group

Senior debt managers in Central Banks and staff from ministry of finance.

Venue	Dates	Course Fee
Nairobi	15-19 April, 2024	KES 120,000/USD 1280
Mombasa	7-11 October, 2024	KES 120,000/USD 1280

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# NATIONAL PAYMENTS AND SECURITY SETTLEMENT SYSTEMS

**COURSE No. CBC16**



## Course Objective

To introduce participants to the policy, framework and regulatory issues in the National Payments System (NPS).

## Course Content

- Designation of a payment system
- Amendment to the constitution and rules of designated payment systems.
- Inspection of constitution and rules of designated payment systems.
- Designation of payment instrument
- Recognition of a payment system management body
- Objectives of a recognized payment system management body
- Effecting settlement
- Clearing provisions
- Payments to third parties
- Authorization of payment service providers (PSP's)
- Application for authorization
- Renewal of authorization
- Revocation of authorization
- Netting agreements and rules

## Target Group

Newly posted officers and those who have been in payments departments for 1-2 years.

Venue	Dates	Course Fee
Mombasa	18-22 March, 2024	KES 120,000/USD 1280
	10-14 June, 2024	
	18-22 November, 2024	



# PAYMENTS SYSTEMS: REGIONAL INTEGRATION AND OPERATIONS

## COURSE No. CBC17



### Course Objective

To provide participants' with an understanding of the policy, framework and regulatory issues in a national payment system (NPS). Further, the course will expose participants to the basic concepts, components of the NPS, the payment system landscape, clearing and settlement, regulatory landscape, payment instruments and standards.

### Course Content

- Introduction to national payment systems
- The regulatory framework for national payment systems
- Interconnection in retail payment systems
- Clearing and settlement principles
- Payment standards and security
- National payment systems and competition
- M-Banking and payment systems
- Key issues with mobile payments
- Understanding the demand-side for payment services
- Interchange and its effect on a national payment system
- Real Time Gross Settlement System (RTGS)
- CDS accounts and capital market
- Settlement system
- Risks in payment systems

### Target Group

Staff dealing with payments, clearing and settlement systems.

Venue	Dates	Course Fee
Mombasa	13-17 May, 2024 14-18 October, 2024	KES 120,000/USD 1280

# BANK STRESS TESTING

## COURSE No. CBC18

### Course Objective

The course will focus on the fundamental theory and application of stress testing bank exposures to major risk classes, including credit, liquidity and market risk (interest rate and foreign exchange).

### Course content

- Stress testing fundamentals
- Methods & Basel II applications
- Bank credit risk exposure stress testing
- Bank market risk exposure stress testing
- Bank liquidity risk exposure stress testing

### Target Group

Risk managers, analysts and bank examiners

Venue	Dates	Course Fee
Mombasa	13-17 May, 2024 18-22 November, 2024	KES 120,000/USD 1280

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# FOUNDATION COURSE IN CURRENCY MANAGEMENT

## COURSE No. CBC19



### Course Objective

To introduce participants to the fundamentals of currency operations and management.

### Course Content

- Note design and new innovations/directions in note design
- Issue and distribution of fresh notes and coins
- Inventory management and accounting
- Withdrawal of soiled notes from circulation and their destruction
- Note exchange facilities and anti-counterfeit measures
- Guarding against counterfeit notes
- Ethics and Integrity
- Safety measures in the workplace (strong room)
- Machinery Operations Measures taken to Improve Currency Management System
- Monitoring & On-site Inspection of Cash Operations
- Dissemination of information on currency related matters to the general public
- Fitness standards and key aspects of note sorting and processing
- Distributing cash from multiple vaults and locations
- Outsourcing cash processing functions

### Target Group

Newly posted officers and those who have been in currency operations for 1-2 years.

Venue	Dates	Course Fee
Mombasa	5-9 February, 2024 26-30 August, 2024	KES 120,000/USD 1280

# INTERMEDIATE COURSE IN CURRENCY MANAGEMENT

## COURSE No. CBC20



### Course Objective

Enhance participants knowledge in currency operations and management.

### Course Content

- Role of the Central Bank in currency management
- Issue and distribution of banknotes and coins
- Currency Design
- Destruction and disposal of currency
- The role of Coins in the cash cycle
- Inventory management
- Accounting for currency
- Measures taken to Improve currency management system
- Monitoring and on-site Inspection of cash operations
- Deterrence of counterfeit currency
- Advanced customer service skills
- Health and safety measures in the workplace
- Bulk cash handling

### Target Group

Officers in the currency department who have worked for a period of at least 3 years and custodians.

Venue	Dates	Course Fee
Mombasa	4-8 March, 2024 27-31 May, 2024 19-23 August, 2024	KES 120,000/USD 1280

5-9 December, 2022

# ADVANCED COURSE IN CURRENCY MANAGEMENT

**COURSE No. CBC21**



## Course Objective

To provide participants with an in-depth understanding of currency management and emerging issues.

## Course Content

- Introducing a new currency series
- Budgeting and accounting for currency
- Currency and banking emerging issues
- Currency public education
- Currency branch networks and coordination
- Currency design
- Strategic planning
- Outsourcing cash processing functions
- Internal controls and risk management
- Emerging trends in payments – mobile
- Quality management in the currency cycle
- Implementing the clean currency policy
- New technology and products in coins

## Target Group

Members of staff in currency departments who have attended the foundation and intermediate courses and middle management in currency department.

Venue	Dates	Course Fee
Mombasa	8-21 March, 2024 9-13 September, 2024	KES 120,000/USD 1280



# PRINCIPLES OF FINANCIAL MARKET INFRASTRUCTURE

## COURSE No. CBC22

### Course Objective

To enhance participants knowledge on the principles of financial market infrastructure and how these principles help in safety and efficiency in payments, clearing, settlement, and recording arrangements, reduction in systemic risk and fostering transparency and financial stability.

### Course Content

- Overview of payment systems oversight
- Introduction of financial markets infrastructure
- Types and functions of financial market infrastructures
- Risks in key FMIs
- Responsibility of central banks and Market regulators
- Case study on risks and responsibilities of central banks, market regulators
- Principles of Financial Market Infrastructure (PFMIs) 1-24
- Disclosure framework for PFMIs
- Assessment methodology for PFMIs
- Case study on assessment methodology
- Group presentation on assessment methodology

### Target Group

Middle level managers from national payments systems, banking and financial markets departments.

