



MINISTRY OF PUBLIC SERVICE
INSTITUTE OF PUBLIC ADMINISTRATION AND
MANAGEMENT (IPAM)

LEARNING AND DEVELOPMENT PROSPECTUS 2025



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1.0 INTRODUCTION

I am pleased to present the **Institute of Public Administration and Management (IPAM) Learning and Development Prospectus 2025**.

The Institute of Public Administration and Management (IPAM) is a division within the Ministry of Public Service (MPS). It serves as the training arm of the Solomon Islands Government, mandated to build the capacity of the Solomon Islands Public Service workforce through role-based training programs. These programs cover a broad range of disciplines, including Public Administration and Supervision, Leadership and Management, Information and Communication Technology (ICT) skills, Financial Management, and Public Service Systems and Procedures.

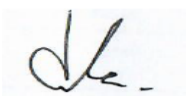
The **IPAM Learning and Development Prospectus 2025** provides comprehensive information on the training programs and eligibility requirements to guide participants and supervisors in selecting the courses and programs offered by IPAM. Key details in the prospectus include training schedules, admission requirements, and descriptions of the courses provided by the IPAM Training Units. These units include the Corporate Learning and Development Unit (CLDU), the Information and Communication Technology Unit (ICTU), and the Leadership and Management Development Unit (LMDU). Additionally, the Business Support Unit (BSU) and the Strategic Planning and Coordination Unit (SPCU) provide logistics, procurement, and strategic planning support to ensure the efficient and effective implementation of all training activities.

The **IPAM Learning and Development Prospectus 2025** aligns with the vision and mission of both the Ministry of Public Service and the IPAM Division. Our commitment is to be a leading institution of excellence in learning and development, contributing to the creation of a skilled, professional, and ethical public service workforce that is empowered to deliver public value and high-quality service to the community.

IPAM is also committed to supporting accredited training programs offered by recognized training institutions, both locally and internationally. It is recognised by the Solomon Islands Government and other stakeholders as the premier institution for enhancing the capability and competence of public officers through role-based and capacity-building training programs.

IPAM remains dedicated to maintaining its status as a leading institution of excellence in learning and development. We will continue to collaborate with stakeholders and partners to coordinate and deliver demand-driven training programs for all public service officers.

I encourage all line ministries' HR managers and respective training officers to fully utilize the training opportunities outlined in the **IPAM Learning and Development Prospectus 2025** for their staff. I wish all our stakeholders a successful year of learning and development in 2025



Luke Cheka
Permanent Secretary
Ministry of Public Service

NOTICE TO PARTICIPANTS AND THEIR MANAGERS OR SUPERVISORS

IPAM welcomes participants from within the Public Service both in Honiara and the provinces. When participating in IPAM Learning and Development programs, participants and their Manager or Supervisors hold certain responsibilities. These responsibilities are provided in detail within each program descriptions. IPAM invites all potential participants to familiarize themselves with the IPAM Professional Standards. Although it does not happen very often, be reminded that poor performance, poor attendance or disruptive behavior may lead to officers being directed to leave IPAM courses. IPAM Courses offered this year (2025), are scheduled in the training schedule for Honiara and Provinces (pg. 9). Furthermore, certain courses are on offer upon request only, these are called requested or customized trainings.

COURSE LEVELS AND CODING

To help our clients to make the right selection for their needs, this prospectus includes a coding system that identifies three different levels of program:

INTRODUCTION

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

INTERMEDIATE

INTERMEDIATE: These courses and programs 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

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

ACCREDITED

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 any other advanced eligible training at IPAM.

The coding system described herein are for all IPAM courses. Please see course coding at appendix A12.4 for further details.

CONTACTS

Please consult our helpful staff for further information concerning course nominations and further information. The IPAM Prospectus 2025 can be downloaded from the public service portal under the Ministry of Public Service using the online access link given below. The IPAM Learning and Development Prospectus 2025 can also be accessed online on; <https://solomons.gov.sb/ministry-of-public-service/>

Mail: Institute of Public Administration and Management (IPAM)
Ministry of Public Service, P. O. Box G29, Honiara.

