

# Ministry of Public Service

## Institute of Public Administration and Management (IPAM)



# IPAM PROSPECTUS 2020



***“Aspire to Excel”***



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# Foreword

It's on again!! The IPAM PROSPECTUS for year 2020 is out again with a lot of very good courses and training programs enlisted for your perusal and use, building and capacitating you to not only providing decent and quality services to the people but also be a better and decent person.

The Institute of Public Administration and Management (IPAM) was instituted purposely to train, build, and capacitate public officers to be skilful, professional and ethical, empowering them to provide high quality and decent services to the people of this country both in the urban and rural areas.

The 2020 Prospectus contains comprehensive information on the training programmes and eligibility requirements that would guide students when they choose their courses and programs under IPAM. The information that are provided by the Prospectus includes admission requirements, the courses that are offered under Corporate Learning and Development Unit (CLDU), Information and Communication Technology Unit (ICTU) and Leadership and Management Development Unit (LMDU) and the times these courses will be offered. This would assist prospective students/officers in their decision-making in how they would approach these courses and their course preferences.

This Prospectus embraces the Vision and Mission of the Institution where it wants to be the leading institution in Learning and Development and contribute to the creation of skilled, professional and ethical public service that is empowered to providing public values and service delivery to the community.

IPAM is the only public institution in the country that offers hands-on courses that actually show officers what to do and how to do it in servicing the people. It is well recognised by the government and other stakeholders as the leading institution that practically enriching public officers in the area of training as well as excellent in the development and enriching public officers on hands on tasks and responsibilities.

Public officers who enrol to do these courses are the main beneficiaries of these programs. IPAM ensures that they are provided with a comprehensive range of excellent and relevant courses that could be seen as the pathways to assist in solving some of the needs and gaps that existed in the service delivery processes. This could be done expanding the courses that we offer each year as contained in this Prospectus.

As a learning and development institute, we will continue to strive to be the leading institute of excellence in learning and development in Solomon Islands and the Region. We are determined to collaborate with all our stakeholders for a successful year of learning and development in 2020.

It is therefore with great pleasure and delight that I have the honour to present the Ministry of Public Service (MPS); Institute of Public Administration and Management (IPAM) Learning and Development Prospectus for the year 2020



**Nego Sisiolo**

Permanent Secretary

Ministry of Public Service

## About IPAM

Established in 2005, IPAM is the premier public institution in the country as well as the region. It has a very good reputation of providing hands-on courses that enriches the performances and enhancement of the service delivery to the people. IPAM's main office is in Honiara with officers and facilitators would normally carry out trainings in and around Honiara as well going out to the provinces and rural areas to teach and run course for public officers who serve in those places.

There are four units operating under this government owned institution with the support of its administration that looks after the logistic and its day-to-day operations of the institution. It employs a Director who reports directly to the Permanent Secretary of the Ministry of Public Service (MPS) as well as overseeing the whole operations and functions of the Institution. These four units are; Leadership and Management Unit (LMDU), the Corporate Learning and Development Unit (CLDU), Strategic Planning Unit (SPU) and Program Design and Development Unit (PDDU).

IPAM offers a wide variety of courses and programmes that cover mostly areas of its four core units, on a short and long-term basis. Most of the courses that are offered in this Institution are work related enrichment tools, designed purposely for public officers to enhance their various responsibilities for effective and efficient deliveries. It awards certificates to public officers who have undertaken these courses, upon completion and has been proven over the years that those officers who have actually undertaken these courses excel in executing their duties and perform extremely well, resulting in some officers promoting to higher ranking positions, including executive positions in the line ministries of the government.

We are hoping that in the coming years IPAM would work with other local, regional and other re-owned academic institutions to provide courses and programs that would assist public officers to acquire relevant qualifications and skills to further assist them while serving in the public offices. This process would not only be able to capacitate public officers to build their careers but to acquire accredited certificates, diplomas, degrees and even masters through the initiatives that provided by this institution.

I strongly urge you to consider IPAM for your trainings and development as the only institution that would help you to acquire hands-on and enrichment trainings that would empower you to build a successful career as well as getting high satisfaction not only in learning and exceptional student experience but satisfaction in how services and provided effective and efficiently.



# Vision and Mission

## VISION:

'A Leading Institute of Excellence in Learning and Development in Solomon Islands and the Region'

## MISSION:

'Through excellence in learning and development, contribute to the creation of a skilled, professional and ethical public service that is empowered to providing public value and service delivery to the community'

