

# PUBLIC SERVICES COMMISSION

## TRAINING PROGRAMME FOR 2017

The Public Services Commission presents the underlisted training programmes for 2017 for the attention of all Public Servants.

### 1.0 Pre-retirement Training

#### 1.1 Course Objective

This programme is designed to assist Public Servants to:

- a) plan adequately for retirement;
- b) make appropriate decisions and take right actions at the time of retirement;
- c) manage their money/funds in retirement; and,
- d) live a life of legacy.

#### 1.2 Course Content

- a) The importance of financial literacy and retirement planning
- b) Scope of retirement planning
- c) Why almost everyone can have a great retirement financially
- d) Why most public servant, to date, have challenging retirement
- e) Importance of taking full advantage of SSNIT and the 3-tier pension
- f) Why you may still need a Plan-B for secured retirement
- g) The fundamentals of how to grow rich in Ghana, as a public servant, zero tolerantly
- h) Retirement planning for the under fifty year old
- i) Catching up strategies for the fifties (50s)
- j) Critical decisions at the point of retirement
- k) Managing your money in retirement
- l) Planning to leave a legacy
- m) Immediate actions towards great retirement

<b>Date</b>	:	June
<b>Venue</b>	:	Civil Service Training Centre
<b>Fee</b>	:	GH¢100.00/participant
<b>Target Group</b>	:	All Public Servants

## **2.0 Performance Management Training**

### **2.1 Course Objective**

This programme is aimed at equipping Management and Staff of public service organisations with the knowledge and skills to:

- a) implement an objective, universally acceptable and transparent scheme of assessing performance;
- b) translate organisational development plans into work plans;
- c) develop performance targets from the work plans;
- d) develop work plans based on the Strategic/Business Plans of the institutions;
- e) ensure that work is aligned with the strategic efforts and direction of individuals and the organization through realistic targets; and,
- f) develop processes and framework for rewards, incentives, sanctions, training, career development etc. to ensure the institutionalisation of the performance management culture/mindset in the Public Service.

### **2.2 Course Content**

- a) Performance management concepts
- b) Introduction to the New Performance Management System for the Ghana Public Services
- c) The Performance Management Cycle
- d) Performance Planning: Setting Performance Targets
- e) Review, End of Year Appraisal of Performance
- f) Using Performance Results for Decision-Making
- g) Documenting performance

<b>Date</b>	:	<b>To be communicated later</b>
<b>Venue</b>	:	Civil Service Training Centre
<b>Fee</b>	:	GH¢50.00/participant
<b>Target Group</b>	:	All public service organisations

## **3.0 Training in the Human Resource Management Policy Framework and Manual for the Ghana Public Services**

### **3.1 Course Objective**

This training programme is designed to assist Management and Staff of public Service organisations in the implementation of the Manual. It is expected that the training will assist them to:

- a) understand the standard, rules and regulations governing human resource management
- b) understand the need to apply the same standards and principles in the managing of public servants;
- c) plan for staffing, human resource development and organizational capacity building tailored to service delivery needs; and,
- d) effectively handle grievance and disciplinary matters at the work place.

### **3.2 Course Content**

- a) Introduction to the Human Resource Management Policy Framework and Manual for the Ghana Public Services
- b) Staff and Capacity
- c) Movements within the Public Services
- d) Labour Relations and Discipline
- e) Training and Development

<b>Date</b>	:	<b>To be communicated later</b>
<b>Venue</b>	:	Civil Service Training Centre
<b>Fee</b>	:	GH¢50.00/participant
<b>Target Group</b>	:	All public service organisations

## **4.0 Training in the Corporate Governance Manual for the Ghana Public Services**

### **4.1 Course Objective**

The training in the Corporate Governance Manual aims at assisting Members of Governing Boards and Councils and Senior Management of the Public Services to implement the Manual. It is expected that the training will equip participants with the necessary skills and knowledge to:

- a) enhance their appreciation of the duties and responsibilities of Board/Council Members;
- b) improve relationship between Boards/Councils and Management and staff;
- c) strengthen their responsibility, transparency, accountability, efficiency and effectiveness in the performance of their duties on the Boards;
- d) improve adherence to set guidelines and standards;
- e) improve the overall operational performance of the Public Services
- f) improve strategic direction of public service organizations; and,
- g) strengthen the oversight responsibilities of Governing Boards/ Councils.

## 4.2 **Course Content**

- a) Concepts of Good Governance
- b) Introduction to the Corporate Governance Manual for the Ghana Public Services
- c) Responsibilities, Duties and Liabilities of Boards Members
- d) The Relationship Among Board/Council, the Chief Executive Officer and the Sector Minister
- e) Evaluation of the Chief Executive Officer
- f) Evaluation of the Board/Council

<b>Date</b>	:	<b>To be communicated later</b>
<b>Venue</b>	:	Civil Service Training Centre
<b>Fee</b>	:	GH¢50.00/participant
<b>Target Group</b>	:	All public service organisations

## 5.0 **Training for Governing Boards/Councils and Good Governance for Public Sector Organisations and Institutions in Ghana**

### 5.1 **Course Objective**

The training is intended to make Boards/Councils think about how they can carry out their role most effectively, focusing on the leadership and effectiveness of the Board/Council on the organizational performance.

*Details would be communicated later*