

TEMPLATE FOR 2022 MID-YEAR TRAINING REPORT

The Training Report should follow the outline below:

1. Introduction
2. Objective of the report
3. Methodology adopted in generating the report
4. Analysis

4.1 Gender disaggregation by nature of training (This should be analyzed using the underlisted headings.)

4.1.1 Scheme of Service

- Total number male & female

4.1.2 Academic

- Total number male & female

4.1.3 Workshop & Conference

- Total number male & female

4.2 Summary of training by various grades (This should be analyzed using the underlisted headings; its template can be found at the last page of this document)

4.2.1 Scheme of Service

- Grade disaggregation on training

4.2.2 Academic

- Grade disaggregation on training

4.2.3 Workshop & Conference

- Grade disaggregation on training

5 Areas of Academic studies

(This should be categorized and summarized using tables and graph as indicated in the example below)

Example:

<i>S/N</i>	<i>AREA OF TRAINING</i>	<i>TOTAL NUMBER</i>
<i>1</i>	<i>Policy</i>	<i>5</i>
<i>2</i>	<i>Information Technology</i>	<i>25</i>
<i>3</i>	<i>Accounting, Finance & Economics</i>	<i>12</i>
<i>4</i>	<i>Procurement</i>	<i>10</i>
<i>5</i>	<i>Public Relation</i>	<i>8</i>
<i>6</i>	<i>Project Management</i>	<i>11</i>
<i>7</i>	<i>Public Administration & Management</i>	<i>30</i>

8	<i>Gender</i>	5
9	<i>Infrastructure & Engineering</i>	15

Other areas peculiar to the Ministry and Department may be added to the above.

6 Planned and unplanned training undertaken from January- June, 2022 (physical and virtual)

6.1 Planned Training

S/N	Planned	Total No. Male	Total No. Female	Total No. Physical	Total No. Virtual	Both Physical & Virtual Total No.
1	Scheme of Service					
2	Competency					
3	Academic					
4	Workshop/Conferences					

6.2 Unplanned Training

S/N	Planned	Total No. Male	Total No. Female	Total No. Physical	Total No. Virtual	Both Physical & Virtual Total No.
1	Scheme of Service					
2	Competency					
3	Academic					
4	Workshop/Conferences					

KINDLY NOTE THAT ANALYSIS SHOULD NOT BE BULLETED BUT PRESENTED IN NARRATIVE FORM TO GIVE AN OVERVIEW OF WHAT WAS UNDERTAKEN DURING THE PERIOD.

- 7 Impact of training on staff performance
- 8 Challenges
- 9 Recommendations
- 10 Conclusion