Telephone: +677 23042 / 23044 / 25777

Administrative and ICT support

For administrative support: Peter Kwasi PKwasi@ipam.gov.sb or Billy Anifaesasi (BAnifaesasi@ipam.gov.sb)

For ICT support: Hemaima Moveni: hmoveni@ipam.gov.sb

2.0 TRAINING SCHEDULE - HONIARA: FEBRUARY – NOVEMBER 2025

2.1 INDUCTION SERIES (IS)

Course Codes	Course Titles	Durations	Date	Due Date for Nominations
IS01	Code of Conduct	1 day	07/02/2025	27/01/2025
IS02	Knowing Your Public Service	9 days	Stage 1: 10-14/02/2025 Stage 2: 24 - 27/02/2025	27/01/2025
IS02	Knowing Your Public Service	9 days	Stage 1: 03 -07/03/2025 Stage 2: 17-20/03/2025	17/02/2025
IS01	Code of Conduct	1 day	07/05/2025	21/04/2025
IS02	Knowing Your Public Service	9 days	Stage 1: 02 -06/06/2025 Stage 2: 16-19/06/2025	19/05/2025
IS02	Knowing Your Public Service	9 days	Stage 1: 14-18/07/2025 Stage 2: 28 -31/07/2025	30/06/2025
IS01	Code of Conduct	1 day	08/08/2025	21/07/2025
IS01	Code of Conduct	1 day	24/09/2025	08/09/2025

2.2 CORPORATE LEARNING AND DEVELOPMENT SERIES (CLDS)

Course Codes	Course Titles	Durations	Date	Due Date for Nominations
CLD07	Engaging Adult Learners	3 days	03 -05/02/2025	20/01/2025
CLD05	Ethics Integrity & Governance	3 days	01-03/04/2025	17/03/2025
CLD03	Customer Service Always	3 days	21-23/05/2025	05/05/2025
CLD06	Developing Work Place Procedure <i>(online)</i>	4 days	26-29/08/2025	11/08/2025
CLD04	Records Management	3 days	01 - 03/10/2025	05/06/2025

2.3 BUILDING ESSENTIAL SKILLS SERIES (BESS) (ON REQUEST TRAININGS)

Course Codes	Course Titles	Duration	Date	Due date For Nominations
BES01	Facilitation Skills	1 day	TBC	Two weeks prior to training date
BES03	Presentation Skills	1 day	TBC	Two weeks prior to training date
BES02	How to Run A Successful Meeting	1 day	TBC	Two weeks prior to training date

2.4 LEADERSHIP AND MANAGEMENT DEVELOPMENT SERIES (LMDS)

Course Codes	Course Titles	Durations	Date	Due date for nominations
LMD01	Performance Management Process	2 days	19 - 20/02/2025	05/02/2025
LMD05	Public Service Retirement Planning	2 days	11 - 12/03/2025	24/02/2025
LMD04	Project Management	4 days	25 -28/03/2025	10/03/2024
LMD01	Performance Management Process	2 days	08 - 09/04/2025	24/03/2025
LMD03	Monitoring and Evaluation	4 days	22 - 25/04/2025	07/04/2025
LMD08	Good Decision Making <i>(For invited participants only)</i>	2 days	27 - 28/05/2025	12/04/2025
LMD01	Performance Management Process	2 days	12 - 13/06/2025	26/04/2025
LMD01	Performance Management Process <i>(online)</i>	3 days	12 - 14/08/2025	29/07/2025
LMD09	Supervisor Development Course	3 days	15 - 17/09/2025	01/09/2025
LMD10	Project Management	4 days	20 - 23/10/2025	06/10/2025

2.5 INFORMATION AND COMMUNICATION TECHNOLOGY SERIES (ICTS)

Course Codes	Course Titles	Durations	Date	Due date for nominations
ICT04	Microsoft Word 2016	3 days	24 - 26/ 02/2025	10/02/2025
ICT07	Microsoft Excel 2016	3 days	17 - 19/03/2025	03/03/2025
ICT03	Cyber Security Awareness	½ day	09/04/2025	24/03/2025
ICT06	Microsoft Power Point	3 days	05 - 07/05/2025	21/04/2025
ICT05	Microsoft Outlook	2 days	18 - 19/08/2025	04/08/2025
ICT03	Cyber Security Awareness	½ day	03/09/2025	18/08/2025
ICT04	Microsoft Word 2016 (<i>online</i>)	5 days	13- 17/10/2025	29/09/2025

