



CIVIL SERVICE TRAINING CENTRE

OFFICE OF THE HEAD OF THE CIVIL SERVICE



2024 PROGRAMME OF ACTIVITIES

CIVIL SERVICE EXAMINATION/ASSESSMENT	DATES	
GRADUATE ENTRANCE EXAMINATION	TBD	
CONVERSION EXAMINATION	February	
MANDATORY COMPETENCY ASSESSMENTS		
COMPETENCY ASSESSMENT FOR PRINCIPAL GRADE COHORT 3	April-June	
COMPETENCY ASSESSMENT FOR AD1 COHORT 3	April-June	
COMPETENCY ASSESSMENT FOR AD2A COHORT 3	April-June	
COMPETENCY ASSESSMENT FOR AD2B COHORT 3	April-June	
SCHEME OF SERVICE TRAINING		
LEADERSHIP COURSE FOR DEPUTY DIRECTORS & ANALOGOUS GRADES (COHORT 5)	Mar 11-22	May 13-24
SCHEME OF SERVICE TRAINING FOR PRINCIPAL GRADE & ANALOGOUS GRADES (COHORT 3)	Mar 11-22	May 13-24
SCHEME OF SERVICE TRAINING FOR AD1 & ANALOGOUS GRADES (COHORT 3)	Mar 11-22	May 13-24
SCHEME OF SERVICE TRAINING FOR AD2AS & ANALOGOUS GRADES (COHORT 3)	Mar 11-22	May 13-24
SCHEME OF SERVICE TRAINING FOR DEPUTY DIRECTORS & ANALOGOUS GRADES (COHORT 1 & 2)	Apr 15-26	Aug 19-30
SCHEME OF SERVICE TRAINING FOR PRINCIPAL GRADE & ANALOGOUS GRADES (COHORT 2)	Apr 15-26	Aug 19-30
SCHEME OF SERVICE TRAINING FOR AD1 & ANALOGOUS GRADES (COHORT 2)	Apr 15-26	Aug 19-30
SCHEME OF SERVICE TRAINING FOR AD2AS & ANALOGOUS GRADES (COHORT 2)	Apr 15-26	Aug 19-30
SCHEME OF SERVICE TRAINING FOR DEPUTY DIRECTORS & ANALOGOUS GRADES (COHORT 3 & 4)	July 15-26	Sept 16-27
SCHEME OF SERVICE TRAINING FOR PRINCIPAL GRADE & ANALOGOUS GRADES (COHORT 1)	July 15-26	Sept 16-27
SCHEME OF SERVICE TRAINING FOR AD1 & ANALOGOUS GRADES (COHORT 1)	July 15-26	Sept 16-27
SCHEME OF SERVICE TRAINING FOR AD2AS & ANALOGOUS GRADES (COHORT 1)	July 15-26	Sept 16-27
SCHEME OF SERVICE TRAINING FOR AD2BS & ANALOGOUS GRADES (COHORT 3)	Jun 17-28	Oct 14-25
SCHEME OF SERVICE TRAINING FOR AD2BS & ANALOGOUS GRADES (COHORT 2)	Jun 17-28	Oct 14-25
SCHEME OF SERVICE TRAINING FOR AD2BS & ANALOGOUS GRADES (COHORT 1)	Jun 17-28	Oct 14-25
SCHEME OF SERVICE TRAINING FOR SUB-PROFESSIONALS	Jun 17-21	Oct 14-18
LEADERSHIP AND ORGANISATIONAL DEVELOPMENT		
TRAINING OF TRAINERS FOR DEPUTY DIRECTORS AND ABOVE	Feb 21-23	Sept 25-27
EVIDENCE-INFORMED POLICY MAKING	Mar 13-15	July 17-19
CABINET MEMORANDUM WRITING	Apr 8-12	Aug 26-30
THE PRACTICE OF ETHICS AND PROFESSIONALISM	Apr 3-5	Oct 9-11
ETHICAL LEADERSHIP FOR QUALITY PRODUCTIVITY IMPROVEMENT	Apr 22-26	Sept 30-Oct 4
COACHING AND MENTORING	Apr 3-5	Oct 9-11
EMOTIONAL INTELLIGENCE FOR EFFECTIVE LEADERSHIP	May 9-10	Oct 3-4
CHANGE MANAGEMENT	June 5-7	Sept 11-13
CORPORATE GOVERNANCE		
BUILDING AN EFFECTIVE BOARD	Apr 17-19	Sept. 18-20
CORPORATE SOCIAL RESPONSIBILITY	Apr 17-19	Sept 18-20
GENERAL MANAGEMENT AND ADMINISTRATION		
ADMINISTRATIVE LAW	Apr 8-12	Sept 18-20
PUBLIC SECTOR ECONOMICS	April 15-19	Sept 9-13
PRINCIPLES OF PUBLIC ADMINISTRATION	April 22-26	Sept 16-20
OPERATIONS MANAGEMENT AND PROJECT PLANNING	April 22-26	Sept 16-20
TIME AND STRESS MANAGEMENT	May 7-9	Oct. 2-4
STRATEGIC THINKING AND PLANNING	May 15-16	Aug 14-15
STRATEGIC MANAGEMENT	June 3-7	Sept 7-11
