

“YEAR OF SUSTAINED AND DISCIPLINED WORK”

PUBLIC SERVICE MINISTRY

CIRCULAR NO. 13/89

REFERENCE NO. PS: 37/3

FROM: Permanent Secretary,
Public Service Ministry

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

SUBJECT:

Work Programme 1989.

DATE: 1989-05-15

Please submit to this Ministry a copy of your Revised Work Programme for 1989 by Friday 26 May, 1989.

Your co-operation in this matter would be appreciated.

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J.E. Sinclair,
Permanent Secretary,
Public Service Ministry.

INTERNAL TRAINING SECTION
WORK PROGRAMME 1989

COURSES	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
Training of Trainers (Personnel/Accounting Officers)		6 – 24		3 – 21								
Basic Report Writing					2 – 12					2 – 12		
Advanced Report Writing								24 – 4 Aug				
Secretaries Programmed/Seminar (recall)				1 day		5 – 27						
Speed Reading			6 – 10 ½ day									
Office Assistants						1 – 3						
Typing Techniques	23 – 31											
Induction Orientation								21 – 1 Sept				
Supervisory Management									11 – 22			
Language for the Office				ON REQUEST								
Programme Preparation			5 – 6 ½ day									
Accounting for Non Financial Managers				24 – 28								
Telephone Techniques				ON REQUEST								
High Speed Writing				IN PROGRESS								