3.0 TRAINING SCHEDULE - PROVINCES: JUNE 2025

3.1 GUADALCANAL PROVINCE: TRAINING SCHEDULE

Course Codes	Course Titles	Durations	Date	Due date for nomination
ICT07	Microsoft Excel 2016	3 days	17 - 19/06/2025	02/06/2025

4.0 KEYNOTE SPEAKER SERIES (KSS)

Course Codes	Course Titles	Duration	Date	Due Date for Nomination
KSS 01	Keynote Speaker Series	1 day	25/06/2025	09/06/2025

NB

1. *The Building Essential Skills Series (BESS) On Request Trainings - These will be offered on request. The training dates will be established, after consultations with requesting ministries and/or agencies.*
2. *The Good Decision - Making Course is reserved for invited participants only*

5.0 ABOUT IPAM

IPAM was established in 2005 and had developed into a leading training institution for the public officers in the country as well as in the region. It offers reputable courses that focuses on role-based and on the job trainings. The establishment of IPAM therefore focuses on enhancing and enriching work performances of the public service officers.

IPAM is a division within the ministry of Public Service. It is mandated to carry out role-based training for public officers stipulated under Cap 92/ 4 – 1 (c), in the Public Service Act. IPAM has four units; Leadership Development and Management Unit (LMDU), the Corporate Learning and Development Unit (CLDU), Strategic Planning Unit (SPU), Program Design and Development Unit (PDDU) and the Business Support Unit (BSU). These units work congruently to oversee the administration and management of the training schedules in liaison with the Ministry of Public Service training Unit and line ministries.

IPAM offers a variety of courses and programs that cover mostly areas of induction and on boarding, corporate learning in administration and management, leadership and basic technical skills and ICT knowledge and skills. IPAM liaises with other recognized institution for accredited courses on short and long-term basis. Most of the courses that are on offered are work related and provides the enrichment and tools to enhance the capacity of public services officers to provide effective and efficient delivery of service. Its awards certificates to public officers who have undertaken these courses upon completion. Obtaining an IPAM certificate has been proven to increase the capacity of public officers and has assisted many public officers to excel in their duties, roles and responsibilities.

IPAM is currently working with stakeholders to develop and facilitate role-based trainings to meet the contemporary training needs and demands in the public service. This is done by collaborating with local, regional and international trainings and/or academic institutions that public officers can access and acquire relevant skills, knowledge, ethics and qualifications. It also forges relationship with donors to support its aspirations and to develop its training facilities and capabilities to meet the growing demand for relevant training opportunities for the Solomon Islands public service.

IPAM exits for your human resource training and developmental plans. It is a government funded program that offers contextualized role-based trainings, that will certainly help to boost your capability as a public officer. This will empower you to work effectively and efficiently, ethically and would support you to build a successful career. Consequently, it will assist your quest for high satisfaction job within the public sector.

6.0 IPAM PRINCIPLES AND STANDARDS

6.1 IPAM PROFESSIONAL STANDARDS

IPAM's Professional Standards are a statement of the values and practices that guide the way 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 to these standards.

Honesty and Integrity

- We take action consistent with these values and capabilities.
- We are responsible for earning and sustaining public trust by being honest, open and transparent in all matters of public administration.

Pride and Sense of Duty

- We take pride in promoting unity of purpose and being patriotic through the delivery of learning and development programs.
- We display a sense of duty, commitment and dedication.

Accountability

- We take personal responsibility for achieving results by working to clear objectives and through the best use of financial, physical and human resources.
- We always accept the consequences of actions or decisions that they make.

Merit and Equal Opportunity

- We make decisions and treat people without prejudice.
- We ensure decisions are made without patronage, favouritism or political influence.

Achievement and Self Confidence

- We believe in our own ability and celebrate our achievements.
- We are not be afraid to acknowledge our strengths and weaknesses and to seek development guidance.

Creativity and Innovation

- We encourage innovation and continuous improvement in design and management of programs.
- We honour and follow through to completion commitments we make and assigned tasks.

Tolerance and Empathy

- We accept and respect differences.
- We encourage constructive objective, evidence-based criticism as a means of growth and recognize and embrace opportunities to learn and apply new ideas.