CUSTOMER CARE	May 22-24	Sept. 11-13
ORGANISATIONAL SECURITY, HEALTH AND SAFETY	June 5-7	Sept. 11-13
TEAM BUILDING AND TEAM WORK	Jun 5-7	Sept. 11-13
EFFECTIVE MANAGERIAL/SUPERVISORY SKILLS	Jun 12-14	Sept.11-13
FRONT DESK MANAGEMENT	Jun 19-21	Sept.18-20
PROFESSIONAL OFFICE MANAGEMENT	July 10-12	Sept.18-20
ADMINISTRATIVE MANAGEMENT SKILLS	July 17-18	Oct 16-18
CLIENT SERVICE MANAGEMENT	July 24-26	Oct 9-11
CRITICAL THINKING AND ANALYTICAL SKILLS	May 15-16	Sept. 6-7
ADMINISTRATIVE WRITING SKILLS		
PROPOSAL WRITING SKILLS	Mar 21-23	July 4-6
SPEECH WRITING SKILLS	May 8-9	Aug 12-13
MINUTES WRITING SKILLS	June 13-15	Sept. 20-22
MEMO, CIRCULARS AND LETTER WRITING SKILLS	June 13-15	Sept. 20-22
REPORT WRITING, PROOFREADING & EDITING SKILLS	July 11-14	Sept. 12-15
BRIEFS, SPEAKING NOTES AND HANDING OVER NOTES	July 11-14	Sept. 12-15
PUBLIC SECTOR COMMUNICATION	July 4-6	Oct 9-11
PRODUCTIVITY IMPROVEMENT		
PUBLIC SERVICE DELIVERY IMPROVEMENT	May 8-19	Aug 14-25
APPLICATION OF QUALITY AND PRODUCTIVITY IMPROVEMENT TOOLS	May 10-12	Sept 6-8
ATTITUDINAL CHANGE FOR INCREASED PRODUCTIVITY	June 14-16	Sept. 13-15
PRODUCTIVITY IMPROVEMENT AT THE WORKPLACE	July 11-13	Oct 11-13
PROBLEM SOLVING AND DECISION MAKING	July 11-13	Oct 11-13
BUSINESS PROCESS REENGINEERING AND CONTINUOUS IMPROVEMENT (KAIZEN, 6 SIGMA, TQM)	July 11-13	Oct 11-13
PERFORMANCE MANAGEMENT		
ACTION PLAN DEVELOPMENT		Nov 1-3
PERFORMANCE MANAGEMENT SYSTEM		Nov 8-10
GENDER AND DEVELOPMENT		
GENDER MAINSTREAMING IN THE CIVIL SERVICE	June 14-16	
WOMEN IN LEADERSHIP AND GOVERNANCE		Sept. 6-8
FINANCIAL MANAGEMENT AND AUDITING		
PUBLIC FINANCIAL ADMINISTRATION	July 4-6	Oct 9-11
PUBLIC ACCOUNTABILITY AND EFFECTIVE INTERNAL CONTROLS	July 26-28	Oct 25-27
PUBLIC SECTOR ACCOUNTING	July 2-4	Oct 8-10
BUDGETING	July 9-11	Oct 15-17
LOGISTICS, PROCUREMENT & SUPPLY CHAIN		
INVENTORY CONTROL AND MANAGEMENT	June 7-9	
CONTRACT MANAGEMENT AND ADMINISTRATION		Sept. 26-28
SERVICES PROCUREMENT MANAGEMENT	July 12-14	
PUBLIC PRIVATE PARTNERSHIP COURSE		Oct 17-19
SUPPLY CHAIN RELATIONSHIP MANAGEMENT	Aug 23-25	
INFORMATION COMMUNICATION TECHNOLOGY (ICT)		
MICROSOFT OFFICE SUITE – INTRODUCTION TO EXCEL	April 17-19	
MICROSOFT OFFICE SUITE – EXCEL INTERMEDIATE		June 12-14
ELECTRONIC RECORDS MANAGEMENT	April 23-25	June 19-21
MICROSOFT OFFICE SUITE (POWERPOINT PRESENTATION SKILLS)		Aug 14-16
LEVERAGING ICT FOR INCREASED PRODUCTIVITY	June 5-7	Sept. 4-6
MANAGEMENT INFORMATION SYSTEMS		
PERSONAL DEVELOPMENT AND EFFECTIVENESS		
BUILDING YOUR RESILIENCE	June 5-7	Sept. 11-13
PROFESSIONAL CONDUCT FOR OFFICIAL VISITS AND FUNCTIONS	July 17-19	Oct 16-18
PUBLIC SPEAKING		Oct 9-11
PLANNING FOR RETIREMENT	Sept 25-27	
FOUR LINE DIRECTORATE		
FINANCE AND ADMINISTRATION	Jul 9-11	
POLICY PLANNING, BUDGETING, MONITORING AND EVALUATION	Aug 21-23	
RESEARCH, STATISTICS & INFORMATION MANAGEMENT	Sept 18-20	
HUMAN RESOURCE MANAGEMENT	Oct 22-24	
THE FOUR LINE DIRECTORATE		Nov 25-28



