

CIVIL SERVICE TRAINING CENTRE

2026 TRAINING CALENDAR WITH EXAMINATION

TITLE	DATES	
CIVIL SERVICE EXAMINATION/ASSESSMENT		
ENTRANCE EXAMINATION		
CONVERSION EXAMINATION		
MANDATORY COMPETENCY ASSESSMENTS		
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 9-19	May 11-22
SCHEME OF SERVICE TRAINING FOR PRINCIPAL GRADE & ANALOGOUS GRADES (COHORT 3)	Mar 9-19	May 11-22
SCHEME OF SERVICE TRAINING FOR AD1 & ANALOGOUS GRADES (COHORT 3)	Mar 9-19	May 11-22
SCHEME OF SERVICE TRAINING FOR AD2AS & ANALOGOUS GRADES (COHORT 3)	Mar 9-19	May 11-22
SCHEME OF SERVICE TRAINING FOR DEPUTY DIRECTORS & ANALOGOUS GRADES (COHORT 1 & 2)	Apr 13-24	Aug 17-28
SCHEME OF SERVICE TRAINING FOR PRINCIPAL GRADE & ANALOGOUS GRADES (COHORT 2)	Apr 13-24	Aug 17-28
SCHEME OF SERVICE TRAINING FOR AD1 & ANALOGOUS GRADES (COHORT 2)	Apr 13-24	Aug 17-28
SCHEME OF SERVICE TRAINING FOR AD2AS & ANALOGOUS GRADES (COHORT 2)	Apr 13-24	Aug 17-28
SCHEME OF SERVICE TRAINING FOR AD2BS & ANALOGOUS GRADES (COHORT 3)	Jun 15-26	Oct 12-23
SCHEME OF SERVICE TRAINING FOR AD2BS & ANALOGOUS GRADES (COHORT 2)	Jun 15-26	Oct 12-23
SCHEME OF SERVICE TRAINING FOR AD2BS & ANALOGOUS GRADES (COHORT 1)	Jun 15-26	Oct 12-23
SCHEME OF SERVICE TRAINING FOR SUB-PROFESSIONALS	Jun 15-26	Oct 12-23
SCHEME OF SERVICE TRAINING FOR DEPUTY DIRECTORS & ANALOGOUS GRADES (COHORT 3 & 4)	July 13-24	Sept 7-18
SCHEME OF SERVICE TRAINING FOR PRINCIPAL GRADE & ANALOGOUS GRADES (COHORT 1)	July 13-24	Sept 7-18
SCHEME OF SERVICE TRAINING FOR AD1 & ANALOGOUS GRADES (COHORT 1)	July 13-24	Sept 7-18
SCHEME OF SERVICE TRAINING FOR AD2AS & ANALOGOUS GRADES (COHORT 1)	July 13-24	Sept 7-18
LEADERSHIP AND ORGANISATIONAL DEVELOPMENT		
TRAINING OF TRAINERS FOR DEPUTY DIRECTORS AND ABOVE	Feb 16-20	Sept 22-25

EVIDENCE-BASED POLICY MAKING	Mar 10-13	July 14-17
CABINET MEMORANDUM WRITING	Mar 23 -27	Aug 24-28
THE PRACTICE OF ETHICS AND PROFESSIONALISM	Apr 8-9	Oct 7-8
ETHICAL LEADERSHIP FOR QUALITY PRODUCTIVITY IMPROVEMENT	Apr 20-24	Sept 14-18
EMOTIONAL INTELLIGENCE FOR EFFECTIVE LEADERSHIP	May 6-7	Oct 6-7
CHANGE MANAGEMENT	June 3-5	Sept 9-11

CORPORATE GOVERNANCE

BUILDING AN EFFECTIVE BOARD	Apr 15-17	Sept 16-18
CORPORATE SOCIAL RESPONSIBILITY	Apr 15-17	Sept 16-18

GENERAL MANAGEMENT AND ADMINISTRATION

TIME AND STRESS MANAGEMENT	May 5-7	Oct. 6-8
STRATEGIC THINKING AND PLANNING	May 12-14	Aug 12-14
CUSTOMER CARE	May 19-21	Sept 9-11
ORGANISATIONAL SECURITY, HEALTH AND SAFETY	June 2-4	Sept 9-11
TEAM BUILDING AND TEAM WORK	June 2-4	Sept 9-11
EFFECTIVE MANAGERIAL/SUPERVISORY SKILLS	June 9-11	Sept 9-11
FRONT DESK MANAGEMENT	June 16-18	Sept 16-18
PROFESSIONAL OFFICE MANAGEMENT	July 7-9	Sept 16-18
ADMINISTRATIVE MANAGEMENT SKILLS	July 14-16	Oct 7-9
CLIENT SERVICE MANAGEMENT	July 21-23	Oct 7-9
CRITICAL THINKING AND ANALYTICAL SKILLS	May 13-15	Sept 1-3

