

LEARNING AND DEVELOPMENT PROGRAMME FOR THE PUBLIC SERVICE



The Learning & Development Programme is a comprehensive training series for public servants to enable the transformation of service delivery within the Public Service.

Objectives

- To provide the necessary knowledge and ability to implement reform initiatives and programmes
- To significantly expand the level of skill sets of public servants
- To aid public servants in performing on-the-job tasks efficiently
- To improve the mental health and well-being of Public Servants
- To encourage collaboration and adequate work relationships among public servants
- To help public servants to better understand their strengths and weaknesses
- To improve the standards of service offered to the general public

Background and Scope

This programme aims to deliver customized or localized training to public servants with the main purpose to improve the aptitude of individuals conducting their duties or to contribute to higher productive levels targeted at transforming service delivery within the public service in keeping with the National Development Goals.

The anticipated programme would have three (3) major components of learning; tasks-related, self-development and knowledge gathering.

- 1. Tasks Related:** This entails training related to the performance of duty, learning aspects of the job, procedures, legislation, retooling, consultations on job productions, etc. For example, Public Service Procurement, Civil Service Orders, Job Description Writing etc.
- 2. Self-Development:** This component focuses on developing the individual towards improving skills, knowledge, and ability not only for the task at hand but for future

assignments. The programme will also accommodate requests submitted by all Ministries and Departments. Consideration would also be given to new initiatives, procedures, and policies introduced by various Ministries and Departments. Examples of such training include leadership development and soft skill courses.

3. Knowledge Gathering: A Public Servants' YouTube Channel, created and populated with Public Service content for public officers to have access to information, explanation, demonstrations etc. of procedures, policies, Regulations, Legislation, systems and lots more that enables the proper functioning of the Public Service. This should component should enhance Public Servants' awareness, productivity, and knowledge of their duties.

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Application Call for Courses slated for May and June 2023

Courses	Date	Target Audience	# Target	Learning Mode	Duration	Application Method
<i>Civil Service Orders (Understand, Interpret and guide)</i>	June 2023	Supervisors	30	F2F	2 days	Open Call
<i>Team Building and Communication Styles</i>	May 2023	Senior Officers	25	F2F	2 days	Open Call
<i>Professionalism and Work Ethics</i>	June 2023	All Public Servants	30	F2F	1 day	Open Call
<i>Train the Trainer Programme</i>	May 2023	Officers Grade G and above	20	F2F	2 days	Open Call
<i>Advance Excel for the Workplace</i>	June 2023	Middle and Senior Public Servants	20	F2F	2 days	Open Call