Venue	Dates	Course Fee
Mombasa	8-9 April, 2024	KES 120,000/USD 1280
	7-11 October, 2024	



# CASH MANAGEMENT AND COMBATING COUNTERFEIT CURRENCY

**COURSE No. CBC23**



## Course Objective

Expose participants to the best practices in cash management and how to combat counterfeit currency.

## Course Content

- Introduction to currency management
- Currency design
- Procurement of a country's currency
- Currency distribution
- Security features of a currency
- Design and implementation of an effective clean currency policy
- Destruction of currency
- Accounting for currency; the future of cash

## Target Group

Currency and banking officers.

Venue	Dates	Course Fee
Mombasa	15-19 April, 2024 10-14 June, 2024 18-22 November, 2024	KES 120,000/USD 1280

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# CYBER RISKS IN FINANCIAL MARKET INFRASTRUCTURE / NATIONAL PAYMENTS FOR CENTRAL BANKS

**COURSE No. CBC24**



## Course Objective

The training is intended to enhance participant's knowledge on cyber resilience and provide guidance for FMIs with a focus on Cyber risks in Financial Markets Infrastructures (FMIs), and the relevant Principles of Financial Markets Infrastructure (PFMIs) to cyber risks. Further the training will provide the participants with requirements for mitigating these risk in the payment systems.

## Course Content

- Introduction/ Overview of Payment Systems
- Governance- Cyber resilience framework
- Identification:( cyber risk / cyber resilience)
- Protection of FMIs assets and services
- Detection of cyber-attacks
- Response and Recovery
- Testing of Cyber Resilience Framework
- Situational awareness
- Learning and evolving

## Target Group

The course is suitable for officers in Banking and Financial Markets departments dealing with payment clearing and settlement issues.

Venue	Dates	Course Fee
Mombasa	13-17 May, 2024 7-11 October, 2024	KES 120,000/USD 1280

# FINANCIAL STABILITY: A NEW APPROACH TO BANKING CRISIS PREVENTION

**COURSE No. CBC25**



## Course Objective

To enhance participants knowledge in the prevention of crisis in the Banking Industry.

## Course Content

- An overview of Banking (Financial) Crisis
- Prevention vs. Resolution of Banking Crisis
- New Approaches and Strategies to Strengthen Crisis Prevention
- Implications for Kenya

## Target Group

Bank Supervision Staff, Risk Managers, Deposit Insurance Staff and Bank Managers.

Venue	Dates	Course Fee
Nairobi	8-12 April, 2024 21-25 October, 2024	KES 93,000/USD 980

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# ENVIRONMENTAL, SOCIAL AND GOVERNANCE (ESG) & SUSTAINABILITY FINANCING

## COURSE No. CBC26

### Course Objective

The training is intended to enhance participants depth of knowledge on Environmental, Social and Governance (ESG) and and navigate the landscape of ESG reporting and disclosure. In addition the participants will have an indepth understanding of Sustainable finance and how it differs from traditional finance.

### Course Content

- An overview and introduction of Environmental, Social and Governance (ESG)
- ESG factors
- Overview of sustainable finance
- Sustainable investing
- Sustainable banking and green mortgages
- Deep dive:Sustainable investing
- Investor stewardship
- Overview of ESG reporting and disclosures.
- Five key ESG reporting / disclosure frameworks: TCFD, CSRD, ISSB, SFDR and SDR.

### Target Group

The course is suitable for Bank officers who need to deepen their understanding of ESG and Sustainability finance.

Venue	Dates	Course Fee
Mombasa	15-19 April, 2024 18-20 September, 2024	KES 120,000/USD 1280

# ISO 2022 STANDARDS FOR PAYMENTS AND REPORTING

## COURSE No. CBC27

### Course Objective

The training is intended to provide participants with an understanding ISO 2022 compliance and implementation, and swift upgrade and the adoption of ISO 2022 for cross-border and Real Time Gross Settlement high value payments and reporting.

### Course Content

- Primary concepts of ISO 2022
- Sources of Information
- Head.001 Business Application Header
- Exploring CBPR+ pacs. messages pacs.008 and pacs.002 pacs.009 and pacs.004
- Exploring CBPR+ camt. messages camt.052, camt.053 and camt.054
- Other CBPR+ messages
- ISO 2022 Adoption Support
- HVPS+

### Target Group

The course is suitable for Central Bank staff and Commercial Bank staff in Banking and Payments Department.

#### Venue

Mombasa

#### Dates

8-12 April, 2024

23-27 September, 2024

#### Course Fee

KES 120,000/USD 1280

# **BANKING AND FINANCE COURSES**

**TRAINING PROGRAMMES**



# TAXATION MANAGEMENT, STATUTORY DEDUCTIONS AND COMPLIANCE

## COURSE No. BF 01



### Course Objective

Enhance the participants knowledge on statutory deductions and taxation.

### Course Content

- Preparation methods for VAT3
- Withholding tax
- PAYE
- Corporate tax
- Income tax and statutory deductions

### Target Group

Payroll and payment staff officers.

Venue	Dates	Course Fee
Eldoret	18-22 March, 2024 14-18 October, 2024	KES 120,000/USD 1280

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# PERSONAL FINANCIAL MANAGEMENT

## COURSE No. BF 02



### Course Objective

The course aims at enabling participants attain discipline, gain control over their finances and realize progress towards their financial goals.

### Course Content

- Psychology of money
- Image trap and dealing with peer pressure
- Human behaviour- lifestyle challenge
- Attitudes towards money
- Attitude towards life
- Living within ones' means Debt Management and Consolidation
- Emotional cost of debt
- Budget vs. Revenue
- Filling up the financial gap
- Borrowing vs. Asset allocation
- Options in Debt consolidation
- Personal Financial Planning
- Importance of financial planning
- Setting achievable Financial Goals
- How to prepare personal cash flow
- Prioritising financial expectations
- Case studies
- Money and relationships
- Communication- The HIDING Syndrome
- Boundaries- What's Yours, What's mine and What's Ours
- Solutions in Relationships

### Target Group

All Staff

#### Venue

Nairobi

#### Dates

19-23 February, 2024  
10-14 June, 2024

#### Course Fee

KES 93,000/USD 980

# CREDIT ANALYSIS AND DEBT COLLECTION MANAGEMENT

## COURSE No. BF 03



### Course Objective

Equip participants with the tools and skills required for credit analysis and debt recovery.

