**OUTLINE FOR 2022 ANNUAL 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 (**KINDLY NOTE THAT ANALYSIS SHOULD NOT BE BULLETED BUT PRESENTED IN NARRATIVE FORM TO GIVE AN OVERVIEW OF WHAT WAS UNDERTAKEN DURING THE PERIOD.)**
   1. **GENDER DISAGGREGATION BY NATURE OF TRAINING**

**(This should be analyzed using the underlisted headings and summarized using tables and graph)**

4.1.1 Scheme of Service

* Total number male & female

4.1.2 Competency based training

* Total number male & female

4.1.3 Academic

* Total number male & female

4.1.4 Workshop, Conference & Seminars attended

* Total number male & female
  1. **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 and summarized using tables and graph)**

4.2.1 Scheme of Service

* Total number male & female

4.2.2 Competency based training

* Total number male & female

4.2.3 Academic

* Total number male & female

4.2.4 Workshop, Conference & Seminars attended

* Total number male & female

1. AREAS OF ACADEMIC STUDIES **(This should be categorized and** **summarized using tables and graph as indicated in the example below**)

***Example:***

|  |  |  |
| --- | --- | --- |
| ***S/N*** | ***AREA OF TRAINING*** | ***TOTAL NUMBER*** |
| ***1*** | ***Policy*** | ***5*** |
| ***2*** | ***Information Technology*** | ***25*** |
| ***3*** | ***Accounting, Finance & Economics*** | ***12*** |
| ***4*** | ***Procurement*** | ***10*** |
| ***5*** | ***Public Relation*** | ***8*** |
| ***6*** | ***Project Management*** | ***11*** |
| ***7*** | ***Public Administration & Management*** | ***30*** |
| ***8*** | ***Gender*** | ***5*** |
| ***9*** | ***Infrastructure & Engineering*** | ***15*** |

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

1. PLANNED AND UNPLANNED TRAINING UNDERTAKEN FROM JANUARY- DECEMBER, 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 |  |  |  |  |  |

1. IMPACT OF TRAINING ON STAFF PERFORMANCE
2. CHALLENGES
3. RECOMMENDATIONS
4. CONCLUSION

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **APPENDIX** | | | | | | | | | | |
| **Grade level** | **Scheme of Service** | | **Competency base** | | **Academic** | | **Workshop, seminars, conferences** | | **Other** | |
| **Male** | **Female** | **Male** | **Female** | **Male** | **Female** | **Male** | **Female** | **Male** | **Female** |
| **Director / Analogous** |  |  |  |  |  |  |  |  |  |  |
| **Deputy Director / Analogous** |  |  |  |  |  |  |  |  |  |  |
| **Assistant Director I Analogous** |  |  |  |  |  |  |  |  |  |  |
| **Assistant Director IIA / Analogous** |  |  |  |  |  |  |  |  |  |  |
| **Assistant Director IIB / Analogous** |  |  |  |  |  |  |  |  |  |  |
| **Sub Total** |  |  |  |  |  |  |  |  |  |  |
| **Chief Executive Officer**  **and Analogous** |  |  |  |  |  |  |  |  |  |  |
| **Assistant Chief Executive Officer**  **and Analogous** |  |  |  |  |  |  |  |  |  |  |
| **Principal Executive Officer**  **and Analogous** |  |  |  |  |  |  |  |  |  |  |
| **Senior Executive Officer**  **and Analogous** |  |  |  |  |  |  |  |  |  |  |
| **Higher Executive Officer**  **and Analogous** |  |  |  |  |  |  |  |  |  |  |
| **Executive Officer and Analogous** |  |  |  |  |  |  |  |  |  |  |
| **Others (All those lower than Executive Officers)** |  |  |  |  |  |  |  |  |  |  |
| **Sub Total** |  |  |  |  |  | |  |  |  |  |
| **TOTAL** |  |  |  |  |  | |  |  |  |  |