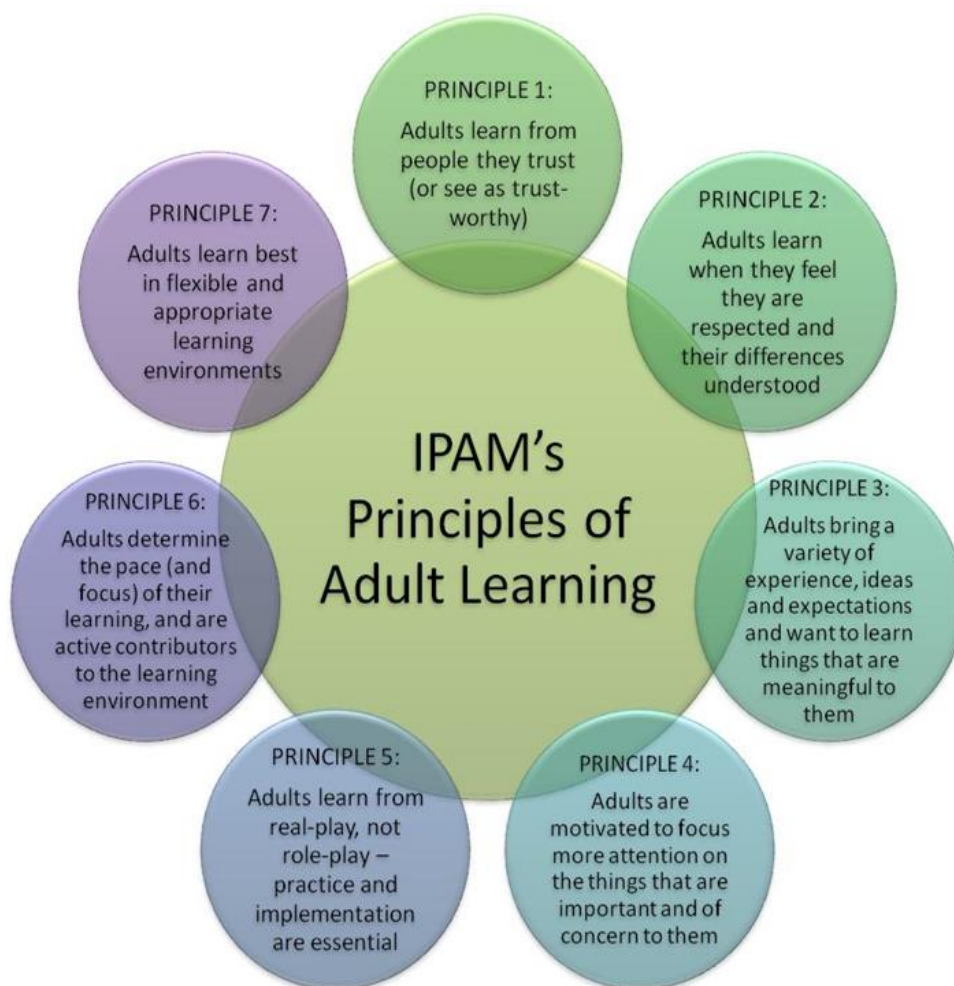
## IPAM Principles and Standards

IPAM's principles and professional standards are statements of values and practices that guide the pathway in which IPAM operates. We offer a summary of our Professional Standards so that Ministries can share in our aspirations and support IPAM's efforts in living up to these standards.

<i>Honesty and Integrity</i>	<ul style="list-style-type: none"><li>•We take action consistent with these values and capabilities.</li><li>•We are responsible for earning and sustaining public trust by being honest, open and transparent in all matters of public administration.</li></ul>
<i>Pride and Sense of Duty</i>	<ul style="list-style-type: none"><li>•We take pride in promoting unity of purpose and being patriotic through the delivery of learning and development programs.</li><li>•We display a sense of duty, commitment and dedication.</li></ul>
<i>Accountability</i>	<ul style="list-style-type: none"><li>•We take personal responsibility for achieving results by working to clear objectives and through the best use of financial, physical and human resources.</li><li>•We always accept the consequences of actions or decisions that they make.</li></ul>
<i>Merit and Equal Opportunity</i>	<ul style="list-style-type: none"><li>•We make decisions and treat people without prejudice.</li><li>•We ensure decisions are made without patronage, favouritism or political influence.</li></ul>
<i>Achievement and Self Confidence</i>	<ul style="list-style-type: none"><li>•We believe in our own ability and celebrate our achievements.</li><li>•We are not be afraid to acknowledge our strengths and weaknesses and to seek development guidance.</li></ul>
<i>Creativity and Innovation</i>	<ul style="list-style-type: none"><li>•We encourage innovation and continuous improvement in design and management of programs.</li><li>•We honour and follow through to completion commitments we make and assigned tasks.</li></ul>
<i>Tolerance and Empathy</i>	<ul style="list-style-type: none"><li>•We accept and respect differences.</li><li>•We encourage constructive objective, evidence-based criticism as a means of growth and recognize and embrace opportunities to learn and apply new ideas.</li></ul>
<i>Customer Service</i>	<ul style="list-style-type: none"><li>•We provide a friendly and helpful service to customers.</li><li>•We understand and work to meet the needs of customers, manage expectations and strive to demonstrate a work ethic that exceeds commitments that have been given.</li></ul>

# IPAM'S Principles of Adult Learning

IPAM's strategic intention is to ensure that the approach taken to the design, delivery and management of learning and development in the Solomon Islands Public Service is aligned with Adult Learning Principles. To support the achievement of this intention, IPAM has identified a set of principles that provide a guidance to how adult principle are implemented in the learning processes. Further to this, IPAM has a Guideline for Review and Design of its Learning and Development Programs, which provides practical instructions on how to ensure that IPAM's programs support effective adult learning, and in particular consider how IPAM can support the application of learning on-the-job. The IPAM Principles of Adult Learning are depicted in the chart below.





## Accreditation and Recognition

Currently, the national government has not yet passed or produced any accreditation framework that could be used as benchmark by tertiary institutions, including IPAM to guide them with the level and quality of courses that are offered by various institutions around the country.

IPAM has its own Guidelines and Rules that assist us to choose which courses to offer and the materials and resources to use. The needs and gaps exist within our line ministries as they offer services to the people also another factor that determines that courses are offered by the institution. The other approach that is taken by IPAM regarding the validity of the courses that are offered by the institution is adapting courses from other universities within and outside of the country. A classic example of this is the adaptation of the ICDL – (International Computers Driver’s License) that are offered by IPAM. These series of courses are adapted from Singapore. It has passed the quality framework in Singapore so they are quality programs that are relevant to our situations in Solomon Islands.

Another approach that is also taken by IPAM is, organizing and facilitating accredited courses that other external universities come and run in this country. Some classic examples of those courses that were already done under this approach were; Certificate IV in Project Management – USP TAFE, Certificate IV in Procurement – an Australian TAFE, MTS, Diploma level Certificate in Procurement – an Australian TAFE, Postgraduate Certificate in Gender Studies – USP/DFL, Postgraduate Certificate in Diplomacy and International Affairs – USP/DFL, The last one is the Master in Business in Administration (MBA) – USP and many others.

## Scope and Sequence of Courses

IPAM as the only Public Institution in the Solomon Islands is striving to be one of the best, not only in the country but in the region and beyond, in training and developing public officers to effective and efficiently when it comes to delivering of decent services to the people of Solomon Islands. The courses and programs that are offered in this institution are very much work related and very practical. This should assist officers to effective and perform well in serving the people because he was actually taught how to provide the services.

The training and courses that we provided cover the following areas; *Induction and Work Ethics section in the Public Service, Leadership and Management Development (LMD), Information and communication (ICT), Building Essential Skills (BES) and Corporate Learning and Development (CLD).*

From the outset we have been focusing on the pursuit of real life learning opportunities for our participants in our line ministries, providing high quality and professional training that should complements them in their work.

It is therefore vital that those who wish to undertake courses and program in IPAM institution to be well aware of content of the course and programs that we offer here and their sequences.

The Institution is also offering Accredited Courses that are offered by other Universities and Institutions with IPAM only facilitating all the formalities in making sure that these courses are taught with required numbers of participants in place.

To help our clients to make the right selection for their needs, this Prospectus includes a coding system that identifies 4 different levels of courses within the IPAM Learning and Development programs:



**INTRODUCTORY:** These courses are designed to address basic knowledge and skills development needs, and are suitable for most Public Officers.



**INTERMEDIATE** These courses are designed with some level of assumed prior knowledge or experience within the specific field of development. They are suitable for more experienced Public Officers.



**ADVANCED:** These courses offer an advanced development opportunity, and are designed to suit very experienced Public Officers with well-developed professional skills.