### Course Content

- Overview of credit and debt
- Instruments of debt collection
- Types of borrowers & their needs
- Types of credit facilities offered by banks
- Structuring of facilities
- Principles of good lending
- The macro perspective – Lepest the micro perspective competitors
- Communication skills and relationship management
- Why banks require financials in lending
- Financials used by personal clients
- Financials used by business customers
- Credit appraisals
- Securities
- Monitoring of an asset book
- Monitoring & controls
- Debt recovery

### Target Group

Credit and debt collection officers in financial institutions.

Venue	Dates	Course Fee
Mombasa	6-10 May, 2024 9-13 December, 2024	KES 120,000/USD 1280

# VAULT MANAGEMENT & CASH-IN-TRANSIT

## COURSE No. BF 04



### Course Objective

Equip participants with the requisite knowledge and skills to facilitate efficient management of currency vault operations.

### Course Content

- Cash management
- Currency security features and anti-counterfeiting deterrents
- Vault management, incident reporting, risk factors and controls
- Operations between the custodians and note examiners
- Strong room operations
- Management of stock levels per branch / for the whole bank as it relates to insurance cover
- Opening and closing procedures of the vault
- Cash distribution and logistics
- Security of cash in transit
- Arrangement between Central Bank and service providers (e.g security and transport providers)
- Contemporary issues in cash
- Customer care in relation to service to commercial banks

### Target Group

Note examiners and staff working in vault operations.

Venue	Dates	Course Fee
Nakuru	12-16 February, 2024	KES 120,000/USD 1280
Nairobi	7-11 October, 2024	KES 93,000/USD 980

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# CASHIERING AND BACK OFFICE OPERATIONS

## COURSE No. BF 05



### Course Objective

To enhance participants skills and knowledge in handling cash and customers.

### Course Content

- Introduction to cashiering
- The role a cashier and responsibilities of a receiving and paying cashier
- Qualities of a cashier
- Introduction to various types of accounts
- Frauds and forgeries
- Stress management
- Personal etiquette and grooming
- Model bank role play; balancing the day's work and tracing differences
- Effective communication
- Effective customer care
- Personal etiquette and professional ethics
- Anti-Money Laundering
- Bank security measures and procedures
- Back office operations, records and documentation

### Target Group

Graduate trainees, cashiers (both new and those who need to enhance their knowledge), Tellers, cash officers and back office staff.

Venue	Dates	Course Fee
Nairobi	11-15 March, 2024	KES 93,000/USD 980
	10-14 June, 2024	
	19-23 August, 2024	
	11-15 November, 2024	

# FRAUDS AND FORGERIES PREVENTION, DETECTION AND INVESTIGATION

## COURSE No. BF 06



### Course Objective

This course examines the fundamental fraud schemes threatening financial institutions and equips participants with knowledge, skills and techniques for pro-active detection and prevention.

### Course Content

- Definition, nature, types and impact of frauds and forgeries
- Detection of frauds and forgeries
- Investigation of frauds and forgeries
- Evidence Act, frauds and action at the scene of fraud
- Case study: Forensic audit
- Application of IT tools to investigate fraud and forgeries
- Prevention of crystallization or occurrence of frauds and forgeries
- Measures
- Cyber frauds
- Credit card frauds
- Credit loans fraud
- Current trends & practical cases of frauds & forgeries

### Target Group

Operations officers and security staff.

Venue	Dates	Course Fee
Mombasa	5-9 February, 2024 20-24 May, 2024	KES 120,000/USD 1280
Kisumu	23-27 August, 2024	KES 120,000/USD 1280



# BRANCH OPERATIONS

## COURSE No. BF 7



### Course Objective

To enhance efficiency in the banking industry by exposing participants to the basic operations of the banking system, banking principles and practice.

### Course Content

- Branch Operations
- Introduction to Banking
- Consumer Protection Guidelines
- Customer's Accounts
- Trade Finance
- Trade Finance definition-domestic and international
- Methods of settlement in international trade
- Risk Management and Compliance
- AML
- Fraud and Forgeries
- Customer Instructions Authentication and Action
- Cheque Truncation
- Reasons for unpaying a cheque/KBA return codes
- Obligations of the collecting and paying bank.
- Stop payments Other Alternative Banking Channels
- Mobile banking
- PesaLink
- Money Transfer Services i.e. Western Union and MoneyGram
- Cash Operations(Part1)
- Foreign currency transactions
- Cash Operations (Part 2)
- CIT operations
- ATM machine operations
- Handling cash overage and shortages
- End of day cashier till and vault balancing
- Features of Kenyan Currency

### Target Group

Operations managers and officers

Venue	Dates	Course Fee
Nairobi	12-16 February, 2024	KES 120,000/USD 1280
Kisumu	5-9 August, 2024	KES 120,000/USD 1280

# LAW RELATING TO BANKING AND NEGOTIABLE INSTRUMENTS

## COURSE No. BF 8



### Course Objective

This course is designed to enhance participants knowledge in the laws guiding banking operations and practice.

### Course Content

- Central Banking Act
- Banker-Customer relationship
- Accounts opening laws relating to customer accounts and KYC
- Law relating to cheques, bills and other negotiable instruments
- Detection and prevention of frauds and forgeries
- Powers of attorney and standing orders
- Security mortgages and charges
- ATMs and cash dispensing machines
- Functions of KDIC and role of statutory manager and liquidator
- Anti-money laundering

### Target Group

Staff in banking operations, legal departments.

Venue	Dates	Course Fee
Nairobi	6-10 May, 2024 25-29 November, 2024	KES 93,000/USD 980

# INTERNATIONAL TRADE FINANCE AND LETTERS OF CREDIT

## COURSE No. BF 9



### Course Objective

Enhance the participants knowledge and skills to effectively apply rules and procedures to minimize on international trade losses.

### Course Content

- Overview of international trade finance
- Overview of international payment Mechanisms (payments & settlements)
- Shipment terms and documents in International trade
- Documentary collections
- Letters of credit
- Articles

### Target Group

Officials from commercial banks and organizations involved in import and export businesses in the region.

Venue	Dates	Course Fee
Nairobi	11-15 March, 2024	KES 120,000/USD 1280
Mombasa	23-27 September, 2024	KES 120,000/USD 1280

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# SUKUK (ISLAMIC BOND) TRAINING

## COURSE No. BF 10



### Course Objective

To provide the participants with a comprehensive understanding of the Sukuk product within the parameters promulgated by the AAOIFI Shari'ah standards.

