**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
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* 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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