**ACCREDITED:** These courses and programs are offered by other Institutions in partnership with IPAM. Public Officers who wish to apply for this accredited training **MUST** first complete the Leadership Development Program (LDP) or other advanced eligible training

### Number Coding:

Numbers are also used as codes to represent different levels of courses that are offered under the three (30 units that teach those courses under IPAM. For the **Introductory Level** numeral **ten (10)** is allocated to represent courses that are in that level. Courses in this level would then be numbered from ten (10) to nineteen (19). The next level which is **Intermediate** is allocated with **twenty (20)**. Any courses that come under Intermediate would be numbered, range from twenty (20) to twenty nine (29). The next level **Advance** would have **Thirty (30)** allocated to them.

All the three units namely Corporate Learning and Development Unit (CDLU), Leadership and Management Unit, and ICT unit all have the same coding regarding those different levels that are explained above.

The summary of the numeral coding for the courses area given below;

Levels	Numeral Codes
Introduction:	10
Intermediate	20
Advance	30
Accredited	40 (If that course has no code then we use this otherwise we use the code used for the accredited course).

Therefore ALL courses that are offered under IPAM would now have Permanent Coding using the *Initials for the Unit* followed by the *numerals* that are *allocated to the corresponding levels*.

# Courses Offered and Overview

This section offers brief explanation of the content of what is covered in each courses. The course codes listed below to distinguished and differentiate courses that are offered by IPAM tailored specifically for public servants and officers who are working and serving in the all the Ministries and the nine (9) provinces in the Solomon Islands. If you are thinking about studying with us in 2020, or planning ahead, this is where you'll find information on the programmes and courses we offer.

It is our sincere hope that the programs and courses that we offer in year 2020 at IPAM would equip and enhance public officers to be competitive, effective and efficient in providing and disseminating quality services to the people of Solomon Islands both in urban and rural areas. These course would also build officers to be competitive in the job market, as well as open doors to new opportunities by blending and merging new studies with work experiences to develop knowledge and skills that are highly relevant and competitive and in any work place today.

## CORPORATE LEARNING AND DEVELOPMENT UNIT (CLDU)

### *iv. INDUCTION AND WORK ETHICS SERIES (IWES)*

- **Code of Conduct (COC)**

The Code of Conduct (COC) was developed as the standard code for all ministries and provincial governments. This course determines to serve as a guide to the everyday professional conduct of Public Officers. Successfully completing this course will enable officers to be empowered and aware about standards and expectations while serving the wider community. Public Officers are expected to continuously achieve high standard of ethical work performances and experiences, ensuring that individuals and Public Service as a whole deliver 'best practice' public services by complying with Solomon Islands Public Service Code of Conduct.

**Target Group**

This course was designed for ALL public officers; Line Ministries and Provincial Governments.

- **Know Your Public Service (KYPS)**

This course aims to improve the understanding of public officers about the broader roles, responsibilities and operations of the Public Service under the Solomon Islands Government regarding the services it delivers to the citizens of the Solomon Islands. This course includes four key elements; pre-program learning by participants, cross cutting topics, learning and development theory and the application of learning in the work place.

**Target Group:**

The course is suitable for both new and long serving public officers of all levels.

### *v. CORPORATE LEARNING AND DEVELOPMENT SERIES (CLDS)*

- **Financial and Legislative Framework**

As a public servant you are governed by rules as to what you can do and what you can't do. This is particularly the case when it comes to the use and control of public money. Its participants to have some financial knowledge and know the right way to look after government money. This course aims to explain the financial and legislative framework within which all public servants perform their duties as well as key rules they need to know and understand.

**Target Group**

The focus groups are officers from the accounts section and HOD's including supervisors.

- **Budget and Financial Management**

Regardless of whether you are a Chief Accountant, a manager or a public servant working in a program you will need to make decisions or do work that requires funding for this to happen. The purpose of this course is to explain how ministries receive funding and the rules around how this money must be managed and its use reported.

**Target Group**

Chief and Senior Accountants, other senior accounting staff and managers.

- **Developing Work Place Procedures (DWPP)**

Policies and procedures are an essential part of any organization since they reduce the risk of problems arising. Procedures are developed to ensure that Policies are put into practice. A Policy may require a number of procedures to be developed to ensure that staff clearly understands how to apply the Policy in their everyday work activities. This course is designed to enable public officers to be more aware of the necessary processes involved in developing generic policies and procedures in the workplace.

**Target Group**

Level 6

- **Executive Personal Secretary**

Today's workplace demands a secretary to be more than just a typist. She/he plays more administrative and managerial roles and an irreplaceable back up to an executive in a business or government office. The secretary is a very important mechanism in the public service wheel, vital to the running of busy government offices.

This Executive Secretarial Development course is designed to support participants to develop their capabilities that will enable them to be proficient, competent and proactive in managing the offices of Ministers and Chief Executive Officers. She or he must be adaptable and flexible enough to merge into the work environment easily and confidently.

**Target Group**

Executive Personal Secretaries and other officers in the Secretarial cadre graded as Typist Level 3 to Senior Secretary Level 9

- **Ethics and Governance Course**

Issues of misconduct and official corruption by public servants have tarnished the public service sector. At the centre of some of these scandals are high ranking officials who graduated from renowned institutions. Due to this, Solomon Islands Public Service integrity is perceived to be declining.

The Ethics and Governance course aims to empower public officers in the Level 6 and above bracket who completed the Code of Conduct. It will highlight legislative practices and personal development to uphold ethical leadership in their respective service delivery domains. This course will engage Solomon Islands Public Servants in identifying ethical issues and to establish propositions to develop an ethical public service with high standards. It envisages that experienced and learned public officers will share their experiences and create awareness about ethical dilemmas and how they encounter these dilemmas/challenges.

**Target Group**

Level 6. Including officers who have completed the Public Service Code of Conduct training

- **Records Management**

Records Management course offers training to understand the appropriate procedures and processes of managing public records or government records. All public officers work with electronic or physical documents in their workplaces. These documents requires proper management for filing, retrieving, storing transferring and eventually be disposed. The proper management is important because it reflects good governance and transparency.

vi. ***BUILDING ESSENTIAL SKILLS SERIES (BESS)***

This series of courses includes one (1) and two (2) days workshops that comprise of single topic sessions that target a common suite of knowledge and skills that are required on a day-to-day basis in the workplace.

- **How to Run Successful Meetings**

This course aims to enhance skills in conducting and managing meetings including the development of agendas, chairing meetings, time management and the preparation of minutes.

**Target Group**

Any Public Officer that has the responsibility for planning, chairing meetings, or preparing meeting minutes.

- **Presentation Skills**

Presentation and reports are ways of communicating ideas and information to a group of people. But unlike a report, presentation allows immediate interaction between all participants. This course will inform officers of the basic requirements and preparations needed before and during a presentation. For beginners it will help to improve their image on public speaking and presentations while for many it will remind them of best ways to gain and maintain the interest of their audience during presentation.

