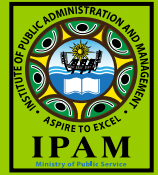




IPAM PUBLIC SERVICE TRAINING SCHEDULE JULY - SEPTEMBER 2022



INDUCTION SERIES

Knowing Your Public Service

Honiara 9 Days 11 - 15 July & 26 - 29 July

Code of Conduct

Honiara 1 Day 19 August

Honiara 1 Day 26 September

CORPORATE LEARNING AND DEVELOPMENT SERIES

Customer Service

Honiara 3 Days 29 - 31 August

Ethics and Governance

Honiara 3 Days 14 - 16 September

Record Management

Honiara 3 Days 15 - 17 August

BUILDING ESSENTIAL SKILLS SERIES (BESS)

Facilitation Skills

Honiara 1 Day 2 September

INFORMATION AND COMMUNICATION TECHNOLOGY SERIES

Microsoft Word 2016

Honiara 3 Days 25 - 27 July

Zoom Online Meeting

Honiara ½ Day 17 August

Microsoft Excel 2016

Honiara 3 Days 12 - 14 September

Microsoft Excel 2016

Malaita (Auki) 3 Days 27 - 29 September

Zoom Online Meeting

Malaita (Auki) ½ Day 30 September

LEADERSHIP & MANAGEMENT DEVELOPMENT SERIES

Supervisor Development Course

Honiara 3 Days 12 - 14 July

Guest Speaker Series

Honiara 1 Day 28 July

Public Service Retirement Planning

Honiara 2 Days 30 - 31 August

Project management

Honiara 5 Days 19 - 23 September

Performance Management Process

Kirakira 3 Days 01 - 03 August

ACCREDITED SHORT TERM TRAINING SERIES (ASTT)

TBC

For further Information on training schedules

Please contact IPAM on the following contacts:

Office Phone: 23042, 23044 or 25777

Email

Sebastian.Poeohu@mps.gov.sb

PKwasi@ipam.gov.sb

Please contact your HR or Training Manager for further information about the course **NOMINATION PROCESS**

IPAM TRAINING HEALTH AND SAFETY

Health and safety are important for the public officials in IPAM trainings. This is important for Course Facilitators/Trainers & Associate Trainers/Guest speakers and especially the course participants. Therefore, always adhere to advices and ground rules established by the IPAM Trainers /Course Facilitators for the training rooms or the vicinity of the training venue.

The basic health and hygiene and social distancing measures must be practiced. Details of these will be emphasised at the start of IPAM trainings.