

**SENIOR MANAGEMENT COURSE CONTENT**

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|  **MODULE ONE**  | **FACILITATOR** |
| **MANAGEMENT PRINCIPLES AND PRACTICES** |  |
| 1. Overview of Management
2. Decision Making and Problem Solving
3. Effective Delegation
4. Effective Management of Human Resource
5. Succession Planning Strategies
6. Approaches to Staff Motivation
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| **MODULE TWO**  |  |
| **DEVELOPMENT PLANNING AND PUBLIC POLICY** |   |
| 1. Public Policy formulation and implementation
2. Development Planning- History of Development Planning and the role of KV 2030 in development
3. Development Planning- Processes and linkages of national and county planning
4. Strategic Planning
5. Project Management
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| **MODULE THREE**  |  |
| **MANAGEMENT COMMUNICATION - PS Induction Handbook** |  |
| 1. Interpersonal Communication
2. Public Service Etiquette – [Customer Service etiquette](https://www.indeed.com/career-advice/career-development/customer-service-etiquette#:~:text=Customer%20service%20etiquette%20refers%20to,a%20high%20standard%20of%20service.), [Office etiquette](https://www.careerpointkenya.co.ke/2017/08/8-important-office-etiquette-you-must-have/)
3. Management of Meetings
4. Interviewing Skills
5. Presentation Skills
6. Effective Office Communication
7. Negotiation Skills
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| **MODULE FOUR**  |  |
| **EFFECTIVE LEADERSHIP** |  |
| 1. Leadership in the Public Service
2. Managing Teams
3. Risk Management
4. Managing and Leading Change
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| **MODULE FIVE**  |  |
| **GOOD GOVERNMENT AND SUSTAINABLE DEVELOPMENT** |  |
| 1. Good governance
2. Constitutionalism and Rule of Law
3. The Devolved Government Structure and Institutions
4. Public Service Ethics and Integrity
5. International Relations and Regional Integration
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| **MODULE SIX**  |  |
| **PUBLIC RESOURCE MANAGEMENT** |  |
| 1. Introduction to Public financial management
2. The Budget and Budgetary Process
3. Program Based Budgeting
4. Public Auditing
5. Public Procurement
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| **MODULE SEVEN**  |  |
| **PUBLIC SECTOR REFORMS AND EMERGING ISSUES** |  |
| 1. Overview of Public Sector Reforms
2. Performance Management
3. Disaster Management
4. Diversity Management at the workplace
5. e-Government
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| **MODULE EIGHT**  |  |
| **RESEARCH PROJECT** |  |