**Target Group**

ALL Public servants are entitle to take this course but more suitable to those do a lot of presentations in their work area.

Any public officer who is interested in developing and improving their presentation skills.

- **Customer Services.**

This Customer Service course is design to enhance the effectiveness and efficiency of public servants when dealing with customers. It enhances the capability of officers who deal with customers to be confident. This course also enables officers to approach and serve their customers in the most appropriate and satisfying manner.

The course highlights the theme “Raising the quality of customer service in the public service”. Officers who need to up-skilling in customer service are recommended for this course. The course is set up in four (4) modules as stated below;

Module 1: Knowing your customers.

Module 2: Customer service ethic/values and governance.

Module 3. Effective communication.

Module 4. Dealing with customers.

The course is structured for three (3) days of classroom interactive learning and workplace visitation.



- **Facilitation Skills.**

Facilitation is a skill that is often confused with presentation. Facilitation has become more important now because there is a shift in our teaching approach as we embrace adult learning training principles. The art of instruction that strikes a balance between learning content and learning process is also referred to as the art of facilitation.

## **LEADERSHIP AND MANAGEMENT DEVELOPMENT UNIT**

This series responds to the widely acknowledged need for effective leadership and management both in ALL ministries as well in the provincial governments. This multi-day programmes provide participants with opportunity to grow and improve their leadership and management skills and knowledge necessary to immerse and accelerate leadership in diverse cultures and situations in Solomon Islands. There are wide range of courses that are offered under leadership and management with corresponding levels such as Introduction, Intermediate and Advance levels attaching to them designed to support the development of capabilities needed in the context of the Solomon Islands Public Service.

### **ii. LEADERSHIP AND MANAGEMENT DEVELOPMENT SERIES (LMDS)**

- **Supervisor Development Course.**

This course is specifically design for aspiring supervisors and supervisors. This course provides and guides participants to become effective supervisors and to be assertive and confident in handling problem and dilemmas. It will encompass the knowledge needed in assessing and managing employees' performances, maintaining focus and accountability towards achieving the organization strategies, and ensuring effective communications with both subordinates and managers. Successfully completing this course will enable participants to ease into the responsibilities and the demands of supervisory roles and increase their chances of success.

**Target Group:**

Level 6 and above, including public officers who have supervisory roles.

- **Project Management Course**

Managing and coordinating projects effectively requires proper and better understanding of the theory and practical skills of project management. One must possess good grounding of the requisite project management skills as they will directly contribute to the success and failure of any project.

This course aims to support public officers who manage or coordinate projects or project related activities to fully understand the project management process both in theory and in practical in Solomon Islands government context so that they could be effective in their roles and confidently deal or solve problems pertaining to projects.

**Target Group**

Level 6. Designed for Public Officer who manages and coordinates projects related activities in their workplaces

- **Monitoring and Evaluation Course.**

Monitoring and Evaluation course covers basic theories and fundamental principles and the SIG monitoring and Evaluation process. The course is vital to ensure government programmes and projects are not only *"on track but are on the right track"*.

This is a contextualized course focusing mainly on the Monitoring and Evaluation process within the Solomon Islands Government. It enables government officers to recognize their role and responsibilities in the whole monitoring and evaluation process. It ensures responsible officers know of the requirement of a monitoring and evaluation process and expectations by authorities and the stakeholders for a quality monitoring and evaluation report. The course is made up of 4 units. It begins with a theory-based knowledge in Module 1 and gradually builds up to practice-oriented concepts and activities in Module 4.

**Target Group**

Level 6 and above who are responsible for monitoring and evaluation in the government ministries and agencies.

- **Performance Management Process**

The course focuses on the revised Public Service Management Process that replaces the traditional PMP commonly known as the annual confidential report (ACR). The ministry of Public Service has taken this development approach to ensure all public officers are equipped with right skills and knowledge and also understand their roles and responsibilities in effectively implementing the Performance Management Process according to the PMP Policy in their respective ministries.

This course aims to support supervisors to be confident in carrying out the Performance Management Process in their respective workplaces across the public sector- “Making it happen”.

It provides supervisors with understanding performance management concepts and how the public service Performance Management Process works. It also provides practical guidelines and tools that supervisors could use to plan, manage, assess reward and develop employee performance in their workplaces.

Hence, this course will enable supervisors to engage in a comprehensive performance management system that embraces collaboration and participation between them and their subordinates throughout the performance process.

## **INFORMATION AND COMMUNICATION TECHNOLOGY UNIT**

### ***ii. INFORMATION AND COMMUNICATION TECHNOLOGY SERIES (ICTS)***

- **BASIC COMPUTING**

**Course Overview**

The Computer Basics course introduces the fundamental concepts public officers need to know about how to use a computer as an effective work tool. Computer skills are essential for every public officer and this course enables a non-computer user to become a proficient computer user. It guides participants through from the very beginning.

This course focuses briefly on what a computer does, how it works and how you can use it. It helps enable public officers to know how to use a computer at work or in everyday life competently.

**Target Group**

Any public officer who has limited or no knowledge about computer and its usage

- **MICROSOFT OFFICE WORD 2013/ 2016**

**Course Overview**

This course is designed to introduce the Microsoft Office Word processing concepts and applications to Public Officers. It will enable the officer to demonstrate his or her ability to use the word processing applications to deliver ones responsibilities efficiently.

Upon completion of this course the Officer should be able to accomplish everyday tasks competitively and to work effectively in a computerized word processing environment.

**Target group**

Certified Basic Computing course participants and those who need to increase their knowledge and skill in using Word application.

- **MICROSOFT OFFICE EXCEL 2013/ 2016**

**Course Overview**

This course is the latest version of Excel and is the world's widely used spreadsheet software. Undertaking this course will enable a public officer to understand the basic concept of spreadsheets and have the ability to use a spreadsheet application on a computer.

The content of this program includes introducing Excel 2013 window, creating, formatting, modifying, saving and using other common features and techniques in excel that will enable the officer to work effectively in his or her day to day operation. It also includes applying standard mathematical formulas and functions and be able to create charts and graphs.

**Target Group**

Certified Basic Computing course participants and those who need to increase their knowledge and skill in using Microsoft Office Excel.

- **INFORMATION AND COMMUNICATION (INTERNET USAGE)**

**Course Overview**

The Information and Communication course is divided in two sections. The first section, **Information** helps public officers to understand some of the concepts and terms associated with using the Internet. This includes using a Web browsing application and available search engine tools. The officer will be able to bookmark Web sites, print Web pages and search outputs.

The second section, **Communication** helps public officers to understand some of the concepts of online electronic mail (e-mail) focusing on using of Microsoft Outlook. This includes using the available sites to create, send and receive messages and to attach files to mail messages.

