**OFFICE OF THE HEAD OF THE CIVIL SERVICE**

**RECRUITMENT, TRAINING AND DEVELOPMENT DIRECTORATE**

**TIME TABLE: VIRTUAL INDUCTION PROGRAMME FOR OFFICERS IN THE CIVIL SERVICE**

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|  | **DATE/ TIME** | **9:00 – 9:30** | **9:30 – 10:30** | **10:30 – 11:30** | **11:30 – 12:30** | **12:30 – 1:30** |
|  **1ST BATCH** ***1ST Batch*** | **TUESDAY 16tTH MARCH, 2021** | **Opening Ceremony by** **Head of Civil Service** | **The Ghana Civil Service:** *Presentation** The Structure of the Ghana Civil Service
* The Mandate of OHCS

**Facilitator: - G. J. Brocke** | **Code of Conduct:** * 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**  |
| **WEDNESDAY 17TH MARCH, 2021** |  | **Records Management:****Facilitator: PRAAD** | **The Civil & Local Govt. Association:***Presentation** Membership & Benefits
* The Civil Servant and Politics

**Facilitator: - CLOGSAG** |  **Staff Performance Appraisal:** **Facilitator: - Elizabeth Obeng-Yeboah (Mrs.)** | **Ideal Civil Servant** *(Interactive Session)***Facilitator: -Nana Agyekum-Dwamena** |
|  | **DATE/ TIME** | **9:00 – 9:30** | **9:30 – 10:30** | **10:30 – 11:30** | **11:30 – 12:30** | **12:30 – 1:30** |
| **2ND BATCH** ***1ST Batch*** | **THURSDAY 18TH MARCH, 2021** | **Opening Ceremony by** **Head of Civil Service** | **The Ghana Civil Service:** *Presentation** The Structure of the Ghana Civil Service
* The Mandate of OHCS

**Facilitator: - G. J. Brocke** | **Code of Conduct:** * 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 19TH MARCH, 2021**  |  | **Records Management:****Facilitator: PRAAD** | **The Civil & Local Govt. Association:***Presentation** Membership & Benefits
* The Civil Servant and Politics

**Facilitator: - CLOGSAG** | **Staff Performance Appraisal:** **Facilitator: - Elizabeth Obeng-Yeboah (Mrs.)** | **Ideal Civil Servant** *(Interactive Session)***Facilitator: -Nana Agyekum-Dwamena** |
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|  | **DATE/ TIME** | **9:00 – 9:30** | **9:30 – 10:30** | **10:30 – 11:30** | **11:30 – 12:30** | **12:30 – 1:30** |
| **3RD BATCH** ***1ST Batch*** | **TUESDAY 23RD MARCH, 2021** | **Opening Ceremony by** **Head of Civil Service** | **The Ghana Civil Service:** *Presentation** The Structure of the Ghana Civil Service
* The Mandate of OHCS

**Facilitator: - G. J. Brocke** | **Code of Conduct:** * 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**  |
| **WEDNESDAY 24TH MARCH, 2021** |  | **Records Management:****Facilitator: PRAAD** | **The Civil & Local Govt. Association:***Presentation** Membership & Benefits
* The Civil Servant and Politics

**Facilitator: - CLOGSAG** |  **Staff Performance Appraisal:** **Facilitator: - Elizabeth Obeng-Yeboah (Mrs.)** | **Ideal Civil Servant** *(Interactive Session)***Facilitator: -Nana Agyekum-Dwamena** |
|  | **DATE/ TIME** | **9:00 – 9:30** | **9:30 – 10:30** | **10:30 – 11:30** | **11:30 – 12:30** | **12:30 – 1:30** |
| **4TH BATCH****THURSDAY****FRIDAY** | **THURSDAY 25TH MARCH, 2021** | **Opening Ceremony by****Head of Civil Service** | **The Ghana Civil Service:** *Presentation** The Structure of the Ghana Civil Service
* The Mandate of OHCS

**Facilitator: - G. J. Brocke** | **Code of Conduct:** * 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 26TH MARCH, 2021** |  | **Records Management:****Facilitator: PRAAD** | **The Civil & Local Govt. Association: *Presentation**** **Membership & Benefits**
* **The Civil Servant and Politics**

**Facilitator: - CLOGSAG** | **Staff Performance Appraisal:** **Facilitator: - Elizabeth Obeng-Yeboah (Mrs.)** | **Ideal Civil Servant *(Interactive Session)*****Facilitator: -Nana Agyekum-Dwamena** |

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**SWEARING OF OATH AND CLOSING CEREMONY FOR ALL BATCHES**

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| **DATE/ TIME** | **9:00 – 10:00am** | **10:30-11:30am** |
| ***WEDNESDAY*****31ST MARCH, 2021** | **1st and 2nd Batches** | **3rd an 4th Batches** |