### Course Content

- Theory of contracts in Islam : Principles and concepts underlying Islamic finance
- Sources of Shari'ah
- Understanding objectives of Shari'ah (Maqasid al-Shari'ah) and its implication to Islamic Banking and Finance
- Prohibited elements in Islamic Finance
- Riba (interest)
- Gharar (uncertainty)
- Maysir (gambling)
- Salient features of various Islamic principles and contracts
- Salient legal, credit and operational aspects relating to varying Sukuk structures possible under different Shari'ah contracts
- Global trends in the Sukuk market as it continues to unfold in sovereign and corporate sectors
- Benefits, costs and risks of Sukuk both from the issuer as well as investor perspectives
- The potential of Sukuk within the context of the overall Islamic finance landscape and its potential for application in varying capacities for raising funding requirements

### Target Group

Staff working in Capital Markets, Risk Management, Product Development in Commercial Banks, Finance and Financial Markets, Shariah Advisory and Research and Regulatory Bodies.

Venue	Dates	Course Fee
Nairobi	8-12 April, 2024 19-23 August, 2024	KES 93,000/USD 980

# FINANCE FOR NON-FINANCE MANAGERS

## COURSE No. BF 11



### Course Objective

To provide non-finance managers with a comprehensive working knowledge of critical financial principles in an easy manner to follow and enable them make better decisions in their organizations. At the end of the course the participants will be able to communicate finance related matters more effectively.

### Course Content

- Introduction to Financial Management
- Key accounting concepts
- Double entry system of payment
- Key Financial Statements
- Appreciating the role of Auditors
- Cash Management
- Key Performance ratios and indicators
- Budgets and Budgetary Control
- Cost Management
- Accounting and Financial Controls
- Accounting Terminologies
- Risk Management

### Target Group

Managers with no accounting background.

### Venue

Nairobi

### Dates

26 February-1 March, 2024

### Course Fee

KES 93,000/USD 980

# MOBILE AND AGENCY BANKING

## COURSE No. BF 12



### Course Objective

To enhance the participants understanding of the development, regulation and challenges of mobile and agency banking.

### Course Content

- Overview of the Banking System in Kenya
- Regulation and Oversight of Mobile Financial Services in Kenya
- An overview on the supervision of microfinance institutions in Kenya
- Financial inclusion
- The legal and regulatory framework ( Agent banking, Mobile banking, Microfinance banks)
- Definitions and development of agent and mobile banking; Their difference and similarity;
- Branchless Banking and its features;
- Pros and Cons of the two models of branchless banking: Bank led and Nonbank led models;
- Contribution of electronic Payments for Financial Inclusion (Access to Finance);
- Risks associated to electronic payments with the focus of agent and mobile banking;
- The role and functions of super and retail agents;
- Methods and procedures of agent selection;
- Customer and agent due diligence requirements and AML/CF mechanisms regarding the products;
- Customer protection while providing mobile and agent Banking;
- Methods of supervision of electronic banking vis-a vis the traditional supervision methods; (Risk based supervisory methodology)
- Major challenges of agent Banking and electronic payments;
- Field visit to a number of mobile and agent banking institutions.

### Target Group

Staff from the Commercial Banks and Micro Finance Institutions .

### Venue

Nairobi

### Dates

20-24 May, 2024

11-15 November, 2024

### Course Fee

KES 93,000/USD 980

# BUDGETING AND BUDGETARY CONTROL

## COURSE No. BF 13



### Course Objective

To help the participants appreciate the importance of the budgeting process, take ownership of it, use it as a daily working tool – not an annual exercise – to help run their part of the operations, improve their reporting against budget and ensure their delivery against budget.

### Course Content

- Objectives of budgets
- Various types of budgeting methods
- Budget and cost control focus
- Traditional budgeting and control
- Advanced budgeting and control
- Budget variance reports

### Target Group

Staff involved in the budget preparation and budget control processes.

Venue	Dates	Course Fee
Mombasa	15-19 April, 2024 23-27 September, 2024	KES 120,000/USD 1280

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# AUDIT AND RISK MANAGEMENT COURSES

TRAINING PROGRAMMES

# RISK MANAGEMENT

## COURSE No. RM 01



### Course Objective

To enhance the participants knowledge and skills in identifying, analyzing and mitigating risks. In addition, the course will enhance the participants ability to scan the environment, business processes and help them to design or prescribe appropriate internal control systems.

### Course Content

- Evaluation of the major risks & key areas of concern that exist in financial institutions
- Assessment of levels of risk in own organizations
- Devising of detective & preventive controls appropriate to own environment
- Risk management policy and strategy
- Use of value at risk as risk framework measurement
- Risk impacts of E-Commerce & internet banking

### Target Group

Business line managers', internal auditors, security managers and IT staff.

### Venue

Nakuru

### Dates

6-10 May, 2024  
21-25 October, 2024

### Course Fee

KES 120,000/USD 1280

# BUSINESS CONTINUITY MANAGEMENT

## COURSE No. RM 02



### Course Objective

To enhance participants knowledge in BCM concepts and principles and enable them to implement BCM programs in their organization.

### Course Content

- Organizations' strategic focus
- BCM policy
- BCM program scope
- Outsourced activities
- Program management
- Business Impact Analysis (BIA)
- Risk Assessment/Mitigation:- identifying possible risks and developing BCM mitigation strategies
- Incident & crisis management
- Principles of BCM
- Business continuity roles and responsibilities
- Emergency response & preparedness
- Disaster Recovery (DR) planning
- Embedding BCM in the organization culture
- Benchmarking against BCM standards
- BCM arrangements at the CBK

### Target Group

Business line managers, Internal auditors, security managers and IT staff.

Venue	Dates	Course Fee
Mombasa	22-26 January, 2024 18-22 November, 2024	KES 120,000/USD 1280

# REPORT WRITING COURSE FOR INTERNAL AUDITORS

## COURSE No. RM 03

### Course Objective

To enhance participants knowledge in audit evidence gathering skills with emphasis on documetation, analyzing audit evidence and making practical audit recommendations.

### Course Content

- Gathering and summarizing of audit evidence and identifying audit expectations
- Assessing objectives, readers and structure of the audit report
- Developing the audit observation
- Receiving feedback and revision
- Creating the desired tone
- Developing a collaborative and consultative style
- Writing concisely and legibly
- Report presentation skills for auditors

### Target Group

Audit officers.

