

**“YEAR OF STANDING UP FOR GUYANA”**

**PUBLIC SERVICE MINISTRY**

**CIRCULAR MEMO**

**REFERENCE NO. TD. 7/6<sup>vol x</sup>**

FROM: Permanent Secretary,  
Public Service Ministry

TO: All Permanent Secretaries,  
Heads of Departments and  
Regional Executive Officers

**SUBJECT:**

Staff Development and your organization  
Nominations for courses by March 10<sup>th</sup>, 1986

DATE: 1986-02-20

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Staff Development is of critical importance in the management of any organization. Too often it is regarded as a “frill” relegated to a low priority category and not even scheduled as part of an organisation’s work programme of activities during the year.

We should seek to utilize for staff development training opportunities that are available both locally and overseas to development the capabilities of our staff. There may be need for

- basic entry level job-related training
- upgrading training
- re-training
- refresher training
- post-expertise training
- advanced training
- orientation type training

or

- training derived from exposure with colleagues in the field in other countries.

Very shortly there will be advertised an exciting set of new programmes conducted by the Guyana Management Institute.

This circular is concerned with a number of short (5 weeks – 12 weeks) courses that are available overseas (UK) as part of the Government of Guyana/British Technical Assistance programmes. This is at no monetary cost to your organization. The urgency is that your responses need to be sent to the Permanent Secretary, Public Service Ministry, 164 Waterloo Street by March 10<sup>th</sup>, 1986. this deadline must be observed if use is to be made of these offers.

There are short programmes for middle and senior level managers in :-

- o Management and Maintenance of Physical Assets
- o Personnel Management

- Advanced Prison Management
- Port Management
- Customs and Excise Management
- Site Management
  
- Procurement for Development Projects
- Commercial Law (for Lawyers in the Public Sector)
- Legal Drafting
- Advanced Management in Government
- Advanced Management for Tax Official
- Management of Government Printing
- Management of Training

Please use T.D. 1 and 2 forms to make nominations by 10<sup>th</sup> March, 1986.

I am attaching a summary of some of these training courses and their duration. Additional information may be had on request from the Public Service Ministry.

Yours co-operatively,

J.E. Sinclair  
Permanent Secretary  
Public Service Ministry.

## U.K. Training Courses – 1986

### (1) MANAGEMENT AND NATIONAL DEVELOPMENT

15 September – 10 October 1986

An important aspect of our programme in recent years has been the development of short programmes both in the U.K. and overseas for top management – Permanent Secretaries and their equivalents. The pressures on top managers today afford them little opportunity to examine new and developing experience, attitudes, techniques and technologies relating to work. Yet awareness of these matters and evaluation of their application is essential if the quality of their work and thus the standard of their country's administration is to be enhanced. There needs to be a forum, a time to think, a time to discuss. This seminar provides such a forum.

### (2) ADVANCED MANAGEMENT IN GOVERNMENT

7 July – 1 August 1986

A course designed for administrative and professional officials in the public sector who have had wide managerial experience but who are looking for a broader and deeper understanding of but the particular skills required of a successful manager at a senior level. The course concentrates on aspects of general, personnel and financial management. It examines U.K. management experience and relates it to that of developing countries.

### (3) MANAGEMENT OF TRAINING

21 July – 10 October 1986

Aimed at officers who are managing training in public organizations, Government training centers and Institutions of Public Administration. The course gives people already skilled in training methods an opportunity to study management and financial problems involved in running a training organization and to evaluate the role of the training function in Organisation Development.

### (4) LEGISLATIVE DRAFTING

29 September – 5 December 1986

The course is designed for lawyers who are members or potential members of legislative drafting teams. The programme enables participants to acquire a comprehensive familiarity with the sciences of legislative drafting and at the same time a degree of pride and self-reliance in the very important work involved. The course will not produce “finished” draftsmen since that process is never-ending at any level, but participants should be well able to undertake legislative drafting under supervision by the time this course ends.

(5) ADVANCED MANAGEMENT FOR TAX OFFICIALS

28 July – 3 October 1986

A ten-week course for senior tax officials, as well as widening their knowledge of general management the course encourages participants to examine key areas of tax administration in detail, including assessment and collection on the experience of the U.K. Inland Revenue and caters for participants' individual interest through project work and visits to revenue offices.

