



KENYA FOREST SERVICE

DOCUMENT TITLE: TRAINING PROCEDURE

REF NO: KFS-HR&AD-001

ISSUE NO: 2

REVISION NO: 1

PAGE: 1 of 12

ISSUE HISTORY

ISSUE	DESCRIPTION OF CHANGE	PROCESS OWNER	EFFECTIVE DATE
1	None, no change has been done	Head, Training & Development.	10 th June 2010
2	Changes Done to conform to ISO 9001:2015 standard	Head, Training & Development.	31 st May 2018

REFERENCED DOCUMENTS

S/NO	REF	TITLE
1	CCF	Chief Conservator of Forests
2	HR	Human Resource
3	CHRO	Chief Human Resource Officer
4	DPSM	Directorate of Public Service Management

COPY HOLDERS

1	Chief Conservator of Forests
2	QMR
3	Head Training & Development

RECORDS/ANNEXES

REC. NO	REC. TITLE
194) TRAIN/1/KFS	Training Requests and regrets
195) TRAIN/2/KFS	Staff training needs analyses and proposals
195A) TRAIN/2/KFS	Staff Training & Seminars organised by private companies
196) TRAIN/3/KFS	Staff part time trainings offered
197) TRAIN/4/KFS	Staff full time trainings offered
198) TRAIN/5/KFS	Study leave requests and approvals
199) WORK/1/KFS	General Workshops On Forest Extension / Conservation & Management
200) SEM/1/KFS	All Seminars organized

PREPARED BY: Head: Training & Development

APPROVED BY: CCF



KENYA FOREST SERVICE

DOCUMENT TITLE: TRAINING PROCEDURE

REF NO: KFS-HR&AD-001

ISSUE NO: 2

REVISION NO: 1

PAGE: 2 of 12

TABLE OF CONTENT

ISSUE HISTORY	1
REFERENCED DOCUMENTS	1
COPY HOLDERS	1
RECORDS/ANNEXES	1
1. TERMS AND DEFINITION.....	3
2. SCOPE	3
3. PURPOSE.....	3
4. OBJECTIVE	3
5. RESPONSIBILITY AND AUTHORITY	3
6. RESOURCES, INPUTS AND OUTPUTS.....	4
7. CRITERIA OF MEASUREMENT	5
8. RISK AND OPPORTUNITIES.....	5
9. EVALUATION OF PROCESS	5
10. DETAILS OF PROCEDURE	5
11. PROCESS FLOW CHART.....	8

PREPARED BY: Head: Training & Development

APPROVED BY: CCF



KENYA FOREST SERVICE

DOCUMENT TITLE: TRAINING PROCEDURE

REF NO: KFS-HR&AD-001

ISSUE NO: 2

REVISION NO: 1

PAGE: 3 of 12

1. TERMS AND DEFINITION

TERM	DEFINITION(S)
KFS	Kenya Forest Service
KPI	Key Performance Indicator
CSF	Critical Success Factor
CCF	Chief Conservator of Forests
MHRA	Manager, Human Resource & Administration
CHRO	CHRO – Training & Development

2. SCOPE

This procedure covers the process of training and development from employees' training needs assessment, training objective, selection method, administering the actual training to evaluation of the training in line with the Service' objectives and mandate.

3. PURPOSE

This is to ensure improvement of current and future performance of employees as well as quality of work in the Service.

4. OBJECTIVE

NB: Refer to the performance contract.

CSF	KPI	TARGET(S)	DUE

5. RESPONSIBILITY AND AUTHORITY

5.1. Chief Conservator of Forests

- 5.1.1. Approves training & development budget
- 5.1.2. Appoints Management Committee on Training & Development
- 5.1.3. Approves nomination of employees for training

PREPARED BY: Head: Training & Development

APPROVED BY: CCF



5.1.4. Approves minutes of Training & Development committee meeting for implementation

5.2. Manager, Human Resource & Administration

- 5.2.1. Plays a strategic role of strategy, execution and delivery of training programs in the Service.
- 5.2.2. Advises the Chief Conservator of Forests on training issues.
- 5.2.3. Oversees the creation and maintenance of structures for training and promoting the growth of all employees in the Service.
- 5.2.4. Preparation of Training budgets
- 5.2.5. Provide supervisory role to head of Training & Development section
- 5.2.6. Review Board and Management papers

5.3. CHRO, Training & development

- 5.3.1. Identify the training and development needs of employees in the Service
- 5.3.2. Design and expand training and development programmes
- 5.3.3. Conduct appraisals
- 5.3.4. Monitor and review training programmes
- 5.3.5. Evaluate training & development programmes
- 5.3.6. Ensure that training statutory requirements are met.
- 5.3.7. Prepare quarterly training reports
- 5.3.8. Advises the Manager, Human Resource & Administration on training issues.

