



LEARNING AND DEVELOPMENT PROGRAMME FOR THE PUBLIC SERVICE

Learning and Development Course Application

Applicant Information

Full Name: _____
Last *First* *M.I.*

Phone: _____ Email _____

Sex: _____
 Male or Female

Age Group:

18 - 30

31 - 40

41 - 50

50 and Above

Government Ministry/Department

Ministry: _____ Phone: _____

Department: _____ Supervisor: _____

Address: _____

Job Title: _____

Grade: _____

Responsibilities: _____

From _____ To: _____

 Applicant's Signature

 Date

Education

1. Secondary School: _____ Address: _____
From: _____ To: _____ # O' Levels: _____
2. College: _____ Address: _____
From: _____ To: _____ # A' Level _____ Associate Degree: _____
3. University: _____ Address: _____
From: _____ To: _____ Degree: _____

Learning and Development Course

Please list the Course you are interested in to be delivered between May and June, 2023:

- | | | |
|---|-------|---|
| <input type="checkbox"/> Advance Excel for the Workplace | _____ | 15 th to 16 th May, 2023 June, 2023 |
| <input type="checkbox"/> Civil Service Orders | _____ | June, 2023 |
| <hr/> | | |
| <input type="checkbox"/> Professionalism and Work Ethics | _____ | 5 th June, 2023 |
| <input type="checkbox"/> Team Building and Communication Styles | _____ | June, 2023 |
| <hr/> | | |
| <input type="checkbox"/> Train the Trainers Programme | _____ | 25 th to 26 th May, 2023 |

Why do you want to take this Learning and Development Course?

Ministry/Department Approval

Supervisor: _____
Signature _____ Date _____

Permanent Secretary: _____
Signature _____ Date _____