

KENYA SCHOOL OF LAW



TRAINING NOTICE

INTRODUCTION TO INVESTIGATIONS AND COURT ROOM SKILLS FOR COUNTY AND REGULATORY AGENCIES

DATES: 14th – 18th SEPTEMBER, 2026

VENUE: NAIVASHA

About the Course

The promulgation of the Constitution of Kenya in 2010 brought with it the creation of County Governments, which in carrying out of their functions have to investigate instances of breach of County laws, and to implement enforcement actions. Along with that, a number of agencies that play a regulatory role at the National level have investigatory and enforcement mandates.

The departments in these agencies that play investigatory and enforcement roles are increasingly setting up 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 or who would like to add to Legal knowledge they hold at certificate, diploma or degree level. 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.

Outline of Course Content

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: Applicants from the East Africa Region: Ksh. 90,000/= (covers tuition, VAT, course materials, stationery, lunch and refreshments). Participants will be expected to make their own arrangements for travel and accommodation.

Participants coming from outside East Africa will pay USD 840

Application Process: This is by registering online at <https://services.ksl.ac.ke/web/signup>

The duly completed application form plus evidence of payment should be submitted **at least by 10th September 2026**. 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 Daniel, Samuel, Christine or Jacqueline on:

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FOR DIRECTOR/CHIEF EXECUTIVE OFFICER