6. RESOURCES, INPUTS AND OUTPUTS

6.1. Resources

- 6.1.1. Finances
- 6.1.2. Personnel
- 6.1.3. Infrastructure

6.2. Inputs

PREPARED BY: Head: Training & Development

APPROVED BY: CCF



KENYA FOREST SERVICE

DOCUMENT TITLE: TRAINING PROCEDURE

REF NO: KFS-HR&AD-001

ISSUE NO: 2

REVISION NO: 1

PAGE: 5 of 12

- 6.2.1. Request for trainings
- 6.2.2. Training committee
- 6.2.3. Training needs analysis
- 6.2.4. Training policy
- 6.2.5. Internship policy

6.3. Outputs

- 6.3.1. Training Certificate
- 6.3.2. Licence to practice
- 6.3.3. Approval for training

7. CRITERIA OF MEASUREMENT

NB: Refer to Performance progress reports

8. RISK AND OPPORTUNITIES

NB: Refer to the Service's Risk register

9. EVALUATION OF PROCESS

NB: Refer to the Monitoring and Evaluation Reports.

10. DETAILS OF PROCEDURE

10.1. In House Training

- 10.1.1. Identify the training needs of individual and / or various groups of employees in the Service.
- 10.1.2. Plan the training and development process
- 10.1.3. Seek approval from the CCF
- 10.1.4. Nominate employees
- 10.1.5. Choose trainers / facilitators
- 10.1.6. Implement the training and development plan
- 10.1.7. Evaluate the training

PREPARED BY: Head: Training & Development

APPROVED BY: CCF



KENYA FOREST SERVICE

DOCUMENT TITLE: TRAINING
PROCEDURE

REF NO: KFS-HR&AD-001

ISSUE NO: 2

REVISION NO: 1

PAGE: 6 of 12

10.1.8. Prepare report

10.2. Bilateral Training

10.2.1. Receive course announcement from the Ministry of Environment & Forestry / Ministry of Foreign Affairs

10.2.2. Nominate staff as per the requirements of the course announcement

10.2.3. Seek approval from the CCF on the staff nominated

10.2.4. Forward the names with relevant documents of nominated employees to the Ministry for onward transmission to the Directorate of Public Service Management (DPSM)

10.2.5. Receive approval from DPSM

10.2.6. Facilitate the approved employees with travel clearance

10.2.7. Receive certificates and the training reports from employees through the registry after course completion for acknowledgement

