

PUBLIC SERVICE MINISTRY **CIRCULAR MEMORANDUM** **REF No:TD: 1/33.**

FROM: Permanent Secretary,
 Public Service Ministry.

SUBJECT
Training Officers' Official Visits
To Ministries, Government Agencies
and Regional Administrative Offices.

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

DATE: 2002-05-22

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- I wish to inform all Permanent Secretaries/Heads of Government Agencies, that Training Officers from the Public Service Ministry will be conducting continuous Official visits to Government Departments to plan and execute on the spot training sessions. This approach to training is being implemented since it will allow the training Officers to work along with relevant personnel within Ministries/Government Agencies in identifying the specific training needs of each organization. This is a fundamental step towards Public Service Reform.
2. The Public Service Ministry's efforts to enhance the efficiency of the Public Service must be endorsed by top management within all Ministries and government Agencies. This is the only way to facilitate the transference of learning/skills gained from the classroom to the work environment. In the absence of this implementation process, any efforts to modernize the functioning of the Public Service will continue to be severely undermined.
 3. It is the responsibility of Permanent Secretaries, Regional Executive Officers and Heads of Government Agencies to ensure that staff attends the training programmes conducted by the Public Service Ministry; and, facilitate the transfer of skills and knowledge from the classroom to the work environment. Efficiency and productivity in the Public Service can only be achieved if, in addition to being provided with adequate and relevant training, the working environment is responsive to changes.
 4. This intensified approach to training should be embraced by all agencies responsible for the implementation of Government and development plans. Efforts are underway to get some of the Public Service Ministry's training programmes accredited by the University of Guyana and Public Service Commission.
 5. The Guyana Public Service is actively striving to be customer driven institution, implementing strategies and fostering effective alliances with its constituencies to facilitate the Government's provision of quality service and support for the economic stability and sustained development of the country. The Public Service Ministry anticipates your cooperation in this matter of national significance.

Dr. N. K. Gopaul
Permanent Secretary,
Public Service Ministry.