OUR NICHE

- 01 Holistic Training Cycle
- 02 Top-notch Trainers
- 03 Skill-focused Training
- 04 State-of-the-art Training Facilities
- 05 Follow-up Assessment
- 06 Moderate Course Fees

OUR CLIENTELE (SELECTED)

- MINISTRIES**
- Ministry of Finance
 - Ministry of Foreign Affairs and Regional Integration
 - Ministry of Trade & Industry
 - Ministry of Lands & Natural Resources
 - Ministry of Defence
 - Ministry of Health
 - Ministry of Food & Agriculture
 - Ministry of Roads and Highways
 - Other Ministries

- DEPARTMENTS**
- Department of Feeder Roads
 - Department of Urban Roads
 - Department of Cooperatives
 - Department of Social Welfare
 - Information Service Department
 - Registrar General's Department

- COMMISSIONS**
- Lands Commission
 - Energy Commission
 - Ghana Atomic Energy Commission
 - Minerals Commission

- AUTHORITIES**
- Food and Drugs Authority
 - Public Procurement Authority
 - Ghana Revenue Authority
 - Driver & Vehicle Licensing Authority
 - Ghana Maritime Authority
 - Geological Survey Authority

- PUBLIC SERVICES**
- Local Government Service
 - Ghana Health Service
 - Parliamentary Service
 - Judicial Service
 - Ghana Education Service

- INTERNATIONAL CLIENTS**
- JICA
 - KOICA
 - Australia High Commission
 - French Embassy
 - Nigeria Public Service
 - Liberia Public Service
 - Sierra Leone Public Service
 - Gambia Public Service

CONTACTS

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With several years of offering training to Civil, Public and Private Sector institutions, the Civil Service Training Centre (CSTC) under the auspices of the Office of the Head of the Civil Service (OHCS) announces to the general public its training programmes for the year 2024. Interested Ministries, Departments and Agencies (MDAs) as well as Metropolitan, Municipal and District Assemblies (MMDAs), Public and Private Sector institutions and Individuals are invited to participate in the above-listed programmes.