10.2.8. Evaluate performance / results

10.3. Training requests

10.3.1. Receive training requests from employees through their supervisors

10.3.2. Capture the requests in the database and agenda to be discussed by the Training & Development committee

10.3.3. Training and Development committee deliberates on the training requests

10.3.4. Minutes of the committee forwarded to the CCF for approval

10.3.5. Implementation of the approved minutes by communicating to the staff on their individual training requests

10.4. Engagement & Management of Attachment

10.4.1. Receive attachment requests from students

10.4.2. Forward the requests to relevant heads of departments / sections for confirmation of availability of space

10.4.3. Receive approvals from heads of departments / sections to engage the students

10.4.4. Seek recommendation from relevant learning institutions

PREPARED BY: Head: Training & Development

APPROVED BY: CCF



KENYA FOREST SERVICE

DOCUMENT TITLE: TRAINING
PROCEDURE

REF NO: KFS-HR&AD-001

ISSUE NO: 2

REVISION NO: 1

PAGE: 7 of 12

10.4.5. Seek recommendation from National Industrial Training Authority (NITA)

10.4.6. Agree on terms and conditions of the attachment

10.4.7. Induction / orientation of the students

10.4.8. Follow up on progress

10.4.9. Award recommendation letters as per recommendation of supervisors upon completion of the attachment period

10.5. Staff Bonding

10.5.1. Course approval

10.5.2. Filling of Bonding Form by staff

10.5.3. Recommendation of Bonding

10.6. Training Budget

10.6.1. Identification of various trainings to undertake

10.6.2. Do a plan for the trainings

10.6.3. Do a budget

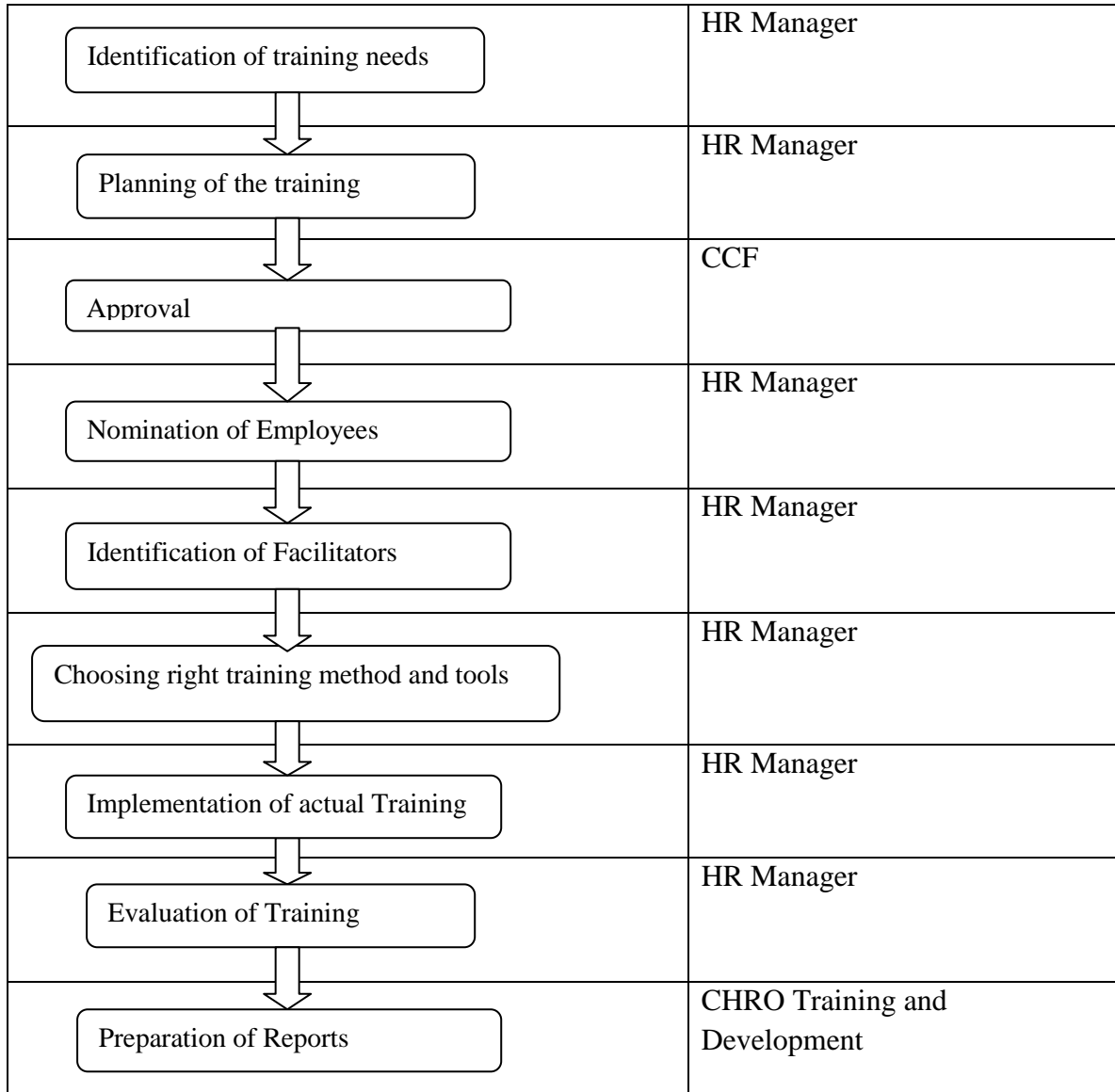
PREPARED BY: Head: Training &
Development

