

KENYA SCHOOL OF LAW



TRAINING NOTICE

INTRODUCTION TO INVESTIGATIONS AND COURT ROOM SKILLS

DATES: 13th -17th February, 2023

VENUE: KENYA SCHOOL OF LAW, KAREN

SAFETY AND HEALTH OF PARTICIPANTS

Even with the subsiding of the Covid-19 pandemic, the Kenya School of Law takes all reasonable measures to comply with the Government of Kenya and Ministry of Health protocols on managing the pandemic. We assure our participants of their safety and health during the training. We ask participants to adhere to the safety protocols during the entire period of the training.

About the Course

The development of institutions in Kenya has seen enforcement roles being played more and more by specialised agencies. This is because the agencies have specialised knowledge in their areas of operation. Most legal instruments setting up specialised agencies to play a regulatory or enforcement role do also provide penalties for breach of the obligations thereby imposed, and give power to the relevant institutions to investigate and, in some cases, to prosecute offenders for contravention of the applicable law. Often the law provides for appointment of inspectors to prosecute offenders.

Institutions are also increasingly setting up legal departments with registries that handle, process and store various documents of a legal nature, a role that is played by legal clerks. It is important therefore that such inspectors, clerks and enforcement officers, be equipped with skills to discharge their responsibilities or to assist in investigating breaches of the laws which they enforce. Such skills relate to handling, processing and storing relevant documents, and skills on how to effectively present in court evidence gathered during investigation and enforcement processes.

This five-day skills-based course is designed to provide and reinforce the indispensable basic knowledge, skills and attitude for inspectors, legal clerks and enforcement officers who do not have background in law or a prior legal training. The course will meet the needs of both the beginners as well as those with previous experience in inspection, investigation and law office registry management.

Course Content Outline

This course seeks to equip the participant with a working knowledge in investigation, legal records handling and court room skills. The topics to be covered will include:

- An introduction to legal systems and legal methods; principles of criminal law, and the law of evidence.
- Principles of investigative interviewing and statement recording;
- Prosecution policy;
- Preparation of a prosecution file, report writing and case management;
- Records handling and processing;
- Criminal procedure, court etiquette and ethics;
- Court process and steps of a court trial.

Intended Outcomes

It is expected that at the end of the course a participant should be able to handle all aspects of investigation, legal documentation and presentation of evidence before court.

Faculty: The School has assembled a team of experienced trainers on the various subjects that will be covered in the training.

Target Participants

This Course is recommended for:

- Managers, supervisors and inspectors with regulatory and enforcement roles, working with agencies including County governments and State corporations;
- Officers in private practice, public institutions NGOs and other agencies that handle or manage legal documentation.
- Records managers and officers with private organisations in public institutions NGOs and other agencies that handle or manage legal documentation.

Certification

A certificate will be issued to the participants who attend the entire course.

Fee: Ksh. 58,500/= (covers tuition, VAT, course materials, stationery, lunch and refreshments). Participants will be expected to make their own arrangements for travel and accommodation.

Application Process: Applicants are encouraged to register online at <https://services.ksl.ac.ke/web/signup> or download and fill the form at https://www.ksl.ac.ke/wp-content/uploads/2018/04/CPD_REGISTRATION_FORM_.pdf

The duly completed application form plus evidence of payment should be submitted **at least by 6th February 2023**. Cash payments should be deposited in the **Kenya School of Law (Account No. 202 2029 110 ABSA Bank of Kenya, ABSA Plaza Branch, Nairobi, Kenya)** and banking slips presented to the Finance Office of the Kenya School of Law and the completed application form presented to the CPD department at Gate A, Mutula Building, Ground Floor, Kenya School of Law or emailed to cpd@ksl.ac.ke

For further enquiries and information, contact Isaac, Samuel or Jacqueline on: Tel Wireless +254(020) 2699581/6; Email: cpd@ksl.ac.ke; ikuloba@ksl.ac.ke; sakhwale@ksl.ac.ke; cmwanza@ksl.ac.ke
Website: www.ksl.ac.ke



Isaac Kuloba

FOR DIRECTOR/CHIEF EXECUTIVE OFFICER