Upon completion of this course the officer will be able to use the Internet effectively and efficiently at work and use email to communicate effectively.

**Target Group**

Any public officer who wish to learn how to use the internet and those who would like to increase their knowledge in using this necessary tool.

- **MICROSOFT POWER POINT**

**Course Overview**

The Microsoft Office Power Point course is a presentation program which will enable a public officer to understand the basic concept of Power point presentation and have the ability to use the presentation tools on a computer.

The content of the program includes the fundamental concepts of presentation and learn to perform tasks such as creating, formatting, modifying and preparing presentations using different slide layouts for display and printed distribution.

Upon completion of this course the officer will be able to use the presentation application to plan and design more effective presentations that have great impact and will better engage and involve an audience.

#### **Target Group**

Any public officer who have completed the Basic Computing course and those who have limited or have a need to increase their knowledge and skill in using PowerPoint presentation.

- **INTERNATIONAL COMPUTERS DRIVER'S LICENSE (ICDL) WORKFORCE**

#### **Program overview**

The International Computer Driver's License Workforce program are designed to provide digital skills for employability and productivity of an employee within the workforce. The ICDL Workforce modules consist of eight separate modules which are categorised into three section; the essential skills, office application and good practice.

#### **Essential Skills**

- **Computer Essentials**

This module sets out essential concepts and skills relating to the use of devices, file creation and management, networks and data security.

- **Online Essentials**

The online essentials module sets out essential concepts and skills relating to web browsing, effective information search, online communication and e-mail.

#### **Office Applications**

- **Word Processing**

This module allows public officers to demonstrate the ability to use a word processing application to accomplish everyday tasks associated with creating, formatting and finishing word processing documents, such as letters and other everyday documents.

- **Spreadsheets**

The Spreadsheets module allows candidates to understand the concept of spreadsheets and to demonstrate an ability to use a spreadsheet to produce accurate work outputs.

- **Presentation**

This module will enable participants to demonstrate competence in using presentation tools on a computer and learn to perform tasks such as creating, formatting, modifying and preparing presentations using different slide layouts for display and printed distribution

#### **Good Practice**

- **IT Security**

The IT Security allows candidates to understand the main concepts underlying the secure use of ICT in daily life and to use relevant techniques and applications to maintain a secure network connection, use the Internet safely and securely, and manage data and information appropriately

- **Online Collaboration**

The Online Collaboration module sets out concepts and skills relating to the setup and use of online collaborative tools, such as storage, productivity applications, calendars, social media, web meetings, learning environments, and mobile technology.

These modules are designed for both in class and self-paced learning, hence the first four modules will be delivered face to face while the rest of the modules the participants are required to do self-paced learning at their workplace or home. It is recommended that officer nominated to participant in this program must have regular access to a computer at work or home. There will be assessments at the end of each modules.

## Keynote Speakers Series (KSS)

Keynote Speakers are eminent persons who reside in or visit the Solomon Islands from time to time and by invitation are prepared to speak on key topics relevant to public administration and management and leadership.

The keynote speaker series are not limited to a *keynote address*, they may for example include *panel discussions, the launch of policy initiatives, alumna gatherings, information sessions and workshops*.

All officers are encouraged to contribute to this series by nominating possible keynote speakers or by registering an email address in order to receive copies of the “**IPAM Keynote Speaker Flyer**” that will be circulated from time to time to advice on upcoming events. Officers can register by simply sending your email address to IPAM Help Desk at [information@ipam.gov.sb](mailto:information@ipam.gov.sb).

Advice on upcoming events will also be distributed to Permanent Secretaries, HRM Officers or the press or be placed on notice boards in Ministries.



## Honiara Delivery Schedules: FEBRUARY – NOVEMBER, 2020

### 1. CORPORATE LEARNING AND DEVELOPMENT UNIT (CLDU)

COURSE CODES	COURSE TITLES	DURATIONS	DATES	CLOSING DATE
CLD11	KYPS	5 Days	Feb 3 - 7	Jan 20, 2020
CLD10	COC	1 Day	Feb 14	Jan 31, 2020
CLD11	KYPS	4 Days	Feb 17 - 20	Feb 3, 2020
CLD20	Records Management	3 Days	Mar 19 - 21	Mar 5, 2020
CLD12	Customer Service	3 Days	Apr 7 - 9	Mar 24, 2020
CLD10	COC	1 Day	Apr 25	Apr 10, 2020
CLD21	Financial & Legislative Framework	1 Day	May 14	Apr 30, 2020
CLD22	Budget & Financial Management	2 Days	May 15, 16	May 1, 2020
CLD23	Ethics & Governance	3 Days	Jun 9 - 11	May 26, 2020
CLD10	COC	1 Day	Jun 30	Jun 16, 2020
CLD11	KYPS	5 Days	Jul 13 - 17	Jun 29, 2020
CLD11	KYPS	4 Days	Jul 27 – 30	Jul 13, 2020
CLD10	COC	1 Day	Aug 14	Jul 31, 2020
CLD24	Executive Personal Secretary	3 Days	Aug 26 - 28	Aug 12, 2020
CLD13	Facilitation Skills	1 Day	Sep 18	Sep 4, 2020
CLD25	Developing Workplace Procedures	2 Days	Sep 24, 25	Sep 10, 2020
CLD14	Presentation Skills	1 Day	Oct 2	Sep 18, 2020
CLD15	How to Run a Successful Meeting	1 Day	Oct 9	Sep 25, 2020
CLD10	COC	1 Day	Oct 23	Oct 9, 2020

### *CORPORATE LEARNING AND DEVELOPMENT SERIES (CLDS)*

CLD21 - FINANCIAL & LEGISLATIVE FRAMEWORK			
Facilitators	Duration	Course Dates	Closing Date for Nomination
Bartholomew Ha'asanau	1 Day	May 14 ,2020	Apr 30, 2020

<b>CLD22 - BUDGET &amp; FINANCIAL MANAGEMENT</b>			
<b>Facilitators</b>	<b>Duration</b>	<b>Course Dates</b>	<b>Closing Date for Nomination</b>
Bartholomew Ha'asanau	2 Days	May 15 – 16, 2020	May 1, 2020

<b>CLD25 - DEVELOPING WORKPLACE PROCEDURES</b>			
<b>Facilitator</b>	<b>Duration</b>	<b>Course Dates</b>	<b>Closing Date for Nomination</b>
Bartholomew Ha'asanau	2 Days	Sep 24, 25 2020	Sep 10, 2020

<b>CLD24 - EXECUTIVE PERSONNEL SECRETARY</b>			
<b>Facilitator</b>	<b>Duration</b>	<b>Course Dates</b>	<b>Closing Date for Nomination</b>
Janet Nori	3 Days	Aug 26 – 28, 2020	Aug 12, 2020

