



JUNE 2023

# NEWSLETTER



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[info@cstcgh.com](mailto:info@cstcgh.com)



+233 362-290658



## CIVIL SERVICE TRAINING CENTER (CSTC) ORGANISES COMPETENCY-BASED TRAINING IN MICROSOFT EXCEL – 12<sup>TH</sup> TO 14<sup>TH</sup> APRIL, 2023

Microsoft Excel is a spreadsheet that can be used with a variety of operating systems, including Windows, iOS, and Android.

The objective of this course was to equip participants with the skills and knowledge necessary to use basic data operations such as PivotTables, data consolidations, creating V and H lookup functions, data tools, data validation, and test functions.





## A DELEGATION FROM JICA PAYS COURTESY VISIT TO CSTC



A delegation from the Japan International Cooperation Agency (JICA) led by the Chief Representative of Ghana Office, Yasumichi Araki, paid a courtesy visit to CSTC to inspect the newly set up studio.

The new studio, as part of the new e-learning platform which is currently being implemented through the coordination of JICA's expert, Mr. Masashi Yamanaka was necessary to help in recording video sessions for LMS content uploads.



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# OFFICE MANAGEMENT AND ADMINISTRATIVE WRITING SKILLS FOR OFFICERS FROM THE MINISTRY OF PARLIAMENTARY AFFAIRS

The Civil Service Training Centre on 15<sup>th</sup> May, 2023 began a five (5)-month training on Office Management and Administrative Writing Skills for selected officers of Parliamentary Service. This programme will be run for five batches of officers.

As part of this training, officers were trained and equipped with skills in Administrative Writings, Leadership, Productivity and Retirement Management among others.



# LEARNING MANAGEMENT SYSTEM ONLINE TEST-RUN PROGRAMME WITH AD11Bs & ANALOGOUS GRADES



The Civil Service Training Centre (CSTC), in collaboration with the Japan International Cooperation Agency, developed an online learning management system Training programme for Assistant Director IIBs and Analogous Grade Officers of the various Ministries and Departments.

A test-run training programme was organized from Tuesday, June 22<sup>nd</sup> to Friday, June 23<sup>rd</sup>, 2023 with each session lasting from 9:00am to 4:00pm.

The major goal of the e-learning test-run programme was to provide feedback on how efficient, effective, and demanding the online training system is, as well as any recommendations before it is eventually implemented for all Civil Servants.

Some comments from the participants were "the interface was user friendly, the course content was







## 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.





# CIVIL SERVICE TRAINING CENTRE

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- 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.

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**Email:**  
[info@cstcgh.com](mailto:info@cstcgh.com)