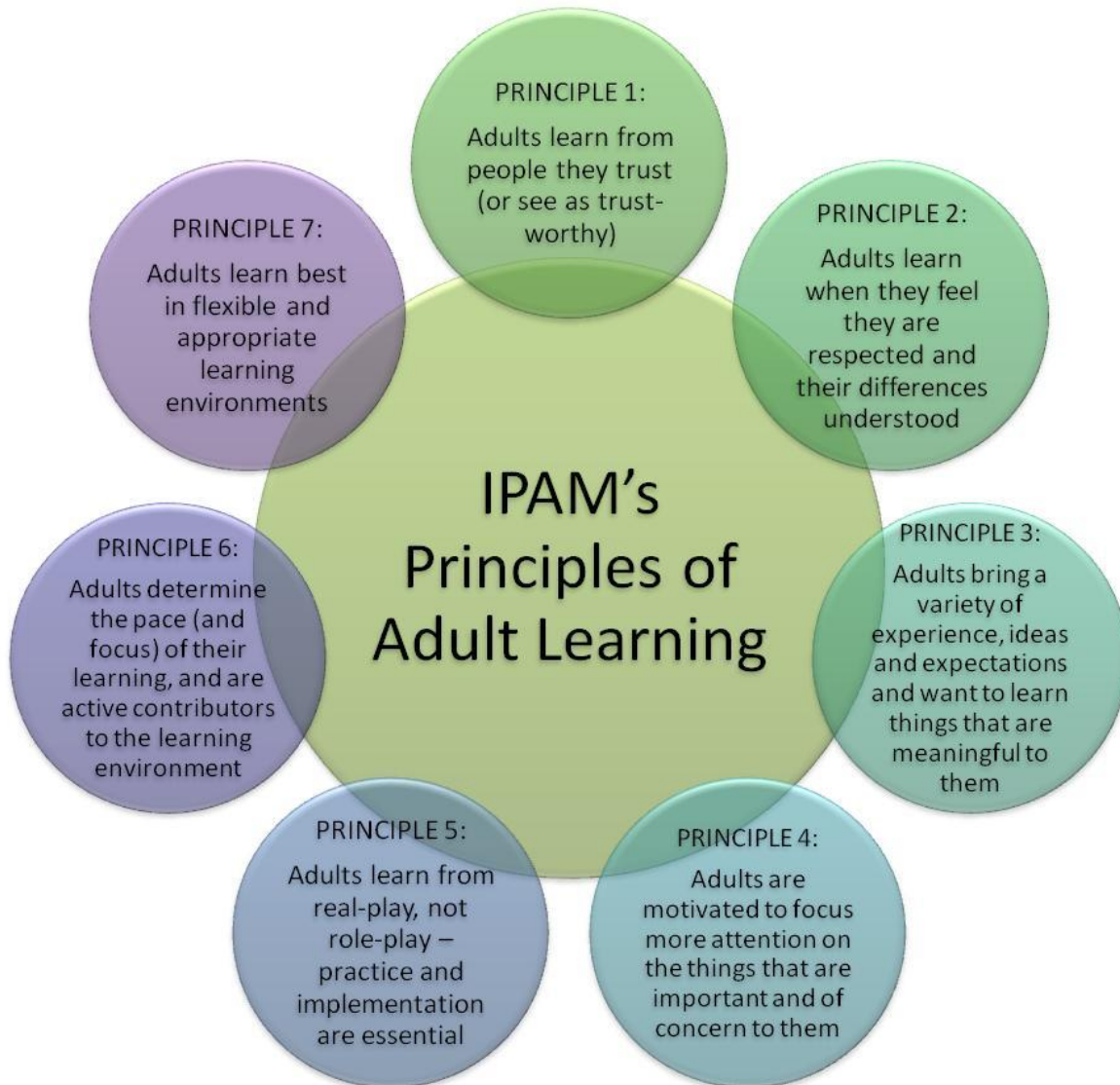
Customer Service

- We provide a friendly and helpful service to customers.
- 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.

6.2 IPAM 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 inform their approach and provide a guide for all future activities.