APPROVED BY: CCF



11. PROCESS FLOW CHART

11.1. In-House Training



PREPARED BY:Head: Training & Development

APPROVED BY: CCF



11.2. Bilateral Training

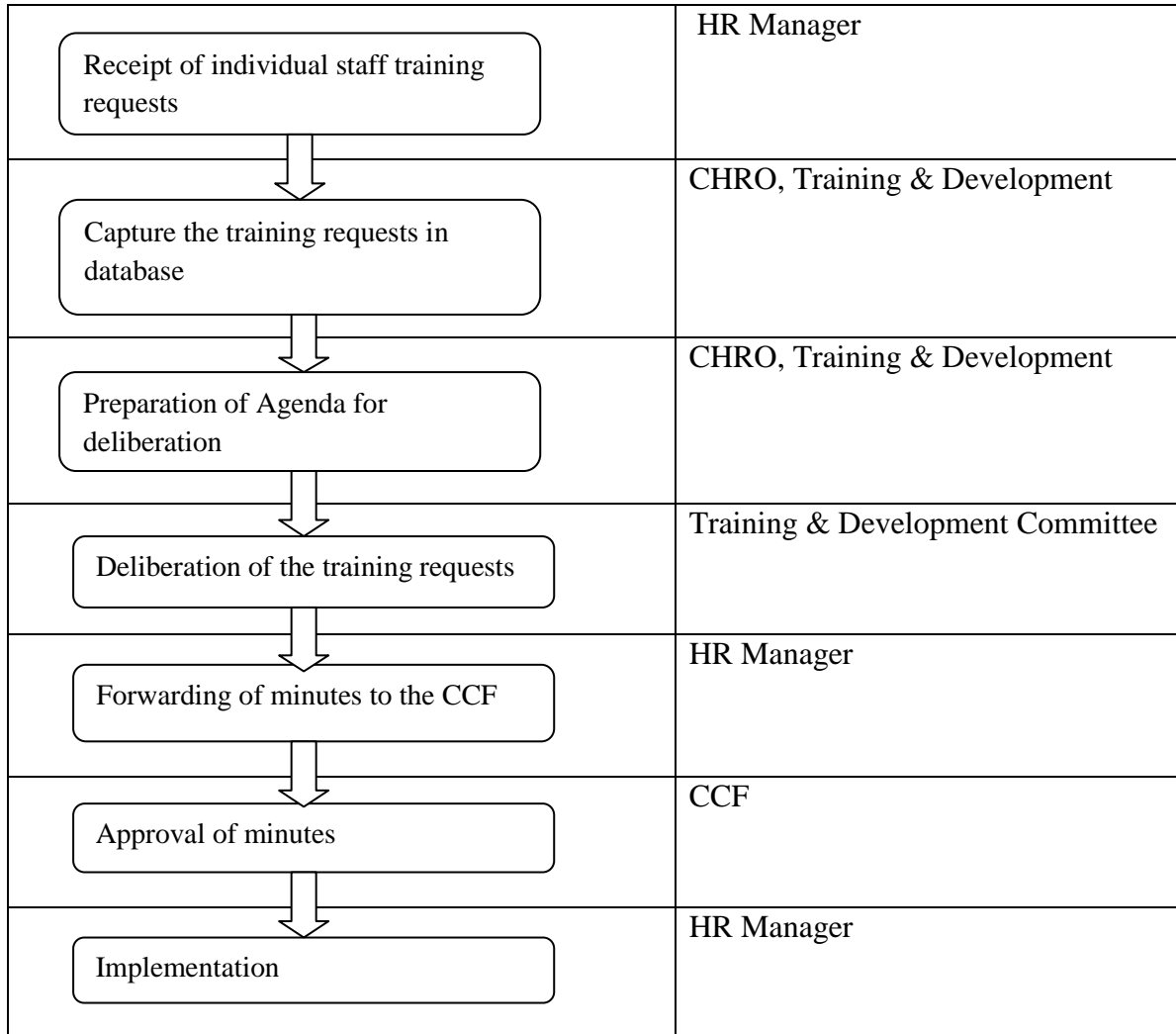
Process	Responsibility
Receipt of course of announcement	CCF / HR Manager
Nomination of staff	CCF
Approval	CCF
Submission of staff names with their relevant documents	CHRO, Training & Development
Receiving of approval	HR Manager
Travel clearance	CCF
Receiving and acknowledgement of certificates and reports from trained staff	HR Manager
Evaluation of performance	HR Manager

