



CIVIL SERVICE TRAINING CENTRE

OFFICE OF THE HEAD OF THE CIVIL SERVICE



2025 PROGRAMME OF ACTIVITIES

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 2025. 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.

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TITLE	DATES	
CIVIL SERVICE EXAMINATION/ASSESSMENT		
ENTRANCE EXAMINATION	TBD	
CONVERSION EXAMINATION	Feb	
MANDATORY COMPETENCY ASSESSMENTS	May	June
COMPETENCY ASSESSMENT FOR PRINCIPAL GRADE COHORT 3	June	
COMPETENCY ASSESSMENT FOR AD1 COHORT 3	June	
COMPETENCY ASSESSMENT FOR AD2A COHORT 3	June	
COMPETENCY ASSESSMENT FOR AD2B COHORT 3	June	
SCHEME OF SERVICE TRAINING		
LEADERSHIP COURSE FOR DEPUTY DIRECTORS & ANALOGOUS GRADES (COHORT 5)	Mar 10-21	May 12-23
SCHEME OF SERVICE TRAINING FOR PRINCIPAL GRADE & ANALOGOUS GRADES (COHORT 3)	Mar 10-21	May 12-23
SCHEME OF SERVICE TRAINING FOR AD1 & ANALOGOUS GRADES (COHORT 3)	Mar 10-21	May 12-23
SCHEME OF SERVICE TRAINING FOR AD2AS & ANALOGOUS GRADES (COHORT 3)	Mar 10-21	May 12-23
SCHEME OF SERVICE TRAINING FOR DEP. DIRECTORS & ANALOGOUS GRADES (COHORT 1 & 2)	Apr 14-25	Aug 18-29
SCHEME OF SERVICE TRAINING FOR PRINCIPAL GRADE & ANALOGOUS GRADES (COHORT 2)	Apr 14-25	Aug 18-29
SCHEME OF SERVICE TRAINING FOR AD1 & ANALOGOUS GRADES (COHORT 2)	Apr 14-25	Aug 18-29
SCHEME OF SERVICE TRAINING FOR AD2AS & ANALOGOUS GRADES (COHORT 2)	Apr 14-25	Aug 18-29
SCHEME OF SERVICE TRAINING FOR DEP. DIRECTORS & ANALOGOUS GRADES (COHORT 3 & 4)	July 14-25	Sept 15-26
SCHEME OF SERVICE TRAINING FOR PRINCIPAL GRADE & ANALOGOUS GRADES (COHORT 1)	July 14-25	Sept 15-26
SCHEME OF SERVICE TRAINING FOR AD1 & ANALOGOUS GRADES (COHORT 1)	July 14-25	Sept 15-26
SCHEME OF SERVICE TRAINING FOR AD2AS & ANALOGOUS GRADES (COHORT 1)	July 14-25	Sept 15-26
SCHEME OF SERVICE TRAINING FOR AD2BS & ANALOGOUS GRADES (COHORT 3)	Jun 16-27	Oct 13-24
SCHEME OF SERVICE TRAINING FOR AD2BS & ANALOGOUS GRADES (COHORT 2)	Jun 16-27	Oct 13-24
SCHEME OF SERVICE TRAINING FOR AD2BS & ANALOGOUS GRADES (COHORT 1)	Jun 16-27	Oct 13-24
SCHEME OF SERVICE TRAINING FOR SUB-PROFESSIONALS	Jun 16-27	Oct 13-24
LEADERSHIP AND ORGANISATIONAL DEVELOPMENT		
TRAINING OF TRAINERS FOR DEPUTY DIRECTORS AND ABOVE	Feb 19-21	Sept 24-26
EVIDENCE-BASED POLICY MAKING	Mar 12-14	July 16-18
CABINET MEMORANDUM WRITING	Mar 24 -28	Aug 25-29
THE PRACTICE OF ETHICS AND PROFESSIONALISM	Apr 2-4	Oct 8-10
ETHICAL LEADERSHIP FOR QUALITY PRODUCTIVITY IMPROVEMENT	Apr 21-25	Sept 22-26
EMOTIONAL INTELLIGENCE FOR EFFECTIVE LEADERSHIP	May 8-9	Oct 2-3
CHANGE MANAGEMENT	June 4-6	Sept 10-12
CORPORATE GOVERNANCE		
BUILDING AN EFFECTIVE BOARD	Apr 16-18	Sept. 17-19
CORPORATE SOCIAL RESPONSIBILITY	Apr 16-18	Sept 17-19
GENERAL MANAGEMENT AND ADMINISTRATION		
TIME AND STRESS MANAGEMENT	May 6-8	Oct. 1-3
STRATEGIC THINKING AND PLANNING	May 14-15	Aug 13-14
CUSTOMER CARE	May 21-23	Sept. 10-12
ORGANISATIONAL SECURITY, HEALTH AND SAFETY	June 4-6	Sept. 10-12
TEAM BUILDING AND TEAM WORK	Jun 4-6	Sept. 10-12
EFFECTIVE MANAGERIAL/SUPERVISORY SKILLS	Jun 11-13	Sept. 10-12
FRONT DESK MANAGEMENT	Jun 18-20	Sept. 17-19
PROFESSIONAL OFFICE MANAGEMENT	July 9-11	Sept. 17-19
ADMINISTRATIVE MANAGEMENT SKILLS	July 16-17	Oct 15-17
CLIENT SERVICE MANAGEMENT	July 23-25	
CRITICAL THINKING AND ANALYTICAL SKILLS	May 13-15	Sept. 2-4