Since 2011, IPAM has been working hard to ensure that the programs they offer are in line with their Adult Learning Principles. To this end an important document has been produced: The *Guideline for Review and Design of IPAM Learning and Development Programs*. The Guideline 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 Guideline is being used in the design of new programs and in the review of existing ones.



7.0 INDUCTION SERIES - CODE OF CONDUCT AND KNOWING YOUR PUBLIC SERVICE

7.1. IS01: CODE OF CONDUCT (COC)


 INTRODUCTORY

Course Overview

Solomon Islands Public Service (SIPS) strives for a standard excellence in service delivery as a benchmark in delivering public services. Therefore, SIPS Code of Conduct was developed as the standard code for all ministries and provinces. This course determines to serve as a guide to the everyday professional conduct of Public Officers.

Code of Conduct Course comprises of SIPS Code of Conduct five key principles;

- Respect for the Law and Government
- Respect for people
- Integrity
- Diligence
- Economy and Efficiency

Attending this course will enable officers to be aware about standards and expectations, while serving the wider community. Public Officers are expected to live and achieve continuous high standard of ethical work performance to ensure that individuals, and the Public Service as a whole deliver 'best practice' public services.

Successfully completing this course will inform and empower Public Officers of their responsibilities as a Public Officer operating under the code and consequences for breaching the Code. Significantly, Public Officers to acknowledge their obligatory understanding under the Code and willingness to comply with SIPS Code of Conduct.

Target Group

This course was designed for all public officers and direct employees for all Provincial Governments. Ideally the course aimed to provide the added value in ethical work behaviour and attitude. This course is also a requirement for confirmation and promotions in the Public Service of Solomon Islands.

Course Summary	
Duration	1/2 Day
Approach to Workplace Learning	Guided workplace application
Maximum No of Participants	35
Delivery Locations	Honiara and Provinces

7.2. IS02: KYPS: KNOWING YOUR PUBLIC SERVICE (KYPS)


 INTRODUCTORY

This series includes core service wide learning and development courses and programs relating to public administration and management. The focus of this series was identified through the IPAM service wide training needs analysis and is refined through ongoing consultations with Ministries.

Course Overview

This course aims to improve the understanding of public officers about the broader operations of Solomon Islands Government with its responsibilities when delivering services to the citizens of the Solomon Islands. The course is suitable for both long serving and new public officers.

This course includes four key elements; preprogram learning by participants, cross cutting topics, learning and development theory and the application of learning in the work place. The methodology embraces an integrated approach to learning and development such as; facilitated discussions, workshops, field trips, role-plays, and projects and assignments.

Subject matter includes laws that regulate the operations of the public service, an overview of organization structures, and the roles and function(s) of central and line Ministries as well as key policies, systems and procedures. This course also aims to assist officers in fostering mutual respect and an understanding of the importance of ethical relationships between other officers in the Public Service, the community, and the elected Government.

The course comprises eight modules:

- Module 1: Professional Standards
- Module 2: The Public Service as an Organization
- Module 3: The Parliament
- Module 4: Legal Framework of the Public Service
- Module 5: Public Service Systems, Procedures and Work Practices
- Module 6: Human Resource Management in the Public Service.
- Module 7: Improving Relations in the Work Place
- Module 8: Work Place Projects or Assignments.

Module 1 and Module 7 make up the cross-cutting topics. These are “IPAM Professional Standards” and “Improving Relations in the Work Place”. **Module 1 IPAM Professional Standards** deals with behaviors and work practices that are expected of IPAM Officers and participants when delivering or attending learning and development courses at IPAM. **Module 7 Improving Relations in the Work Place** deals with forms of harassment and discrimination in the workplace, diversity, and how mutual respect can contribute to work place productivity and the well-being of public officers.

Module 8 Workplace Projects or Assignments is a crucial component of the course. Participants will be tasked with a project or assignment that they will be required to complete within the time allocated to the course. This will require the cooperation and support of Managers/Supervisors. Participants will be advised of the projects or assignments during the course of study.

Target Group

Although priority will be given to public officers who are in the first six months of service, IPAM encourages nominations for this course from officers regardless of experience.

Managers/Supervisors and Participants Responsibilities

Pre-course reading is a requirement for all participants. Participants who are nominated to attend the course will be sent a pre-course study kit prior to the commencement of the course.