PREPARED BY: Head: Training & Development

APPROVED BY: CCF



11.3. Individual Staff Training Requests

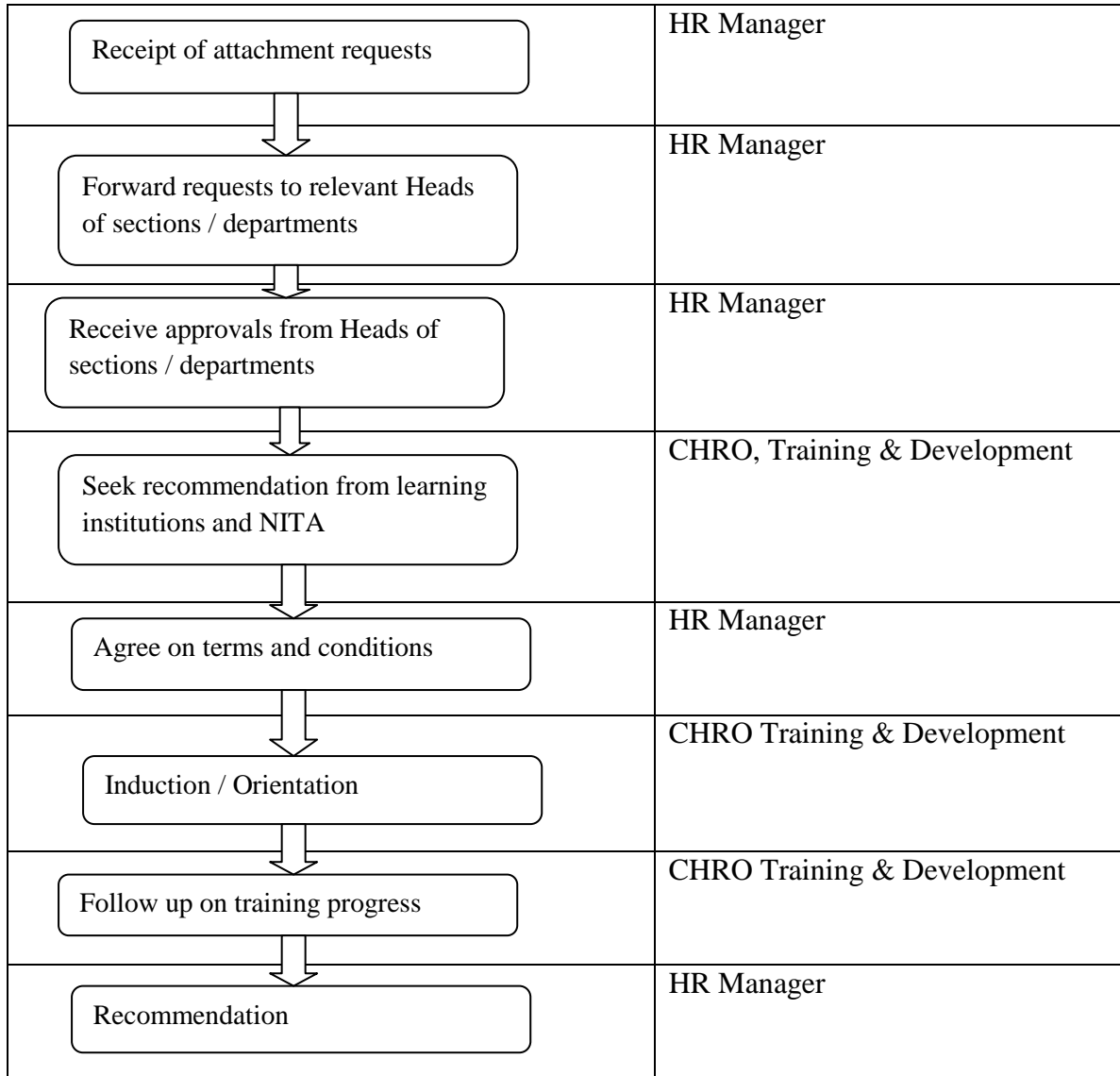


PREPARED BY: Head: Training & Development

APPROVED BY: CCF



11.4. Engagement and Management of Attachment



PREPARED BY: Head: Training & Development

APPROVED BY: CCF



11.5. Staff Bonding

Course approval	CCF
Filling bonding Forms	Employee
Recommendation of Bonding Forms	HR Manager

11.6. Budget

Identification of trainings	HR Manager
Planning for trainings	HR Manager
Budget for trainings	HR Manager

PREPARED BY: Head: Training & Development

APPROVED BY: CCF