**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** |