In collaboration with their Managers/Supervisors participants are required to collect information relating to the roles, functions, goals, and objectives of the Ministry in which they are employed. The information they collect will form the basis for presentations that participants will be required to give during the course. If more than one officer from the same Ministry is accepted into the course, they may collaborate on this assignment providing they all participate in the final presentation. IPAM has equipment that will aid presentations including white boards, projectors and chart paper.

If it becomes evident that participants have not read the material provided or they have not prepared a presentation, they may not be eligible for receiving certificates.

This is a compulsory course for all officers entering the Public Service. Before officers are confirmed, they must have completed this course.

Course Summary	
Duration	10 Days
Total Workshop Days	9 Days (includes field trips)
Approach to Workplace Learning	1 Day to complete Workplace Project or Assignment (Module 8)
Maximum No of Participants	35
Requirement for Certification	Attendance at full 9 Days program
Delivery Locations	Honiara and Provinces
The Provincial outstation training for this course will only be conducted for 5 days (field trips not included)	

8.0 CORPORATE LEARNING AND DEVELOPMENT SERIES (CLDS)

8.1 CLD03: CUSTOMER SERVICE ALWAYS


 INTERMEDIATE

Course Overview

This course enables public officers to better understand the principles of customer service, how to enhance service delivery and improve customer care and management.

Target Group

Any public officer who provides customer service to another ministry or the community.

Managers/Supervisors and Participants Responsibilities.

Course Summary	
Total Workshop Days	3 Days
Approach to Workplace Learning	Guided workplace application
Maximum No of Participants	35
Requirement for Certification	Attendance at the workshop
Delivery Locations	Honiara

8.2 CLD04: RECORDS MANAGEMENT



Course Overview

Records Management course is a training that government (public) officers are required to undergo. This training highlights the processes and procedures of records management as stipulated by the Archives Act 1996. All public officers work with documents (either electronic or physical) in their workplaces. These documents will need managed by filing, retrieving, storing transferring and eventually be disposed. Thus, all officers are required to take this course especially the public officers who work in the registry and records units of line ministries.

This is a three 3 days course that includes training room learning, guest speaker addresses and training room activities, a field trip and a workplace project.

The course has five modules; Module 1: Introduction to records management; Module 2: Records Identification; Module 3: Handling Storing and Accessing Records; Module 4: Records Performance and Risk Management and Module 5: Disposal of Records. Details of the three days training can be obtained from the course timetable and the course participant manual.

Target Group

This course is important for all officers who work in the registry and records units of line ministries. Officers who are ready to take up responsibilities in the registry and records units are also encouraged to attend this course.

Managers/Supervisors and Participants Responsibilities

Participants are expected to be self - motivated to learn to develop understanding, knowledge and skills required to carry out an effective and efficient records management in the workplace. They must fully engage in various learning approaches required of this course. Managers and Supervisors are also encouraged to support their officers in implementing and applying the knowledge and skills learned from this course in their respective workplaces.

Course Summary	
Total Workshop Days	3 Days
Approach to Workplace Learning	Guided workplace application
Maximum No of Participants	35
Requirement for Certification	Attendance at the workshop

Delivery Locations

Honiara

8.3 CLD05: ETHICS INTERGRITY AND GOVERNANCE

INTERMEDIATE

Course Overview

Issues of misconduct and official corruption by public servants have tarnished the public service sector. At the center 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.

The course is divided into four modules. The objectives of each module are outlined in detail at the start of each module. The module topics include:

Module 1: Theories and Definitions of Ethics

Module 2: Solomon Islands Public Service Ethics and Standards

Module 3: Managing Unethical Practices

Module 4: Nurturing the Ethics Within

Target Group

Level 6 and above bracket who have completed the Public Service Code of Conduct training.

Managers/Supervisors and Participants Responsibilities

Learning and development resources will be provided to participants prior to the commencement of the course. Participants are also expected to familiarize themselves with the resources provided to ensure they can fully participate in all aspects of the course. They must also attend and actively participate in all the sessions of the course. Managers and Supervisors are also encouraged to support their officers in implementing and applying the learning in their respective workplaces.

