



**MACHAKOS UNIVERSITY
OFFICE OF THE DEAN OF STUDENTS**

**SAMU LEADERS INDUCTION PROGRAMME
VENUE: Kenya Agricultural and Livestock Research Organization Center
Katumani, Machakos
DATE: 7th – 8th April 2026**

Background

Many newly elected student leaders find themselves under great pressure of competing and conflicting demands of leadership. It is a daunting task for them to strike a healthy balance between academic studies and leadership. Moreover, they get into the office without proper orientation of basic things like chain of command, reporting procedures, office etiquette, decorum, and grooming. Those who are not well equipped and inducted result in self-destructive coping mechanisms such as alcoholism, drug abuse, and immorality.

It is critical that the leaders get inducted on university standard operating procedures, the governing structure, security matters, and office etiquette. More importantly, they need training in leadership, emotional intelligence, and mental health to help them navigate successfully the demands and challenges that come with their office. Teaching on emotional intelligence and mental health will help them cultivate work-life balance and make sound decisions without succumbing to mob psychology.

Purpose of the Induction

The purpose of this induction is to enhance leadership skills among the newly elected students' leaders and equip them with the right knowledge, attitude, and values for student leadership. This will be achieved through training them on governance structure, procurement & financial procedures, security matters, office etiquette, leadership, statutory obligations, code of conduct, emotional intelligence, and mental health.

Expected Outcomes

After successful completion of the induction, the newly elected student leaders' capacity will be enhanced in the following areas.

- 1) Self-awareness
- 2) Office etiquette and appreciation of the university governance structures
- 3) Roles of student leaders & Servant leadership
- 4) Conflict resolution & management
- 5) Leadership and academic life balance
- 6) Compliance with procurement & financial procedures
- 7) Financial management
- 8) Emotional intelligence, mental health & stress management
- 9) Statutory obligations and students code of conduct

Methodology

The induction will be offered through plenary sessions by experienced professionals, personality and leadership tests, questions and answers, discussions, and video clips

DAY ONE: TUESDAY 7th APRIL 2026

MODERATOR – DR. JAMES KARAU, DEAN OF STUDENTS

| TIME | ACTIVITY | PRESENTER |
|-----------------|---|---------------------------------------|
| 8.00-8:10 am | <ul style="list-style-type: none">• Prayer• Introduction of participants• Tabling & adoption of ground rules• Remarks & Official Opening | Moderator |
| 8.10-9:00 am | <ul style="list-style-type: none">• Expectations, Values and Virtues of Student Leadership | RIAP Education & training Consultants |
| 9.00-9:30 am | <ul style="list-style-type: none">• Self-discovery -Personality test | DoS |
| 9.30-10:30 am | <ul style="list-style-type: none">• Roles and Responsibilities for Student Leaders• Students support services | RIAP Education & training Consultants |
| 10.30-11:00 am | TEA BREAK | Admin |
| 11.00 -11:45 am | <ul style="list-style-type: none">• Mental Health and Stress-Management | Chiromo Hospital Group |
| 11.45 -12:30 pm | <ul style="list-style-type: none">• Emotional Intelligence | Chiromo Hospital Group |
| 12:30 –1:00 pm | <ul style="list-style-type: none">• Financial planning and budget making | Chief Finance Officer |
| 1:00 – 2:00 pm | LUNCH BREAK | Admin |
| 2:00 - 2:30 pm | <ul style="list-style-type: none">• Procurement Processes | Chief Procurement Officer |
| 2:30 – 3:30 pm | <ul style="list-style-type: none">• Security Matters in the University | Chief Security Officer |
| 3:30 – 4:00pm | <ul style="list-style-type: none">• Governance Structure & Office Etiquette | DoS |
| 4:00 - 4:30 pm | <ul style="list-style-type: none">• Q&A Session• Reflections & closing remarks | CFO, CPO, CSO, DoS |
| 4:30 – 5:00pm | TEA BREAK | Admin |
| 5:00 pm | DEPARTURE | |

DAY TWO: WEDNESDAY 8th APRIL 2026

| TIME | ACTIVITY | PRESENTER |
|------------------|---|---------------------------------------|
| 8.00-8.30am | <ul style="list-style-type: none">• Preliminaries | Secretariat |
| 8:30 - 9:00 am | <ul style="list-style-type: none">• Self-discovery – Leadership test | DoS |
| 9:00 -10:00 am | <ul style="list-style-type: none">• Conflict Resolution & management• Grievance Handling | RIAP Education & training Consultants |
| 10:00-10.30am | TEA BREAK | Admin |
| 10:30 – 11:30 am | <ul style="list-style-type: none">• Statutory obligations & code of conduct | Senior Legal Officer |

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|----------------|---|---------------------------------------|
| 10.30-12:00 pm | <ul style="list-style-type: none"> • Academic and Leadership balance | RIAP Education & training Consultants |
| 12.00-1.00pm | <ul style="list-style-type: none"> • Q&A Session | RIAP Education & training Consultants |
| 1.00-2:00 pm | LUNCH BREAK | Admin |
| 2:30 – 3:30 pm | Remarks by <ul style="list-style-type: none"> • Registrar (ASA) • DVC (APF) • DVC (ASA) • Vice-Chancellor | UMB |
| 3:30-4:00 pm | <ul style="list-style-type: none"> • Q & A Session | DoS |
| 4.00-4:30 pm | <ul style="list-style-type: none"> • Reflections • Vote of Thanks | DoS SAMU Chair |
| 4:30 – 5:00 pm | <ul style="list-style-type: none"> • TEA BREAK | Admin |
| 5:00 pm | <ul style="list-style-type: none"> • DEPARTURE | |