### Venue

Mombasa

### Dates

12-16 February, 2024

11-15 November, 2024

### Course Fee

KES 120,000/USD 1280

# RISK BASED INTERNAL AUDIT

## COURSE No. RM 04

A person is placing a block on top of the word 'RISK', which is written in large, bold, white letters on a wooden surface. The background is dark blue with geometric shapes.

### Course Objective

Enhance the participants knowledge to effectively identify the top objectives and risks in their organizations to provide input on developing a risk based internal audit plan.

### Course Content

- An overview of the governance frameworks of an organization
- What is risk-based internal auditing
- Understanding the risk environment
- Planning a risk-based audit
- Scope and objectives of the audit
- Process analysis
- Understanding information
- Internal control and the internal audit program
- Compiling the plan
- Delivering audit assignments: a risk-based approach
- Using audit tools
- Reporting and follow up

### Target Group

Auditors

Venue	Dates	Course Fee
Nairobi	22-26 April, 2024	KES 93,000/USD 980
Mombasa	26 October- 1 November, 2024	KES 120,000/USD 1280

# INFORMATION SYSTEMS AND IT RISK MANAGEMENT

**COURSE No. RM 05**



## Course Objective

To explain the fundamentals of data concepts, ACL basics, and data analysis cycles and employ ACL to add value to audits.

## Course Content

- Explain the fundamentals of data concepts, ACL basics, and data analysis cycles
- Describe the three stages of data access
- Create tables to access data
- Display and filter data
- Verify data integrity, create expressions, compare data from different files/systems, profile data, and produce data reports
- Employ ACL to add value to audit

## Target Group

Internal auditors, finance staff and Information systems auditors.

Venue	Dates	Course Fee
Mombasa	11-15 March, 2024 14-18 October, 2024	KES 120,000/USD 1280

# INTERMEDIATE COURSE ON AUDIT COMMAND LANGUAGE (ACL)

**COURSE No. RM 06**



## Course Objective

Expose mid-level ACL users on how to combine commands and expressions to increase productivity and produce accurate results.

## Course Content

- Input validation
- Data harmonization
- Data cleansing
- Data type conversion
- String-specific or “wildcard” searches
- Complex recalculations
- Advanced data manipulation

## Target Group

Internal auditors, finance staff, information systems auditors and ACL users

Venue	Dates	Course Fee
Nairobi	22-26 April, 2024	KES 93,000/USD 980
	9-13 September, 2024	
	11-15 November, 2024	

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# ADVANCED COURSE ON AUDIT COMMAND LANGUAGE (ACL)

**COURSE No. RM 07**



## Course Objective

Designed for experienced ACL users who want to further refine their skills and increase their knowledge.

## Course Content

### *Script Basics*

- Accessing and running scripts
- Creating and editing scripts
- Documenting scripts
- Setting ACL program options in scripts
- Opening, closing, and linking tables
- Calling scripts from other scripts
- Defining computed fields
- Creating variables
- Using command syntax and multiline commands

### *Groups in Scripts*

- Adding processing efficiency and logic control to a script
- Designing simple, conditional, and nested groups
- Using variables in groups

### *Interactive Scripts*

- Providing user input in scripts (ACCEPT and PAUSE commands)
- Using variable substitution
- Building user dialog boxes
- Building controls and error trapping

### *Script Design*

- Best practices for planning, designing, building, testing, and maintaining scripts

## Target Group

Internal auditors, Finance staff, Information systems auditors and ACL users

## Venue      Dates

Nairobi    25-29 November, 2024

## Course Fee

KES 93,000/USD 980

# ENTERPRISE RISK MANAGEMENT

## COURSE No. RM 08



### Course Objective

Provide an opportunity for participants to benchmark their organization's practices against the COSO-ERM framework and learn how to implement an effective ERM system in compliance with the current best practice standards and other requirements for their organizations.

### Course Content

- General overview of enterprise risk management
- Risk management and corporate governance
- Managing enterprise risk holistically
- Enterprise risk measurement and risk assessment
- (Qualitative and Quantitative)
- Risk mitigation strategies
- Risk management tools
- Introduction to COSO framework and ISO 31000
- Business continuity planning
- Measuring success of a risk Management programme
- Risk management maturity profiles
- Applying capability maturity models to risk

### Target Group

Risk managers, auditors and business line managers.

Venue	Dates	Course Fee
Mombasa	18-22 March, 2024 23-27 September, 2024 4-8 November, 2024	KES 120,000/USD 1280

# CYBER SECURITY TRAINING

## COURSE No. RM 09

### Course Objective

Expose participants to best practices to safeguard Financial Critical Information Infrastructure (FCII) and respond to, resolve and recover from cyber incidents and attacks through timely information sharing, collaboration and action.

### Course Content

- Assessing information security risk
- Analyzing the threat landscape
- Impact of social engineering attacks
- Analyzing attacks on computing and network environments
- Analyze post-attack techniques
- Evaluating the organizations information systems security infrastructure
- Collecting cyber security intelligence
- Wireless LAN security issues
- Security of mobile banking and payments
- Responding to cyber security incidents
- Investigating cyber security incidents.

### Target Group

Information security professionals, database and web developers, cloud security professionals, security auditors, compliance managers, IT security managers and risk assessment professionals.

Venue	Dates	Course Fee
Mombasa	15-19 April, 2024 30 September- 4 October, 2024	KES 120,000/USD 1280

# RISK MANAGEMENT AND STRENGTHENING INTERNAL CONTROL FRAMEWORKS

**COURSE No. RM 10**



## Course Objective

To equip participants with the skills and knowledge required in strengthening internal controls and risk management.

## Course Content

- Introduction to enterprise risk management
- Key risk management and internal control concepts
- Development and implementation of risk management framework
- Internal control frameworks
- Entity-wide risk assessment
- Risk assurance framework
- Business continuity management policy and program management
- Embedding business continuity management response
- Role of internal audits and the internal control environment in a bank
- Role of information technology in banking institutions and the general risk factors and control areas
- Assessing the risk management and internal control environment of banks
- Risk management and internal control examination concepts among banks

## Target Group

Risk officers, risk managers and auditors in financial institutions and regulatory bodies.