Course Summary	
Duration	3 Days
Total Workshop Days	2 ½ Days
Approach to Workplace Learning	½ Day return to workplace for practice.
Maximum No. of Participants	35
Requirement for Certification	Attendance and Demonstrated completion of Workplace Activities
Delivery Locations	Honiara and Provinces

8.4 CLD06: DEVELOPING WORKPLACE PROCEDURES


 INTERMEDIATE

Course Overview

Policies and procedures are an essential part of any organization since they reduce the risk of problems arising. A policy is a statement on a specific issue that clarifies the overall standards applied to work practices, delegations and responsibilities. It explains employer and employee rights and accountabilities and the consequences of failing to adhere to the standards. Without clear policies there are no clear directions for the organization and we can end up with a chaotic and hostile work environment.

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.

Course content includes:

- The Policy Cycle
- Types of Policies
- Policy Development Process
- Policy Content
- Procedure development process

Target Group

Level 6 and above

Managers/Supervisors and Participants Responsibilities

Participants are encouraged to familiarize themselves with **Chapter C** – Conduct and Discipline section of the General Orders and the Solomon Islands Public Service Code of Conduct.

Course Summary	
Total Workshop Days	2 Days
Approach to Workplace Learning	Guided workplace application
Maximum No of Participants	35
Requirement for Certification	Attendance at the workshop
Delivery Locations	Honiara and Province

8.5 CLD07: ENGAGING ADULT LEARNERS


 INTERMEDIATE

Course Overview

This course is specifically designed to equip IPAM Associate Trainers and Guest Speakers to be able to effectively engage adult participants in IPAM programs. Delivering specialist information to adult learners requires much more than just “telling” participants what you know. In order to help facilitate learning, Associate Trainers and

Guest Speakers must also understand how to design their program module to engage participants so that they interact, explore and make sense of the information provided. Adult learning is an autonomous process, and the role of the Associate trainer is to create an “environment” that is conducive to effective learning.

Participants in this program will learn some practical steps that they can take to design their approach and deliver their material as effectively as possible. They will be provided with a practical Guideline to assist their planning so that they can confidently work to IPAM’s Principles of Adult Learning.

Target Group

IPAM Associate trainers and IPAM Guest Speakers. Prospective Associate Trainers and Guest Speakers are also welcome.

Course Summary	
Total Workshop Days	3 Days
Approach to Workplace Learning	IPAM will provide ongoing coaching support to help participants apply what they learn to improve their own delivery when they next deliver in an IPAM program
Maximum No of Participants	35
Requirement for Certification	Attendance at all workshop days
Delivery Locations	Honiara

9.0 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.

9.1 BES01: FACILITATION SKILLS


 INTRODUCTORY

Course Overview

Facilitation skills and presentation are often misinterpreted to mean the same thing. This course aims at informing participants of the difference between facilitation and other presentation methods. It will also equip and improve the skills of officers who would like to facilitate courses whether it is in house or when the need arises. The course will also allow public officers to have a greater understanding and appreciate what facilitation is all about.

Target Group

Any public officer who is interested in developing or improving their facilitation skills.

Course Summary	
Duration	1 Day
Approach to Workplace Learning	Guided workplace application
Maximum No of Participants	35
Delivery Locations	Honiara

9.2 BES02: HOW TO RUN A SUCCESSFUL MEETING


 INTRODUCTORY

Course Overview

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 or chairing meetings, or preparing meeting minutes

Course Summary	
Duration	1 Day
Approach to Workplace Learning	Guided Workplace Application
Maximum No. of Participants	35
Delivery Locations	Honiara

9.3 BES03: PRESENTATION SKILLS


 INTRODUCTORY

Course Overview

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

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

Course Summary	
Duration	1 Day
Approach to Workplace Learning	Guided workplace application
Maximum No of Participants	35
Delivery Locations	Honiara

10.0 LEADERSHIP AND MANAGEMENT DEVELOPMENT SERIES (LMDS)

This series of important trainings responds to the widely acknowledged need for effective learning and development opportunities in the areas of leadership and management. The programs offered are linked to the new Leadership and Management Development Framework, and offer a range of courses and advanced level programs designed to support the development of capabilities needed in the context of the Solomon Islands Public Service.



INTERMEDIATE

10.1 LMD01: PERFORMANCE MANAGEMENT PROCESS

The course focuses on the revised Public Service Performance Management Process (PMP) 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.