(6) MANAGEMENT OF GOVERNMENT PRINTING

14 July – 15 August 1986

This highly participative course provides an opportunity for Government printers and officers in charge of Departmental Printing Units to up-date their knowledge of modern print technology and to develop their management skills. Particular attention is paid to making the best use of existing resources to ensure cost effective means of achieving good quality produce.

(7) MAINTENANCE AND MANAGEMENT OF PHYSICAL ASSETS – 12 weeks

30 June – 19 September 1986

Course membership

Middle grade engineers with responsibility for maintenance procedures.

Course Aim.

By the end of the course, participants will be able to identify organisational and operational problems and suggest practical and economic solutions. They will also be able to develop maintenance policies relating to their own sector, ensuring that plant and equipment is available and operating to agreed standards at an economic cost.

(8) PROCUREMENT FOR DEVELOPMENT PROJECTS – 4 weeks

25 August – 19 September 1986

Course membership

The course is designated for officers in government departments, ministries and public corporations concerned with the management of the procurement aspects of major projects, such as:-

- project manager
- purchasing managers
- senior project contracting and purchasing staff
- senior ministry of finance staff
- public sector managers concerned with projects and procurement

### Course Aim

The main aim of the course is:-

- to equip purchasing management and project senior staff with the skills necessary to manage the procurement of the capital equipment, material and supplies required by a senior project;
- to examine, in relation to aid agency funded projects, the donor agency requirements and relate these to the procedures existing in the recipient country;
- to provide a basis for recognized and acceptable procedures to be followed in international competitive and award of contract to supply.

### (9) PORT MANAGEMENT – 10 weeks

8 September – 14 November 1986

#### Course membership

The course is introduced for line and middle managers of all disciplines in the port environment. Fluency in English is assumed. Ideally, delegates will have had two to five years practical ports experience.

#### Course aim.

To improve port management skills and to broaden knowledge in all aspects of port management. By the end of the course delegates will be able to recognize the major organizational and operational problems of their own port and suggest practical and economic solutions.

### (10) SITE MANAGEMENT – 12 weeks

30 June – 19 September 1986

#### Course membership

Middle and senior construction or site managers and civil engineers.

#### Course aim

To give practical training in construction project management and the assessment, monitoring and control of sub-contractors.

### (11) SUPPLY AND MATERIALS MANAGEMENT – 12 weeks

30 June – 19 September 1986

22 September – 12 December 1986

#### Course membership

The course is designed for middle and senior managers in government ministries, parastatal organizations, uniformed services, and public corporations who are responsible for any of the supply management disciplines of purchasing, warehousing, transport and distribution, and stock control.

Course aim

The aim of this course is to enable middle and senior management to develop existing supply procedures, plan new supply systems and integrate existing but diversified supply activities.

(12) CUSTOMS AND EXCISE MANAGEMENT

7 July – 26 September 1986

Course membership

Customs managers with a responsibility for staff whether in general administration or specialist work.

Course aim

The aim of this course is to enable delegates to:

- examine the analytical and social skills required in customs management work
- identify and assess their organizations present and future manpower requirements
- operate more effectively in the management of human resources
- examine and identify factors which motivate them and others
- communicate more effectively
- understand the nature, framework, and structure of work relationships
- set objectives, plan and allocate tests, analyse, describe and specify jobs
- carry out formal negotiations
- assess the relative merits of different methods and systems of revenue control
- identify the implementations for Customs and Excise managers of current developments in transport, trade and industry
- evaluate the consequence of international agreements.

(13) COMMERCIAL LAW  
(for lawyers in the Public Sector)

26 May – 27 June 1986

Course membership

The course is intended for legal officers in government and other areas of the public service. Adequate qualification and fluency in English will be assumed. Ideally, participants will have had two to five years' practical experience since qualifying. The course will be of practical value, principally to "common law" lawyers, but also to lawyers working in jurisdiction based on other legal systems.

Course aim

The aim of the course is to increase delegates' skills in :

- negotiating, particularly in relation to terms and conditions of contracts
- drafting contracts and other legal documents
- analyzing and interpreting legal documents
- summarizing complex issues and advising clients accordingly
- pursuing litigation and arbitration procedures related to issues in their organization's work

- applying course learning to the effective conduct and development of their work.