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

**RECRUITMENT, TRAINING AND DEVELOPMENT DIRECTORATE**

**TIME TABLE: VIRTUAL INDUCTION PROGRAMME FOR OFFICERS IN THE CIVIL SERVICE (SUB-PROFESSIONALS)**

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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 27tTH APRIL, 2021** | **Opening Ceremony by**  **Head of Civil Service** | **Code of Conduct:**   * Rules and Regulations * General Requirements * Disciplinary Process * Service and indiscipline * Petitions   **Facilitator:- Mr.William Kartey** | **The Ghana Civil Service:** *Presentation*   * The Structure of the Ghana Civil Service * The Mandate of OHCS   **Facilitator: - Elizabeth Obeng-Yeboah (Mrs.)** | **The Civil & Local Govt. Association:***Presentation*   * Membership & Benefits * The Civil Servant and Politics   **Facilitator: - CLOGSAG** | **Staff Performance Appraisal:**  **Facilitator: Mavis Asare-Donkor (Mrs.)** |
| **2ND BATCH** | **WEDNESDAY 28TH APRIL 2021** | **Opening Ceremony by**  **Head of Civil Service** | **Code of Conduct:**   * Rules and Regulations * General Requirements * Disciplinary Process * Service and indiscipline * Petitions   **Facilitator:- Mr.William Kartey** | **The Ghana Civil Service:** *Presentation*   * The Structure of the Ghana Civil Service * The Mandate of OHCS   **Facilitator: - Elizabeth Obeng-Yeboah (Mrs.)** | **The Civil & Local Govt. Association:***Presentation*   * Membership & Benefits * The Civil Servant and Politics   **Facilitator: - CLOGSAG** | **Staff Performance Appraisal:**  **Facilitator: - Mavis Asare-Donkor (Mrs.)** |
| **3RD BATCH**  ***1ST Batch*** | **THURSDAY 29TH APRIL, 2021** | **Opening Ceremony by**  **Head of Civil Service** | **Code of Conduct:**   * Rules and Regulations * General Requirements * Disciplinary Process * Service and indiscipline * Petitions   **Facilitator:- Mr.William Kartey** | **The Ghana Civil Service:** *Presentation*   * The Structure of the Ghana Civil Service * The Mandate of OHCS   **Facilitator: - Elizabeth Obeng-Yeboah (Mrs.)** | **The Civil & Local Govt. Association:***Presentation*   * Membership & Benefits * The Civil Servant and Politics   **Facilitator: - CLOGSAG** | **Staff Performance Appraisal:**  **Facilitator: - Mavis Asare-Donkor (Mrs.)** |
| **4TH BATCH** | **FRIDAY 30TH APRIL, 2021** | **Opening Ceremony by**  **Head of Civil Service** | **Code of Conduct:**   * Rules and Regulations * General Requirements * Disciplinary Process * Service and indiscipline * Petitions   **Facilitator:- Mr.William Kartey** | **The Ghana Civil Service:** *Presentation*   * The Structure of the Ghana Civil Service * The Mandate of OHCS   **Facilitator: - Elizabeth Obeng-Yeboah (Mrs.)** | **The Civil & Local Govt. Association:***Presentation*   * Membership & Benefits * The Civil Servant and Politics   **Facilitator: - CLOGSAG** | **Staff Performance Appraisal:**  **Facilitator: - Mavis Asare-Donkor (Mrs.)** |
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