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:

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 &	30
	Management	

8	Gender	5
9	Infrastructure & Engineering	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.	Total	No.	Total	No.	Total	No.	Both
		Male		Female	,	Physica	al	Virtual		Physical &
										Virtual
										Total No.
1	Scheme of Service									
2	Competency									
3	Academic									
4	Workshop/Conferences									

6.2 Unplanned Training

S/N	Planned	Total	No.	Total	No.	Total	No.	Total	No.	Both
		Male		Female		Physica	al	Virtual		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

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						1				
TOTAL					-					