Venue	Dates	Course Fee
Mombasa	26 February -1 March, 2024 21-25 October, 2024 2-6 December, 2024	KES 120,000/USD 1280

# SECURITY TRAINING COURSES

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TRAINING PROGRAMMES

# SECURITY INTELLIGENCE MANAGEMENT AND COUNTER TERRORISM TRAINING

**COURSE No. SM 01**



## Course Objective

Impart knowledge and skills to participants on exploring threats and risk assessment processes. The course further equips participants with the knowledge and skills on counterterrorism and cybersecurity measures used to protect both people and property.

## Course Content

- Strategic security management
- Security risk management
- Security operations management
- Security audit and survey
- Security design and implementation
- Crime and loss prevention
- Counter terrorism response
- Improved explosive devices and bombs/ explosives awareness
- Security guard force training and management
- Business continuity management
- Communication and human resource interaction
- Effective customer service and interpersonal relations
- Stress management
- Personal etiquette

## Target Group

Security officers

### Venue

Nakuru

### Dates

29 April-3 May, 2024

23-27 September, 2024

### Course Fee

KES 120,000/USD 1280

# SECURITY SURVEYING AND DESIGN

## COURSE No. SM 02



### Course Objective

To impart knowledge and skills required to design and administer security systems.

### Course Contents

- Strategic security management
- Security risk management
- Security operations management
- Security audit and survey
- Security design and Implementation
- Crime and loss prevention
- Counter-terrorism response
- Improved explosive devises (IED) and bombs/explosives awareness
- Security guard force training and management
- Business continuity management

### Target Group

Security officers.

Venue	Dates	Course Fee
Nakuru	15-19 April, 2024 25-29 November, 2024	KES 120,000/USD 1280



# SECURITY FOR CASH-IN-TRANSIT

## COURSE No. SM 03



### Course Objective

Enhance participants knowledge and skills in handling cash in-transit and it's operations.

### Course Content

- Introduction to CIT
- Key documentation for CIT
- Major actors in the field
- CIT operation orders and Procedures (SOP)
- Cash management systems in Kenya
- Current risks /threats in CIT and CIT Risk Mangement
- Personal financial management
- Security for cash in transit and security equipment
- Modus oparendi in CIT (Environmental security Scanning)
- Access controls & video surveillance security
- Corporate security communication and team work
- Technology advancement in CIT
- CIT industry dynamics and solutions
- CIT heist (Contemporary issues) and best operations practices
- Currency security features and counterfeit deterrents
- Work place violence and Aggression
- CIT incident reporting and management
- CIT action planning

### Target Group

Security officers.

Venue	Dates	Course Fee
Nakuru	18-22 March, 2024	KES 120,000/USD 1280
Nairobi	9-13 September, 2024	KES 93,000/USD 980

# ACCESS CONTROL AND PHYSICAL SECURITY

## COURSE No. SM 04



### Course Objective

The course aims at enhancing participants knowledge and skills on physical security planning, access and egress control principles required to manage and perform physical security, conduct risk, vulnerability and exposure assessments; and access control in their organizations and area of operation.

### Course Content

- Introduction Physical Security
- Security Risk Management Process
- Asset Identification
- Conducting Site Specific Threat Assessments
- Threat Identification and Assessment
- Vulnerability Identification and Assessment
- The Security Risk Assessment
- Cost Benefit Analysis
- Integrated Security Systems
- Access Control Systems
- Access and Egress Control
- Security Governance Systems and Access Control
- Control Room and Access Control
- Guarding Operations and access control
- Incident Report Writing
- ISO 9000 and Security Access Control

### Target Group

Security officers.

### Venue

Nakuru

### Dates

29 April-3 May, 2024  
21-25 October, 2024

### Course Fee

KES 120,000/USD 1280

# LEADERSHIP AND MANAGEMENT COURSES

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TRAINING PROGRAMMES

# PROJECT MANAGEMENT

## COURSE No. LM 01



### Course Objective

To equip participants with knowledge and skills required to coordinate, monitor and evaluate projects.

### Course Content

- The concept of management
- Project management and operations management in business
- The Project Management Body of Knowledge (PMBOK)
- Nature of projects
- Rationale of project management
- Definition of a project
- Examples of projects
- Definition of project management
- Characteristics of projects
- Roles and functions of a project manager
- Project management skills
- Differences between project management and general management
- Project preparation and planning
- Project selection

### Target Group

Project managers, team leaders, program managers, program coordinators and others involved directly or indirectly in project management.

Venue	Dates	Course Fee
Mombasa	4-8 March, 2024 23-27 September, 2024	KES 120,000/USD 1280

# ELECTRONIC RECORDS MANAGEMENT AND REGISTRY

## COURSE No. LM 02



### Course Objective

To enhance participants knowledge and skills in managing electronic records systems.

### Course Content

- Introduction to records management
- Current constitutional and legislative impacts on records management; legislation, policy, standards and regulations and business records classification
- Methodologies and technologies for managing electronic records and Managing Documents and Records in the Cloud
- Preservation of E-records
- E-Records management solutions and records control systems
- Change management for document re-engineering
- Records management for transparency and accountability
- Knowledge management and registry management
- Management of vital records and maintenance and care for records (Security and integrity of records)
- Disaster management for records
- Archives management and administration
- Records disposal procedures

### Target Group

Registry staff and administrative assistants.

Venue	Dates	Course Fee
Mombasa	8-12 April, 2024 28 October-1 November, 2024	KES 120,000/USD 1280

# BUSINESS COMMUNICATION AND PRESENTATION SKILLS

## COURSE No. LM 03



### Course Objective

To enhance participants knowledge on modern business communication and presentation skills.

### Course Content

- Communicating in today's global business environment
- Understanding the communication process
- Barriers to effective communication
- How to communicate positive and negative messages
- Intercultural communication
- Introduction to the various types of reports in business, designing the report structure, drafting and laying out of the text, summarizing reports, editing and proof reading reports
- Report presentations - When and how to use graphics
- Overview of the different kinds of presentations e.g. persuasive presentations, impromptu presentations, etc.
- Provide participants with multiple techniques for speaking confidently in front of groups
- Identify the four essential components of a presentation:- content, design, structure and delivery
- Describe an audience analysis and why it is a needed step in presentation
- Organize information in a clear and concise manner
- Create an attention – grabbing introduction
- Implementing techniques for varying vocal tones and body language
- Develop strategies for handling hecklers, bullies and other disruptive participants
- Point out the benefits and pitfalls of various visual aid options and audience seating arrangements
- How to overcome fear of public speaking
- When and how to use humor
- Preparation and practice:- practical presentations and critique of the same

### Target Group

Middle level managers and supervisors.

