



DECEMBER 2022

# NEWSLETTER



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## ORIENTATION FOR NEWLY POSTED NATIONAL SERVICE PERSONNEL



The orientation took place on Tuesday 14<sup>th</sup> November, 2022 in the conference room on the first floor. The programme began at 11:00am and ended at 3:40pm at the Lily Room. The Principal welcomed the five member batch of the 2022/2023 National Service year. All the unit' heads of the institution were given the opportunity to present their role and responsibilities to the Service personnel. The various heads wished them a pleasant stay in the Centre.







The meeting which was held on 10<sup>th</sup> November, 2022 commenced at 11:00am with an opening prayer by Mrs. Sylvia Haizel and chaired by Mrs. Dora Dei – Tumi, Principal of CSTC.

The Principal welcomed a guest, Dr. Samuel Tandoh of Essential Health Service who was invited to grace the occasion with some general health tips after he had held health screening exercise for some staff earlier in the day.

The Principal commended staff members for availing themselves to be part of this informative exercise as well as their contributions made so far to make the Centre a reputable one. She mentioned that, though deliberations were made in several management meetings on the initiation of Flexible Working Hours (FWH) to cushion staff members on the high cost of transportation due to the economic crisis, Mrs. Angela Quaye, a senior receptionist took a bold step to have a discussion with her on the subject to relieve staff members . She applauded her and encouraged staff members to emulate this gesture exhibited by the Senior Receptionist.

By way of motivating staff, the Centre has put in place a measure of rewarding smart workers every quarter. Mrs. Sylvia Haizel Asiamah, a Senior Training Officer was adjudged the best worker for the third quarter. She was presented with a plaque and a picture frame of herself pasted at the Institution's reception as well as an undisclosed cash prize.







## CSTC END OF YEAR CLOSING CEREMONY



The Centre had its end of year closing ceremony and fourth quarter staff durbar on 22<sup>nd</sup> December, 2022. The purpose of the meeting was to give thank God for his divine protection throughout the year. In her opening remarks, the Principal officially introduced Dr. Mrs. Essandoh to all staff and the need to learn as much as possible from her expertise during her stay at the Centre.





In furtherance, she commended all staff members for their commitment and dedication toward the achievement of the institutional goals.

All heads of units were invited to give a summary of their achievements and challenges for the quarter as well as the way forward to improve on their tasks in the upcoming year.

Additionally, management rewarded former and retired staff of the Centre for their outstanding performance exuded while they were with the institution. These meritorious awards were presented to Mr. Evans Habadah, former Vice Principal, Mrs. Anna Ofori, former Deputy Chief training officer, Mr. Theophilus Forson and Ms. Elizabeth Lartey who had retired.

In her closing remarks, the Principal wished the entire staff a Merry Christmas and a prosperous new year.



## MRS. DORA DEI-TUMI

### PRINCIPAL OF CSTC

Dora is a human capital development and administration professional with over two decades' experience in the public sector. She is the Principal of the Civil Service Training Centre (CSTC) where she is responsible for the overall management of the development of the human resource of the Civil Service.

She rose from a training officer at the Government Secretarial School to become the Principal of the Civil Service Training Centre.

Dora holds an Executive Masters in Business Administration from GIMPA; an MA in Adult Education (University of Ghana) and a Bachelor's degree in Linguistics and Swahili. She has participated in several executive level training programs such as Human Resource Management in Public Service Organizations (Civil Service College, Singapore), Leading Organizational Change and Transition (Civil Service College Accra), Women in Management at GIMPA to mention a few.





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