<b>CLD23 - ETHICS AND GOVERNANCE</b>			
<b>Facilitator</b>	<b>Duration</b>	<b>Course Dates</b>	<b>Closing Date for Nomination</b>
Janet Nori	3 Days	Jun 9 – 11, 2020	May 26, 2020

<b>CLD20 - RECORDS MANAGMENT</b>			
<b>Facilitators</b>	<b>Duration</b>	<b>Course Dates</b>	<b>Closing Date for Nomination</b>
Bartholomew Ha'asanau	3 Days	Mar 19 – 21	Mar 5, 2020

CLD12 - CUSTOMER SERVICE			
Facilitators	Duration	Course Dates	Closing Date for Nomination
Janet Nori	3 Days	April 7 – 9, 2020	Mar 24, 2020

### ***INDUCTION AND WORK ETHIC SERIES (IWES)***

CLD10 - CODE OF CONDUCT (COC)			
Facilitators	Duration	Course Dates	Closing Date for Nomination
Bartholomew Ha'asanau	1 Day	Feb 14, 2020	Jan 31, 2020
Bartholomew Ha'asanau	1 Day	Apr 25, 2020	Apr 10, 2020
Janet Nori	1 Day	Jun 30, 2020	Jun 16, 2020
Janet Nori	1 Day	Aug 14, 2020	Jul 31, 2020
Bartholomew Ha'asanau	1 Day	Oct 23, 2020	Oct 9, 2020

CLD11 - KNOW YOUR PUBLIC SERVICE (KYPS)			
Facilitators	Duration	Course Dates	Closing Date for Nomination
Janet Nori	5 Days	Feb 3 – 7, 2020	Jan 20, 2020
Janet Nori	4 Days	Feb 17 – 20, 2020	Feb 3, 2020
Bartholomew Ha'asanau	5 Days	Jul 13 – 17, 2020	Jun 29, 2020
Bartholomew Ha'asanau	4 Days	Jul 27 – 30, 2020	Jul 13, 2020

### ***BUILDING ESSENTIAL SKILLS SERIES (BESS)***

CLD15 - HOW TO RUN A SUCCESSFUL MEETING			
Facilitator	Duration	Course Dates	Closing Date for Nomination
Janet Nori	1 Days	Oct 9, 2020	Sep 25, 2020

CLD14 - PRESENTATION SKILLS			
Facilitator	Duration	Course Dates	Closing Date for Nomination
Bartholomew Ha'asanau	1 Days	Oct 2, 2020	Sep 18, 2020

CLD13 - FACILITATION SKILLS			
Facilitator	Duration	Course Dates	Closing Date for Nomination
Janet Nori	1 Days	Sep 18, 2020	Sep 4, 2020

## 2. INFORMATION AND COMMUNICATION TECHNOLOGY UNIT

COURSE CODES	COURSE TITLES	DURATIONS	DATES
ICT10	Basic computing	3 Days	Feb 24 – 26, 2020
ICT20	Microsoft Word 2013/2016	3 Days	Mar 16 – 18, 2020
ICT21	Microsoft Excel 2013/2016	3 Days	Apr 6 – 8, 2020
ICT22	Information & Communication	3 Days	Apr 27 – 29, 2020
ICDL	International Computer Driver's License (ICDL)	15 Weeks	May 11 – Aug 14, 2020
ICT20	Microsoft Word 2013/2016	3 Days	Sep 14 – 16, 2020
ICT21	Microsoft Excel 2013/2016	3 Days	Oct 13 – 15, 2020
ICT23	Microsoft PowerPoint	3 Days	Nov 3 – 5, 2020

### *INFORMATION AND COMMUNICATION TECHNOLOGY SERIES (ICTS)*

ICT10 - BASIC COMPUTING			
Facilitator	Duration	Course Dates	Closing Date for Nomination
Hemaima Moveni	3 Days	Feb 24 – 26, 2020	Feb 10, 2020

<b>ICT20 - MICROSOFT WORD 2013/2016</b>			
<b>Facilitator</b>	<b>Duration</b>	<b>Course Dates</b>	<b>Closing Date for Nomination</b>
Hemaima Moveni	3 Days	Mar 16 – 18, 2020	Mar 2, 2020
Hemaima Moveni	3 Days	Sep 14 – 16, 2020	Aug 31, 2020

<b>ICT21 - MICROSOFT EXCEL 2013/2016</b>			
<b>Facilitator</b>	<b>Duration</b>	<b>Course Dates</b>	<b>Closing Date for Nomination</b>
Hemaima Moveni	3 Days	Apr 6 – 8, 2020	Mar 23, 2020
Hemaima Moveni	3 Days	Oct 13 – 15, 2020	Sep 25, 2020

<b>ICT22 - INFORMATION &amp; COMMUNICATION</b>			
<b>Facilitator</b>	<b>Duration</b>	<b>Course Dates</b>	<b>Closing Date for Nomination</b>
Hemaima Moveni	3 Days	Apr 27– 29, 2020	Apr 13, 2020

<b>ICDL WORKFORCE</b>			
<b>Facilitator</b>	<b>Duration</b>	<b>Course Dates</b>	<b>Closing Date for Nomination</b>
Hemaima Moveni	15 weeks	May 11 – Aug 14, 2020	Apr 27, 2020

<b>ICT23 - MICROSOFT POWER POINT</b>			
<b>Facilitator</b>	<b>Duration</b>	<b>Course Dates</b>	<b>Closing Date for Nomination</b>
Hemaima Moveni	3 Days	Nov 3 - 5 , 2020	Oct 20, 2020



### 3. LEADERSHIP AND MANAGEMENT DEVELOPMENT UNIT

COURSE CODES	COURSE TITLES	DURATIONS	COURSE DATES
LMD20	Performance Management Process	3 days	Mar 3 – 5, 2020
LMD21	Project Management	5 days	Mar 30 – 3 Apr , 2020
LMD22	Monitoring & Evaluation	4 days	May 12 – 15, 2020
LMD20	Performance Management Process	3 days	Jun 29 – Jul 1, 2020
LMD23	Supervisor Development Course	3 days	Jul 22 -24, 2020
LMD21	Project Management	5 days	Aug 31 – Sep 4, 2020
LMD21	Supervisor Development Course	3 days	Oct 20 – 22, 2020
LMD22	Monitoring & Evaluation	4 days	Nov 16 – 19, 2020