#### Venue

Mombasa

#### Dates

6-10 May, 2024

12-16 August, 2024

#### Course Fee

KES 120,000/USD 1280

# CONFLICT MANAGEMENT AND EMOTIONAL INTELLIGENCE

## COURSE No. LM 04



### Course Objective

Equip participants with skills and knowledge on how to manage emotions during conflict while working collaboratively toward a win/win resolution. Participants will also complete a conflict style assessment, learn the five styles of conflict management and identify their dominant style thus increasing their success with their career and relationships both inside and outside of work.

### Course Content

- Definition of Emotional Intelligence
- Techniques for handling emotions, both yours and theirs
- Self-Awareness
- Self-Management
- Social awareness and relationship building
- Benefits of emotional intelligence
- Model role play/discussion /video of emotional intelligence
- Action planning and self-motivation
- Emotional Intelligence-Verbal & non-verbal communication skills, social management and responsibility
- An overview of conflict assumptions of conflict & escalation of disagreement into conflict
- Recognize the styles of conflict resolution and the benefits and pitfalls of each style.
- Apply the six steps to collaborative conflict resolution
- Techniques of managing emotions during conflict
- Effects of power on conflict resolution
- Implementing strategy for continuous conflict management
- Stress management, time management and professional ethics

### Target Group

Middle level managers and supervisors.

### Venue      Dates

Nakuru      29 April-3 May, 2024  
21-25 October, 2024

### Course Fee

KES 120,000/USD 1280



# EFFECTIVE COMMUNICATION AND REPORT WRITING

**COURSE No. LM 05**



## Course Objective

To impart participants with knowledge that will enhance their skills in report writing.

## Course Content

- Communicating in today's global business environment
- Understanding the communication process
- Using communication technology effectively
- How to communicate negative messages
- Intercultural communication
- Introduction to proposal writing
- Designing the proposal structure
- Introduction to report writing and purpose of reports
- Clarifying the purposes and objectives of reports
- Types of reports
- Designing the report structure
- Drafting and laying out of the text
- Summarizing reports
- When and how to use graphics
- Editing and proof reading reports
- Report presentations
- Importance of emotional intelligence and how to deal with difficult people

## Target Group

Officers to middle level managers involved in writing reports.

Venue	Dates	Course Fee
Nakuru	22-26 January, 2024	KES 120,000/USD 1280
	3-7 June, 2024	
	4-8 November, 2024	

## PRE- RETIREMENT COURSE No. LM 06



### Course Objective

Provide participants with the tools, insight, and proven strategies that will allow them to build a retirement plan.

### Course Content

- An overview: retirement as a change in Life
- Retirement and personal change
- Planning for retirement
- Alternative to paid employment
- Overview of entrepreneurship
- Personal financial planning
- Investment for retirement
- Business opportunities and the critical skills
- Post retirement business plans and opportunities
- Post – retirement health planning & management
- Trusts and Wills
- Legal aspects of business
- Family relations and how they affect business

### Target Group

Middle level managers and supervisors.

Venue	Dates	Course Fee
Nairobi	11-15 March, 2024 18-22 November, 2024	KES 93,000/USD 980

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# BIG DATA ANALYTICS/DATA SCIENCE TRAINING

**COURSE No. LM 07**

## Course Objective

This workshop is designed to sensitize the participants on Big Data and equip them with skills in Data Analytics. The participants are introduced to and trained on currently used analytics tools.

## Course Content

- Introduction to Big Data Analytics
- Applications of Big Data Analytics
- Data Analytics - introduction & practicals
- Summarizing reports in Big Data Analytics (Descriptive Statistics)
- Decision making based on Statistical Hypotheses – inferential statistics
- Big Data Analytics and Customer Sentiments/Perceptions
- Big Data Analytics and Credit Risk Management.
- Big Data Analytics and Fraud Detection
- Predictive Analytics
- Big Data Analytics and Innovation

## Target Group

- Senior and middle level managers,
- head of departments/sections
- Managers new in strategy implementation
- Leaders of major project teams

### Venue

Nairobi

### Dates

10-14 June, 2024

12-16 August, 2024

### Course Fee

KES 93,000/USD 980

# RESULT BASED MONITORING AND EVALUATION

**COURSE No. LM 08**

## Course Objective

To equip participants with knowledge and skills required to monitor, evaluate and get results from the projects.

## Course Content

- The concept of monitoring and evaluation
- Monitoring and evaluation framework
- Introduction to monitoring and evaluation
- Role of performance indicators in monitoring
- Developing monitoring and evaluation
- Programme planning and design
- Planning for evaluation
- Data collection, analysis and Report writing
- Writing an effective M and E report
- Component of effective M&E Planning
- Learning from M&E results

## Target Group

Monitoring and evaluation officers, Project managers, team leaders, program managers, program coordinators and others involved directly or indirectly in project management.

### Venue

Nairobi

### Dates

12-16 February, 2024

### Course Fee

KES 93,000/USD 980

# STRATEGY EXECUTION

## COURSE No. LM 09



### Course Objective

To equip those in charge with strategy execution with skills necessary to achieve organization goals.

### Course Content

- The execution gap
- Leadership and governance in strategy execution
- Monitoring, Measuring and evaluating performance
- Managing risks in strategy execution
- Building blocks of execution
- Processes of execution
- Disciplines of execution
- Execution and team performance
- Execution and organization performance
- Practical exercises and execution.

### Target Group

- Senior and middle level managers,
- Managers new in strategy implementation
- Leaders of major project teams

### Venue

Nairobi

### Dates

18-22 March, 2024

### Course Fee

KES 93,000/USD 980

# PERFORMANCE MANAGEMENT

## COURSE No. LM 10

### Course Objective

This course is intended to develop participants day-to-day performance management skills in order to give the true picture of the appraisee's overall accomplishments and capabilities. More importantly this course will give participants real and practical skills to help them become more effective managers so that when they carry out formal appraisal it's far more a summary of an on-going process rather than a process driven exercise.