ADMINISTRATIVE WRITING SKILLS

PROPOSAL WRITING SKILLS	Mar 17-19	July 7-9
SPEECH WRITING SKILLS	Mar 17-19	Aug 12-14
MINUTES WRITING SKILLS	June 9-11	Sept 15-17
MEMO, CIRCULARS AND LETTER WRITING SKILLS	June 9-11	Sept 15-17
REPORT, PROOF READING & EDITING SKILLS	July 7-9	Sept 9-11
BRIEFS, SPEAKING NOTES AND HANDING OVER NOTES	July 7-9	Sept 9-11

PRODUCTIVITY IMPROVEMENT

PUBLIC SERVICE DELIVERY IMPROVEMENT	May 4-15	Aug 10-21
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APPLICATION OF QUALITY AND PRODUCTIVITY IMPROVEMENT TOOLS	May 13-15	Sept 2-4
ATTITUDINAL CHANGE FOR INCREASED PRODUCTIVITY	June 16-18	Sept. 9-11
PRODUCTIVITY IMPROVEMENT AT WORKPLACE	July 7-9	Oct 7-9
PROBLEM SOLVING AND DECISION MAKING	July 7-9	Oct 7-9
BUSINESS PROCESS REENGINEERING AND CONTINUOUS IMPROVEMENT (KAIZEN, 6 SIGMA, TQM)	July 7-9	Oct 7-9
PERFORMANCE MANAGEMENT		
ACTION PLAN DEVELOPMENT		Nov 3-5
PERFORMANCE MANAGEMENT SYSTEM		Nov 3-5
GENDER AND DEVELOPMENT		
GENDER MAINSTREAMING IN THE CIVIL SERVICE	June 9-11	
WOMEN IN LEADERSHIP AND GOVERNANCE		Sept. 2-4
FINANCIAL MANAGEMENT AND AUDITING		
PUBLIC FINANCIAL ADMINISTRATION	July 1-3	Oct 7-9
PUBLIC ACCOUNTABILITY AND EFFECTIVE INTERNAL CONTROLS	July 22-24	Oct 21-23
LOGISTICS, PROCUREMENT & SUPPLY CHAIN		
INVENTORY CONTROL AND MANAGEMENT	June 3-5	
CONTRACT MANAGEMENT AND ADMINISTRATION		Sept. 22-24
SERVICES PROCUREMENT MANAGEMENT	July 15-17	
PUBLIC PRIVATE PARTNERSHIP COURSE		Oct 14-16
SUPPLY CHAIN RELATIONSHIP MANAGEMENT	Aug 18-20	
INFORMATION COMMUNICATION TECHNOLOGY (ICT)		
MICROSOFT OFFICE SUITE – INTRODUCTION TO BASIC EXCEL	April 7-9	
MICROSOFT OFFICE SUITE – INTERMEDIATE		June 9-11
ELECTRONIC RECORDS MANAGEMENT	April 21-23	June 16-18
MICROSOFT OFFICE SUITE (POWERPOINT PRESENTATION SKILLS)		Aug 11-13
LEVERAGING ICT FOR INCREASED PRODUCTIVITY	June 2-4	Sept. 2-4
PERSONAL DEVELOPMENT AND EFFECTIVENESS		
BUILDING YOUR RESILIENCE	June 2-4	Sept. 8-10
PROFESSIONAL CONDUCT FOR OFFICIAL VISITS AND FUNCTIONS	July 14-16	Oct 13-15

PUBLIC SPEAKING		Oct 13-15
PLANNING FOR RETIREMENT	Sept 22-24	
FOUR LINE DIRECTORATE		
FINANCE AND ADMINISTRATION	Jul 7-9	
PUBLIC POLICY, BUDGETING, MONITORING AND EVALUATION	Aug 18-20	
RESEARCH, STATISTICS & INFORMATION MANAGEMENT	Aug 18-20	
HUMAN RESOURCE MANAGEMENT	Aug 18-20	
FOUR LINE DIRECTORATE		Nov 24-27