

OFFICE OF THE HEAD OF THE CIVIL SERVICE
RECRUITMENT, TRAINING AND DEVELOPMENT DIRECTORATE
TIME TABLE: VIRTUAL INDUCTION PROGRAMME FOR OFFICERS IN THE CIVIL SERVICE

	DATE/ TIME	9:00 – 9:30	9:30 – 10:30	10:30 – 11:30	11:30 – 12:30	12:30 – 1:30
1 ST BATCH (20 TH AND 21 ST AUG, 2020)	THURSDAY	Opening Ceremony by Head of Civil Service	The Ghana Civil Service: Presentation <ul style="list-style-type: none"> The Structure of the Ghana Civil Service The Mandate of OHCS Facilitator: - G. J. Brocke	Code of Conduct: <ul style="list-style-type: none"> Rules and Regulations General Requirements Disciplinary Process Service and indiscipline Petitions Facilitator:- Mr. William Kartey	Ethical Leadership: Facilitator: - Dora Dei-Tumi (Mrs.)	Administrative Writings (Letter/Memo/ Minutes/Report Writing): Facilitator: - Mr. E. P. D. Barnes
	FRIDAY		Ideal Civil Servant (Interactive Session) Facilitator: -Nana Agyekum-Dwamena	The Civil & Local Govt. Association: Presentation <ul style="list-style-type: none"> Membership & Benefits The Civil Servant and Politics Facilitator: - CLOGSAG	Records Management: Facilitator: PRAAD	Staff Performance Appraisal: Facilitator: - Elizabeth Obeng-Yeboah (Mrs.)
	DATE/ TIME	9:00 – 9:30	9:30 – 10:30	10:30 – 11:30	11:30 – 12:30	12:30 – 1:30
2 ND BATCH (24 TH AND 25 TH AUG, 2020)	MONDAY	Opening Ceremony by Head of Civil Service	The Ghana Civil Service: Presentation <ul style="list-style-type: none"> The Structure of the Ghana Civil Service The Mandate of OHCS Facilitator: - G. J. Brocke	Code of Conduct: <ul style="list-style-type: none"> Rules and Regulations General Requirements Disciplinary Process Service and indiscipline Petitions Facilitator:- Mr. William Kartey	Ethical Leadership: Facilitator: - Dora Dei-Tumi (Mrs.)	Administrative Writings (Letter/Memo/ Minutes/Report Writing): Facilitator: - Mr. E. P. D. Barnes
	TEUESDAY		Ideal Civil Servant (Interactive Session) Facilitator: -Nana Agyekum-Dwamena	The Civil & Local Govt. Association: Presentation <ul style="list-style-type: none"> Membership & Benefits The Civil Servant and Politics Facilitator: - CLOGSAG	Records Management: Facilitator: PRAAD	Staff Performance Appraisal: Facilitator: - Elizabeth Obeng-Yeboah (Mrs.)

	DATE/ TIME	9:00 – 9:30	9:30 – 10:30	10:30 – 11:30	11:30 – 12:30	12:30 – 1:30
3 RD BATCH (26 TH AND 27 TH AUG, 2020)	WEDNESDAY	Opening Ceremony by Head of Civil Service	The Ghana Civil Service: Presentation <ul style="list-style-type: none"> The Structure of the Ghana Civil Service The Mandate of OHCS Facilitator: - G. J. Brocke	Code of Conduct: <ul style="list-style-type: none"> Rules and Regulations General Requirements Disciplinary Process Service and indiscipline Petitions Facilitator:- Mr. William Kartey	Ethical Leadership: Facilitator: - Dora Dei-Tumi (Mrs.)	Administrative Writings (Letter/Memo/ Minutes/Report Writing): Facilitator: - Mr. E. P. D. Barnes
	THURSDAY		Ideal Civil Servant (Interactive Session) Facilitator: -Nana Agyekum-Dwamena	The Civil & Local Govt. Association: Presentation <ul style="list-style-type: none"> Membership & Benefits The Civil Servant and Politics Facilitator: - CLOGSAG	Records Management: Facilitator: PRAAD	Staff Performance Appraisal: Facilitator: - Elizabeth Obeng-Yeboah (Mrs.)
	DATE/ TIME	9:00 – 9:30	9:30 – 10:30	10:30 – 11:30	11:30 – 12:30	12:30 – 1:30
4 TH BATCH (28 TH AND 31 ST AUG. 2020)	FRIDAY	Opening Ceremony by Head of Civil Service	The Ghana Civil Service: Presentation <ul style="list-style-type: none"> The Structure of the Ghana Civil Service The Mandate of OHCS Facilitator: - G. J. Brocke	Code of Conduct: <ul style="list-style-type: none"> Rules and Regulations General Requirements Disciplinary Process Service and indiscipline Petitions Facilitator:- Mr. William Kartey	Ethical Leadership: Facilitator: - Dora Dei-Tumi (Mrs.)	Administrative Writings (Letter/Memo/ Minutes/Report Writing): Facilitator: - Mr. E. P. D. Barnes
	MONDAY		Ideal Civil Servant (Interactive Session) Facilitator: -Nana Agyekum-Dwamena	The Civil & Local Govt. Association: Presentation <ul style="list-style-type: none"> Membership & Benefits The Civil Servant and Politics Facilitator: - CLOGSAG	Records Management: Facilitator: PRAAD	Staff Performance Appraisal: Facilitator: - Elizabeth Obeng-Yeboah (Mrs.)

SWEARING OF OATH AND CLOSING CEREMONY FOR ALL BATCHES

DATE/ TIME	9:00 – 10:00am	10:00-11:00am	11:30-1pm
<i>FRIDAY</i> 4TH SEPTEMBER, 2020	1st and 2nd Batches	FUMIGATION/ SPRAYING	3rd an 4th Batches