

“YEAR OF STANDING UP FOR GUYANA”

PUBLIC SERVICE MINISTRY

CIRCULAR
MEMORANDUM

REFERENCE NO. PS:36/2/18^I

FROM: Permanent Secretary,
Public Service Ministry

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

SUBJECT:
Staff Development 1986

DATE: 1986-05-13

The Guyana Management Institute has made public a number of programmes which it intends to mount in 1986 – all of which can be useful to officers in the public service.

Administrative Development Programme

The Administrative Development Programme (ADP) is the new name for the Management Cadet Programme. Interested persons are asked to apply through their Permanent Secretaries or Heads of Departments to the Public Service Ministry for sponsorship. Closing date for this is May 31st. The programme begins in July 1986.

Executive Secretarial Programme - ESP

Permanent Secretaries are asked to read the Guyana Management Institute brochures on this and other programmes, discuss with their Ministers participation by Secretaries. Please consult the Public Service Ministry for advice on sponsorship.

Management Development Programme – MDP 12 weeks

Permanent Secretaries are asked to read the brochures and encourage interested persons to seek sponsorship. This programme is being conducted three times between now and year end.

At our last meeting of Permanent Secretaries held in April, representatives of the Management institute discussed those programmes with us as part of their marketing activities. If you need further information or additional copies of the brochures please telephone G.M.I – 53675.

J.E. Sinclair
Permanent Secretary.