### Course Content

- Over view of performance management
- Approaches for managing performance of employees
- Performance management skills: recognizing and closing performance gaps
- How to hold clear and concise performance review discussions
- Develop individual development plans
- Monitor and measure performance
- Leadership: Achieving results through others and improving individual results
- Motivational factors and techniques
- Managing performance: practical perspective
- The role of coaching in performance management
- Coaching and mentoring as linked to appraisal, in order to enhance individual performance
- Organizational alignment and making skilled intervention
- Giving constructive feedback
- Use performance management to encourage individuals to take responsibility for their development

### Target Group

Staff working in HR Department

### Venue

Mombasa

### Dates

20-24 May, 2024

22-27 September, 2024

### Course Fee

KES 120,000/USD 1280

# PROCUREMENT COURSES



TRAINING PROGRAMMES

# ASSET MANAGEMENT

## COURSE No. PM 01



### Course Objective

Enhance participants knowledge on the entire process of tender document preparation as per the public procurement and disposal act.

### Course Content

- Introduction to Tenders(ITT)
- Tendering documents; preparation of tenders; submission of tenders
- e-tendering
- Post-bid procedures and negotiations
- Public Procurement and Disposal Act, 2005

### Target Group

Officers involved in the preparation of tender documents.

Venue	Dates	Course Fee
Eldoret	29 January-2 February, 2024 29 July- 2 August, 2024	KES 120,000/USD 1280



# DEVELOPING FIT FOR PURPOSE TENDER DOCUMENTS

**COURSE No. PM 02**



## Course Objective

Enhance participants knowledge on the entire process of tender document preparation as per the public procurement and disposal act.

## Course Content

- Introduction to Tenders (ITT)
- Tendering documents; preparation of tenders; submission of tenders
- e-tendering
- Post-bid procedures and negotiations
- Public Procurement and Disposal Act, 2005

## Target Group

Officers involved in the preparation of tender documents.

Venue	Dates	Course Fee
Mombasa	4-8 March, 2024 2-6 September, 2024	KES 120,000/USD 1280

# COMPLETE PROCUREMENT CYCLE AND REGULATIONS

**COURSE No. PM 03**



## Course Objective

The course is aimed at exposing participants to the Public Procurement Act and supply chain management.

## Course Content

- An overview of Public Procurement and Disposal Act, 2005
- Overview of Public Procurement and Disposal Regulations/ PPOA Circulars
- Identification of needs
- Defining specifications and requirements
- Procurement planning
- Sourcing
- Bid evaluation process
- Contract award
- Formulation of contract
- Contract management
- Managing inventory procurement performance evaluation and measurement
- Ethical issues in managing procurement process

## Target Group

Procurement and supply chain officers.

Venue	Dates	Course Fee
Kisumu	26 February-1 March 2024 9-13 September, 2024 28 October-1 November, 2024	KES 120,000/USD 1280

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# STORES MANAGEMENT

## COURSE No. PM 04



### Course Objective

Enable the participants to manage a cost-effective movement and storage of goods and materials in a highly efficient way.

### Course Content

- Introduction to storekeeping, stock control and stores management
- Stores identification and coding
- Stock records: contents, use, accuracy – manual and computerized
- Setting stock levels receipts into and issues from the stores – documentation, stocktaking and spot checks
- Dealing with systems, software and management of information systems and management of stores
- The application of TQM in the area of stores management
- The integrated purchasing and stores department
- Storehouse buildings, location, design, layout, sub-stores:- stockyard location, design and layout
- Manual and powered stores equipment for materials handling, storage, measurement, order picking
- Protection of stock against loss and damage, storehouse and stockyard security, fire and accident prevention.

### Target Group

Procurement and stores officers.

Venue	Dates	Course Fee
Mombasa	16-20 March, 2024 29 July-2 August, 2024	KES 120,000/USD 1280

# A MODERN APPROACH TO PROCUREMENT

## COURSE No. PM 05

### Course Objective

Equip participants with knowledge and skills to build a strategic approach to the procurement of goods and services across the organization ensuring that a more structured system is effectively developed, adopted and enhanced.

### Course Content

- The latest developments in Kenyan procurement policies including sustainable procurement
- The role and skills required of an effective procurement manager
- Developing national and local procurement strategies
- Processes of the Kenyan public procurement
- How a 'win-win' approach with providers maximizes long-term benefits
- Appreciate the new constitution, the county government laws and structures and their impact on procurement functions
- Opportunities arising in the international marketplace with the rapid expansion of business process outsourcing
- Maintaining long term relationship with suppliers
- Supply chain risk management
- Contract management
- Emerging issues in the procurement process

### Target Group

Procurement officers.

Venue	Dates	Course Fee
Eldoret	5-9 February, 2024 22-26 July, 2024	KES 120,000/USD 1280

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# CONTRACT AND SUPPLIER RELATIONSHIP MANAGEMENT

**COURSE No. PM 06**



## Course Objective

Equip participants with knowledge and skills to build a strategic approach to the procurement of goods and services across the organization ensuring that a more structured system is effectively developed, adopted and enhanced.

## Course Content

- The latest developments in Kenyan procurement policies including sustainable procurement
- The role and skills required of an effective procurement manager
- Developing national and local procurement strategies
- Processes of the Kenyan public procurement
- How a 'win-win' approach with providers maximizes long-term benefits
- Appreciate the new constitution, the county government laws and structures and their impact on procurement functions
- Opportunities arising in the international marketplace with the rapid expansion of business process outsourcing
- Maintaining long term relationship with suppliers
- Supply chain risk management
- Contract management
- Emerging issues in the procurement process

## Target Group

Procurement officers.

Venue	Dates	Course Fee
Mombasa	12-16 February, 2024 13-17 May, 2024 5-9 August, 2024	KES 120,000/USD 1280



KENYA SCHOOL OF MONETARY STUDIES

A School of The Central Bank of Kenya

## COURSE REGISTRATION FORM

### Course Details

Course Title:	
Course Venue:	

### Nominee Details

Full Names:	
Next of Kin (Name / Telephone)	
Academic Qualifications:	
Professional Qualifications:	
Gender:	
Email:	
Mobile Phone No:	
Nationality:	

### Passport Details:

Passport Number:	
Date of Issue:	/ /
Date of Expiry:	/ /

### Current Employment Details:

Name of Organisation:	
Department:	
Job Title:	
Summary of Current Duties	

Other Details	
Languages:	
Any Special Need? (Dietary):	
Any Special Need? (Physical):	
Date of Arrival:	
Date of Departure:	

24 hour Contact Person in Case of Emergency	
Name:	
Relationship:	
Telephone:	
Email:	

**Please email your duly filled Course Registration Form to:**

Email: [ksmsmdc@ksms.or.ke](mailto:ksmsmdc@ksms.or.ke)







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