#### *LEADERSHIP AND MANAGEMENT DEVELOPMENT SERIES (LMDS)*

LMD20 - PERFORMANCE MANAGEMENT PROCESS:			
Facilitator	Duration	Course Dates	Closing Date for Nomination
Steve Amasia	3 Days	Mar 3 – 5, 2020	Feb 18, 2020
Steve Amasia	3 Days	Jun 29 – Jul 1, 2020	Jun 15, 2020

LMD21 - PROJECT MANAGEMENT:			
Facilitator	Duration	Course Dates	Closing Date for Nomination
Steve Amasia	5 Days	Mar 30 – Apr 3, 2020	Mar 16, 2020
Steve Amasia	5 Days	Aug 31 – Sep 4, 2020	Aug 17, 2020

LMD22 - MONITORING & EVALUATIONS:			
Facilitator	Duration	Course Dates	Closing Date for Nomination
Steve Amasia	4 Days	May 12 – 15, 2020	Apr 28, 2020
Steve Amasia	4 Days	Nov 16 – 19, 2020	Nov 2, 2020

LMD23 - SUPERVISOR DEVELOPMENT COURSE			
Facilitator	Duration	Course Dates	Closing Date for Nomination
Steve Amasia	3 Days	Jul 22 – 24, 2020	Jul 8, 2020
Steve Amasia	3 Days	Oct 20 – 22, 2020	Oct 7, 2020

## Provincial Delivery Schedules: FEBRUARY – NOVEMBER 2020

### 1. CORPORATE LEARNING AND DEVELOPMENT UNIT

#### *CORPORATE LEARNING AND DEVELOPMENT SERIES (CLDS)*

CORSE CODES	COURSE TITLES	PROVINCES	DURATIONS	DATES
CLD11/CLD10	KYPS/COC	Makira	5 Days	Feb 24 - 28
CLD25	DWPP	Gizo – Western	2 Days	Mar 3 - 4
CLD15	Successful Meeting	Gizo – Western	1 Day	Mar 5
CLD14	Presentation Skills	Gizo – Western	1 Day	Mar 6
CLD13	Facilitation Skills	Gizo – Western	1 Day	Mar 7
CLD11/CLD10	KYPS/COC	Waisisi – Malaita	1 Day	Mar 31
CLD11/CLD10	KYPS/COC	Rate CHS - Guadalcanal	1 Day	Mar 31
CLD11	KYPS	Waisisi – Malaita	4 Days	Apr 1 - 4
CLD11	KYPS	Rate CHS - Guadalcanal	4 Days	Apr 1 - 4
CLD20	Record Management	Kirakira	3 Days	May 5 - 7
CLD25	DWPP	Kirakira	2 Days	May 8 & 9
CLD23	Ethics & Governance	Bellona – Renbel	3 Days	May 19 - 21
CLD25	DWPP	Bellona – Renbel	2 Days	May 22 - 23
CLD11/CLD10	KYPS/COC	Moli CHS – Choiseul	5 Days	Jun 16 - 20
CLD11/CLD10	KYPS/COC	Turarana - Guadalcanal	5 Days	Jun 22 - 26
CLD11/CLD10	KYPS/COC	Vuranivala - Central	5 Days	Jul 20 - 24
CLD11/CLD10	KYPS/COC	Kalenga CHS – Isabel	5 Days	Aug 17 - 21

CLD11 - KYPS & CLD10 - COC			
Provinces	Duration	Course Dates	Closing Date for Nomination
Makira	5 Days	Feb 24 – 28 2020	Feb 10, 2020
Guadalcanal	1 Days	Mar 31 2020	Mar 17, 2020
Malaita	1 Day	Mar 31 2020	Mar 17, 2020
Malaita	1 Day	Apr 1 – 4, 2020	Mar 18, 2020
Guadalcanal	1 Days	Apr 1 – 4, 2020	Mar 18, 2020
Choiseul	5 Days	Jun 16 – 20, 2020	Jun 2, 2020
Guadalcanal	5 Days	Jun 22 – 26, 2020	Jun 8, 2020
Central	5 Days	Jul 20 – 24, 2020	Jul 6, 2020
Isabel	5 Days	Aug 17 – 21, 2020	Aug 3, 2020

CLD25 - DEVELOPING WORKPLACE PROCEDURES			
Provinces	Duration	Course Dates	Closing Date for Nomination
Western Province	2 Days	Mar 3 – 4, 2020	Feb 18, 2020
Makira - Kirakira	2 Days	May 8 – 9, 2020	Apr 24, 2020
Renbel - Bellona	2 Days	May 22 – 23, 2020	May 8, 2020

CLD20 - RECORD MANAGMENT			
Province	Duration	Course Dates	Closing Date for Nomination
Makira - Kirakira	3 Days	May 5 – 7	Apr 21, 2020

CLD23 - ETHICS AND GOVERNANCE			
Province	Duration	Course Dates	Closing Date for Nomination
Renbel - Bellona	3 Days	May 19 - 21, 2020	May 5, 2020

<b>CLD13 - FACILITATION SKILLS</b>			
<b>Province</b>	<b>Duration</b>	<b>Course Dates</b>	<b>Closing Date for Nomination</b>
<b>Western - Gizo</b>	<b>1 Days</b>	<b>Mar 7, 2020</b>	<b>Feb 21, 2020</b>

<b>CLD14 - PRESENTATION SKILLS</b>			
<b>Province</b>	<b>Duration</b>	<b>Course Dates</b>	<b>Closing Date for Nomination</b>
<b>Western - Gizo</b>	<b>1 Days</b>	<b>Mar 6, 2020</b>	<b>Feb 21, 2020</b>

<b>CLD15 - HOW TO RUN SUCCESSFUL MEETING</b>			
<b>Province</b>	<b>Duration</b>	<b>Course Dates</b>	<b>Closing Date for Nomination</b>
<b>Western - Gizo</b>	<b>1 Days</b>	<b>Mar 5 , 2020</b>	<b>Feb 20, 2020</b>

## 2. LEADERSHIP AND MANAGEMENT DEVELOPMENT UNIT

### LEADERSHIP AND MANAGEMENT DEVELOPMENT SERIES (LMDS)

COURSE CODES	COURSE TITLES	DURATIONS	COURSE DATES
LMD22	Monitoring & Evaluation (Gizo, Western Province-Request)	4 days	Feb 10 – 13 2020
LMD22	Monitoring & Evaluation (Buala, Isabel Province)	4 days	Apr 20 -23 2020
LMD21	Project Management(Afio)	5 days	Jun 1 – 5 2020
LMD21	Project Management(Marau)	5 days	Aug 10 – 14 2020
LMD21	Project Management(Ulawa)	5 days	Sep 21 – 25 2020
LMD20	Performance Management Process(Tulagi, CIP - Request)	3 days	May 27 – 29 2020

