

“YEAR OF STAYING RESOLUTELY ON COURSE”

PUBLIC SERVICE MINISTRY

CIRCULAR MEMORANDUM NO.
30/1988

REFERENCE NO. PS: 36/2/18

FROM: Permanent Secretary,
Public Service Ministry

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

SUBJECT:

Staff Development 1989

DATE: 1988/11/25

At a recent meeting of Permanent Secretaries and Head of Departments it was re- emphasized that staff development was a very important part of the function of the manner. There was a growing concern that managers were not exerting enough effort to promote staff development in the many different ways in which that could be done, namely

- Coaching
- Orientation programmes
- Departmental Induction programmes
- On-The-Job training
- Special group in-house training
- Encouragement of staff to upgrade themselves by their own efforts
- Utilization of interdepartmental training
- Use of Public Service Ministry's Calendar of courses
- Use of Guyana Management Institute's Calendar of courses
- Nomination for Technical Assistance programmes
- Nomination for programmes at the University of Guyana, etc.

2. You may already have considered this an important ingredient of your plans for 1989.
3. The Public Service Ministry is by this Circular seeking to find out what those plans are, and how you are contributing in your own way to making your officers functional.
4. Certain problems have been identified within the Public Service, and which must be constantly redressed if the Service is to function efficiently.
5. The Problems
 - (i) Officers do not know about the Ministries/Department in which they work. New members of staff are put to sit at desks and told to “get on with it”.
 - (ii) The general standard of typing of some officers is generally poor.
 - (iii) The standard of typing of some individuals is consistently poor.
 - (iv) The standard of Public and human relations leave much to be desired. This is especially important for agencies that constantly interface with the public.

- (v) Officers join agencies with minimum qualification, and just sit for years without doing anything to develop themselves.
 - (vi) Technical Officers with no management training and who are holding management positions.
 - (vii) Managers who pay little attention to up grading training, re-training or additional training and do not support officers' efforts.
 - (viii) In many agencies there is a problem of either poor supervisor or no supervisor. Is this applicable to your organization? If it is, how do you plan to deal with it in 1989?
 - (ix) What use do you intend to make of Guyana's Management?
 - (a) Institute's Programmes for 1989? Please refer to Public Service Ministry's Circular No. 12 of 1986 responsibility
 - (b) What use do you intend to make in 1989 of Public Service Ministry's training programmes?
- There will be available by year-end
- (x) What use do you intend to make in 1989 of programmes run by agencies other than the Public Service Ministry and the Guyana Management Institute?

6. As a manager you may have been tackling some of those problems in creative ways. Please state what you are doing and send in your proposals with regards to 5 (i) to (x) by December 15th, 1988.

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J.E Sinclair
Permanent Secretary
Public Service Ministry