



MARCH 2022

# NEWSLETTER



## IN-HOUSE AND ADJUNCT FACILITATORS UNDERGO TRAINING OF TRAINERS COURSE

The Civil Service Training Centre (CSTC) organised a three-day training workshop for both in-house and adjunct trainers to update their knowledge and skills in Human Resource Development and to hold themselves in readiness for the year's training programmes.

The workshop, which took place from February 24th to 26th, 2022, was facilitated by Dr. Jerome Awortwe-Abban, a former Deputy Director-General of the Management Development and Productivity Institute (MDPI). Dr. Samuel Tengey, a Lead Consultant with Global Strategic Resources, was given the opportunity to deliver a presentation on Strategic Leadership and Thinking.

### OBJECTIVES OF THE WORKSHOP.

The objectives of the workshop were as follows:

- To equip trainers with skills in the ADDIE process
- To discuss skill-focused Instructional Strategies and Training Methods
- To provide a platform for trainers to engage in the peer review exercise

Some key topics discussed included the focus of Human Resource Development, identification of training needs, setting learning objectives, forms of on-the-job training and training evaluation. The session ended with a peer review exercise. Over all trainers expressed their satisfaction of the programme and requested it should be done regularly.







# THE CIVIL SERVICE TRAINING CENTRE HOLDS ITS FIRST STAFF DURBAR FOR THE YEAR 2022



The Civil Service Training Centre held its first Quarter Staff Durbar for the year 2022 on the 9<sup>th</sup> of March at the Robert Dadoo Conference Room.

The Principal of CSTC, Mrs. Dora Dei-Tumi, presided over the event, which provided a forum for all members of staff to express their concerns. She commended all staff for their tremendous efforts in achieving the feat of attaining first place in the Heads of Department Performance Evaluation.

The durbar was spiced with a presentation on “Sexual Harassment” delivered by Mr. Benedict Boadi, a NACAP focal person from the OHCS Reform Coordinating Unit. He discussed the types, forms and consequences of sexual harassment as well as preventive strategies to apply in the workplace.

The Principal disclosed there had been a government directive of a 20 per cent budget reduction in all Public Institutions as a result of the current financial crisis. This directive has therefore necessitated the implementation of austerity measures to reduce institutional spending and maximize the efficient and effective use of office resources.

She introduced a new staff member, Ms. Olivia Gyamfi, a senior accountant assigned to the Accounts Unit.

Mr. Emmanuel Ayesu-Danso, a member of the Welfare Committee, updated staff members on the Committee's efforts to draft a policy to resolve the donation backlog.











## CSTC PERSONALITY PROFILE

# KHADIJATU OKINE

Khadijatu Okine, a cherished member of the CSTC works at the Estate Unit as a janitor. Upon joining the Centre in 2019, Khadijatu took the bold step of enrolling in the Government Secretariat School, after heeding advice from a trainer at CSTC. Juggling school with work for 3 years, Khadijatu has graduated with a Stenographer Grade I Certificate.

At the Government Secretariat School (GSS), Khadijatu undertook subjects such as English, Office Management, Typing and Shorthand.

Khadijatu grew up in the urban district of Mamprobi. She attended the Rising Star Senior High School in the neighbouring town of Dansoman. She is currently married with a five (5) year old daughter. Khadijatu enjoys reading storybooks and journals, as well as listening to music.

An inspiration to her peers, Khadijatu urges her colleagues in all sectors to engage in and undertake such programmes and courses which will not only add value but also enrich their lives. She remarked that “combining school with work is never an easy task as I faced many issues, especially with regards to time management, but in the end, it was all worthwhile”.



**KHADIJATU OKINE AT THE 1<sup>ST</sup> QUARTER, 2022  
ANNUAL STAFF DURBAR**







## TRAINING ON PROPOSAL WRITING AT THE CIVIL SERVICE TRAINING CENTRE

The Civil Service Training Centre, per its training calendar, organised a course in Proposal Writing Training from 23<sup>rd</sup>-25<sup>th</sup> March 2022. Selected officers from the Ministries of Education, Transport, Roads and Highways, Health, and the Controller and Accountants General's Department attended this course. Proposal writing skill training is one of the competency training for Civil and Public Servants as they progress in their career. The objective of the course training is to equip officers with skills to be able to write winning proposals for their respective Ministries, Departments and Agencies.

The course was facilitated by Mrs Dora Dei-Tumi the head of the Civil Service Training Centre, Mr Kofi Abakah Blankson and Mrs Eva Tandoh.







## THE JAPANESE INTERNATIONAL CO-OPERATION PAYS VISIT TO THE CSTC

The Japanese International Cooperation Organization is a government agency that handles the majority of Japan's Official Development Assistance (ODA). Its mission is to aid developing countries' economic and social development while also fostering international collaboration.

CSTC has benefitted from such assistance over the years. The JICA representative assigned to the Centre was sent off after serving his tenure. The new officer on the assumption of duty paid a courtesy call on the Management of CSTC.

The Civil Service Training Centre's Management warmly welcomed the new JICA Delegates to the Centre, where they were taken through its operations, and what the Centre expects to achieve in the near future.

The CSTC management stated that it intends to implement a Virtual Learning System and that a specialized officer is required for that

The visit from the JICA officials ended with the tour of the CSTC estate







## TRAINING ON CABINET MEMORANDUM ENDS AT THE CIVIL SERVICE TRAINING CENTRE

As part of efforts to improve the functional capacity of civil/ public servants, CSTC conducted a four (4) day training on Cabinet Memorandum for officers from the different MDAs with diverse designations from Monday 28th March 2022 – to Thursday 31st March 2022. The purpose of the training was to equip officers with the requisite skills and practical knowledge in writing a responsive cabinet memo.

The training witnessed a blend of presentations, discussions and assignments in an effort to allow participants to adopt and adapt constructive and engaging teaching methodologies.

The calibre of officers who attended the programme included; Assistant Programme Officers, Chief Accountants, Deputy Directors, Programme Officers, and Programmers among various merits.







# CIVIL SERVICE TRAINING CENTRE

“A Centre of Excellence and a citadel of knowledge for Civil and Public Service training with empowered clients”



► The Establishment Secretariat of Ghana, which is now the Office of the Head of the Civil Service (OHCS), set up the Civil Service Training Centre in 1953 to provide training for lower and middle-level personnel in the Civil Service.



► Access our registration portal online at: [www.registration.cstcgh.com](http://www.registration.cstcgh.com)



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