TITLE	DATES	
GSTC CLIENT SERVICE WEEK CELEBRATION		
ADMINISTRATIVE WRITING SKILLS		
PROPOSAL WRITING SKILLS	Mar 19-21	July 2-4
SPEECH WRITING SKILLS	May 7-8	Aug 13-15
MINUTES WRITING SKILLS	Jun 10-12	Sept. 17-19
MEMO, CIRCULARS AND LETTER WRITING SKILLS	Jun 10-12	Sept. 17-19
REPORT, PROOF READING & EDITING WRITING SKILLS	July 9-11	Sept. 10-12
BRIEFS, SPEAKING NOTES AND HANDING OVER NOTES	July 9-11	Sept. 10-12
PRODUCTIVITY IMPROVEMENT		
CAPACITY ENHANCEMENT OF CIVIL SERVICE ENGLISH SPEAKING WEST AFRICAN COUNTRIES	Jan 20-Feb 20	Aug 4-29
PUBLIC SERVICE DELIVERY IMPROVEMENT	May 5-16	Aug 11-22
APPLICATION OF QUALITY AND PRODUCTIVITY IMPROVEMENT TOOLS	May 14-16	Sept 3-5
ATTITUDINAL CHANGE FOR INCREASED PRODUCTIVITY	Jun 17-18	Sept. 10-12
PRODUCTIVITY IMPROVEMENT AT WORKPLACE	July 9-11	
PROBLEM SOLVING AND DECISION MAKING	July 9-11	
BUSINESS PROCESS REENGINEERING & CONTINUOUS IMPROVEMENT (KAIZEN, 6 SIGMA, TQM)	July 9-11	
PERFORMANCE MANAGEMENT		
ACTION PLAN DEVELOPMENT		Nov 5-7
PERFORMANCE MANAGEMENT SYSTEM		Nov 5-7
GENDER AND DEVELOPMENT		
GENDER MAINSTREAMING IN THE CIVIL SERVICE	Jun 11-13	
WOMEN IN LEADERSHIP AND GOVERNANCE		Sept. 3-5
FINANCIAL MANAGEMENT AND AUDITING		
PUBLIC FINANCIAL ADMINISTRATION	July 2-4	Oct
PUBLIC ACCOUNTABILITY AND EFFECTIVE INTERNAL CONTROLS	July 22-24	Oct 21-23
LOGISTICS, PROCUREMENT & SUPPLY CHAIN		
INVENTORY CONTROL AND MANAGEMENT	June 4-6	
CONTRACT MANAGEMENT AND ADMINISTRATION		Sept. 24-26
SERVICES PROCUREMENT MANAGEMENT	July 15-17	
PUBLIC PRIVATE PARTNERSHIP COURSE		Oct 14-16
SUPPLY CHAIN RELATIONSHIP MANAGEMENT	Aug 20-22	
INFORMATION COMMUNICATION TECHNOLOGY (ICT)		
MICROSOFT OFFICE SUITE – INTRODUCTION TO BASIC EXCEL	April 8-10	
MICROSOFT OFFICE SUITE – INTERMEDIATE		June 10-12
ELECTRONIC RECORDS MANAGEMENT	April 22-24	June 18-20
MICROSOFT OFFICE SUITE (POWERPOINT PRESENTATION SKILLS)		Aug 13-15
LEVERAGING ICT FOR INCREASED PRODUCTIVITY	June 4-6	Sept. 2-4
PERSONAL DEVELOPMENT AND EFFECTIVENESS		
BUILDING YOUR RESILIENCE	June 4-6	Sept. 10-12
PROFESSIONAL CONDUCT FOR OFFICIAL VISITS AND FUNCTIONS	July 16-18	Oct 15-17
PUBLIC SPEAKING		Oct 15-17
PLANNING FOR RETIREMENT		Sept 23-25
FOUR LINE DIRECTORATE		
FINANCE AND ADMINISTRATION	Jul 7-9	
PUBLIC POLICY, BUDGETING, MONITORING AND EVALUATION	Aug 20-22	
RESEARCH, STATISTICS & INFORMATION MANAGEMENT	Sept 16-18	
HUMAN RESOURCE MANAGEMENT	Oct 21-23	
FOUR LINE DIRECTORATE		Nov 24-27

OUR CLIENTELE (SELECTED)

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- Holistic Training Cycle
- Top-Notch Trainers
- Skill-Focused Training
- State-Of-The-Art Training Facilities
- Follow Up Assessment
- Moderate Course Fees

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 and Vehicle Licensing Authority
- Ghana Maritime Authority
- Geological Survey Authority

PUBLIC SERVICES

- Local Government Service
- Ghana Health Service
- Parliamentary Service

- Judicial Service
- Education Service

INTERNATIONAL CLIENTS

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