LMD20 - PERFORMANCE MANAGEMENT PROCESS			
Province	Duration	Course Dates	Closing Date for Nomination
Central - Tulagi	3 Days	Mar 27 - 29, 2020	Mar 13, 2020

LMD21 - PROJECT MANAGEMENT			
Provinces	Duration	Course Dates	Closing Date for Nomination
Malaita - Afio	5 Days	Jun 1 - 5 , 2020	May 18, 2020
Guadalcanal - Marau	5 Days	Aug 10 – 14, 2020	Jul 27, 2020
Makira - Ulawa	5 Days	Sep 21 – 25, 2020	Sep 7, 2020

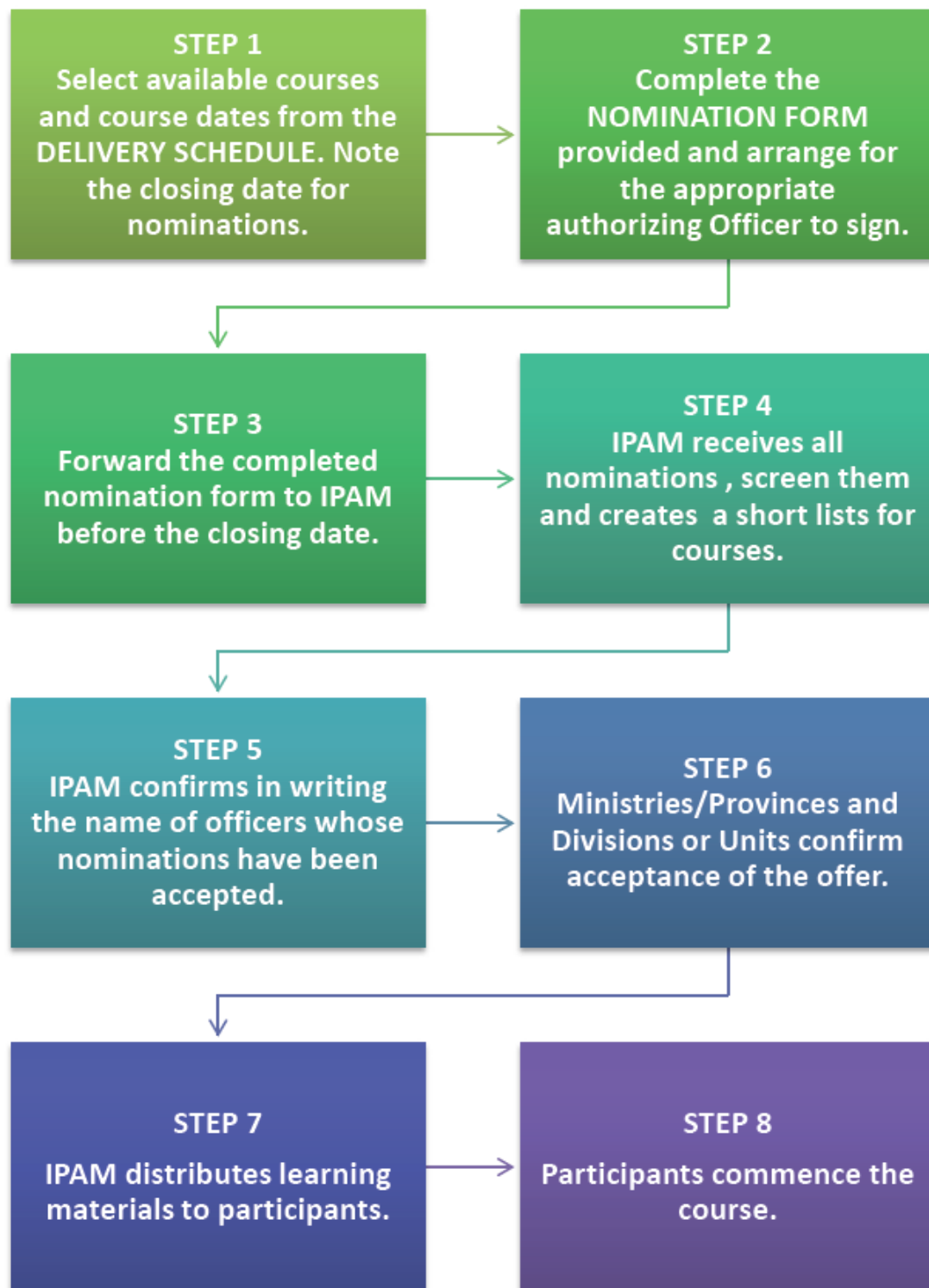
LMD22 - MONITORING & EVALUATIONS			
Provinces	Duration	Course Dates	Closing Date for Nomination
Western - Gizo	4 Days	Feb 10 - 13, 2020	Jan 27, 2020
Isabel - Buala	4 Days	Apr 20 – 23, 2020	Apr 6, 2020

# Policy and Procedures for Nominations

## Policy for Nominating for IPAM Learning and Development Programs and Courses.

1. The nomination form provided at A14.3 should be completed and signed by the Permanent Secretary or an Officer who is authorized by the Permanent Secretary or Head of Division to nominate officers to attend learning and development courses at IPAM.
2. In making a nomination, the Ministry/Province and Division or Unit is committing to the fulltime participation of the officer as specified in the course information and the support of managers and supervisors when the participant is required to undertake study and/or complete an assignment or project in the work place.
3. The closing date for nominations has been scheduled two weeks prior to the commencement of the course. This is to allow IPAM sufficient time to screen applicants and confirm nominations to Ministries/Provinces and Divisions or Units and to distribute information to participants.
4. The completed nomination form must be returned to IPAM prior to the closing date for nominations. Incomplete nomination forms or forms received after the closing date will not be accepted, nor will any changes to the original list of nominations.
5. On receipt of nominations from Ministries/Provinces and Divisions or Units, IPAM will finalize the list of applications and advise ministries of public officers who have been selected to attend a particular learning and development course.
6. Finally to be consistent with IPAM nomination policy and procedure, all government ministries and agencies Must provide their HRD plans to IPAM.

## Process and Steps for Completing a Nomination and Confirming a Participant





# IPAM Course Nomination Form



Institute of Public Administration and Management (IPAM)

Ministry of Public Service

P O Box G29, Honiara, Solomon Islands

Course Code:..... Course Title: .....

Course Date:..... Ministry/Province and Division:.....

Contact Details. Tel: ..... Fax: ..... Email:.....

Nominees Name	Job Title/Level	Gender (F/M)	Length of Service	Previous IPAM Course attended	Name of Supervisor/ Manager

Signature:

Supervisor: ..... Responsible officer: ..... Date: .....

(The Supervisor will be the Nominating Officer and the Permanent Secretary or an Authorizing Officer is the Responsible Officer)