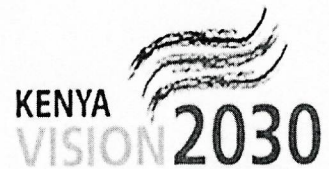


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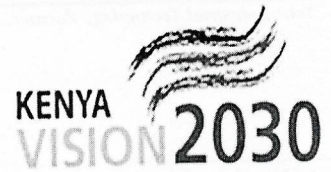
Institution Name	Kenya Industrial Research and Development Institute		
Ministry	Industrialization Trade and Enterprise Development		
Economic Sector Alignment	General Economic and Commercial Affairs (GECA)		
Big four Alignment	Manufacturing		
Accounting Officer	Prof. David K. Rotich Tuigong		
Period FY	2021/2022-2022/2023	Approval Date: 19/8/2021	
Process Documentation			
Service Name	Training and Capacity Building		
Document Purpose	It outlines the process for conducting training and capacity building at KIRDI		
Document Control	KIRDI-CSC-06-REV 0		
Process owner	Deputy Director, Technology Transfer and Extension Services		
Process writer	Deputy Director, Technology Transfer and Extension Services		
Process Reviewer	Deputy Director, Corporate Services		
Process Flow			
Step	Activity	Time/No. of Days	Actor
1	The client request is received through email: directorkirdi@gmail.com or dir@kirdi.go.ke and forwarded to Deputy Director Technology Transfer and Extension Services.	Immediately	Principal Office Administrator
2	The Deputy Director Technology Transfer marks the request to the Head of training.	1 working day	DDTTES
3	The Head of training liaises with the Head of center or division where the training will be offered to check for capacity to deliver the requested training.	1 day	Head of Training and Head of Center
4	The Head of training Prepares a quotation and submits to Deputy Director Technology.	1-2 working days	Head of training.
5	The Deputy Director Technology Transfer gives feedback to client.	1 working day	DDTTES

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6	Upon acceptance of the terms the customer signs a contract or order form and makes the necessary payments.	1-7 working days	Head of Training
7	Training is scheduled and the client receives the requested training.	Varies and the specific timelines for each training will be communicated to client.	Head of Training
8	Upon completion of the training, the head of training requests the head of corporate communications to prepare the training certificates for the client.	1 working day	Head of Training
9	The Head Corporate Communications Prepares training certificates as per the training offered.	1-3 working days	Head Corporate Communication
10	The client is contacted to pick the training certificate.	1-2 working days	Head of Training

Revision status

No	Date	Short description of previous changes
Rev 0	19.8.2021	Initial

Approved CEO