Course Overview

This course aims to support supervisors to be confident in carrying out the Performance Management Process in their respective workplaces across the Public Service Sector; “Making it happen right”. It provides supervisors with understanding of performance management concepts and how the Public Service Performance Management Process (PMP) works. It also provides practical guidelines and tools that supervisors could use to plan, manage, assess, reward and develop employee performances in their workplaces. IPAM Learning and Development Prospectus 2022 Institute of Public Administration and Management Prospectus | Ministry of Public Service Page 23 of 32 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 management process.

Target Group

Level 6 and above, including any public officer carrying out supervisory roles

Managers/Supervisors and Participants Responsibilities

This is a training that encompasses PMP policy and its implementation in the public service. Participants are encouraged to familiarize themselves with PMP process and policy. Also, they are expected to have some understanding of the PMP process in their office and challenges or gaps they faced with. They are expected to fully participate in all aspects of the course and to contribute their own experience and expertise. Attendance at the workshops is important.

Program Summary	
Duration	2 days
Approach to Workplace Learning	Guided workplace application
Maximum No of Participants	35
Requirement for Certification	Attendance at the Workshop
Delivery Locations	Honiara

10.2 LMD02: PROJECT MANAGEMENT


 INTERMEDIATE

Course Overview

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 Solomon Islands government context so that they could be effective in their roles and confidently deal or solve problems pertaining to project.

Target Group

Level 6. Designed for public officer who manages and coordinates projects related activities in their workplaces.

Managers/Supervisors and Participants Responsibilities

Participants are encouraged to familiarize themselves with their Ministries/Agencies Project Activities and number of projects their ministries engage in. Also, to know the Public Service Project proposal requirements. Participants are also expected to fully participate in all aspects of the course and to contribute their own experience and expertise. Attendance at the workshops is required as it is a technical training. The Supervisors must support their participants to ensure they acquire maximum benefit from the training.

Program Summary	
Duration	4 days
Approach to Workplace Learning	Guided workplace application
Maximum No of Participants	35
Requirement for Certification	Attendance at the workshop.
Delivery Locations	Honiara and Provinces

10.3 LMD03: MONITORING AND EVALUATION


 INTERMEDIATE

Course Overview

Monitoring and evaluation course covers basic theory and fundamental principles and the SIG monitoring and evaluation process. The course is vital to ensure government programs 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.

Managers/Supervisors and Participants Responsibilities

Participants are required to understand the basic M&E framework established for public sector projects as required under the Ministry of National Planning and Development Coordination (MNPDC). Supervisors are required to support the participants nominated with additional ministerial M&E materials to support the participants' acquisition of knowledge and to articulate the gaps and challenges that may exist in the ministry.

Course Summary	
Total Workshop Days	4 Days
Approach to Workplace Learning	Guided workplace application
Maximum No of Participants	35
Requirement for Certification	Attendance at the workshop
Delivery Locations	Honiara

10.4 LMD04: SUPERVISOR DEVELOPMENT COURSE



INTERMEDIATE

Course Overview

Becoming a supervisor is an exciting promotion and it brings with it a new set of challenges in the workplace. While effective supervision is influenced by how well the personalities of a team mesh together, there is also a set of skills and practices that an effective supervisor needs that can indeed be learned.

Even experienced supervisors can face work place dilemmas such as handling difficult personnel problems, confronting crises with confidence, communicating between managers and subordinates, and keeping their staff motivated, focused, and productive.

This course is designed to support participants to be assertive and confident in handling such dilemmas.

It will encompass the knowledge needed in assessing and managing employee performance, maintaining focus and accountability towards achieving the organization strategies, and ensuring effective communications with both subordinates and managers. This course will help participants 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 recently been promoted to supervisory roles.

Managers/Supervisors and Participants Responsibilities

Learning and development resources will be provided to participants prior to the commencement of the course. Participants are expected to familiarize themselves with the resources provided to ensure they can fully participate in all aspects of the course. Likewise, participants must also attend and actively participate in all the sessions of the course. Managers and Supervisors are also encouraged to support their officers in implementing and applying the learning in their respective workplaces.

Course Summary	
Duration	3 Days
Total Workshop Days	2 ½ Days
Approach to Workplace Learning	½ Day return to workplace for practice
Maximum No of Participants	35
Requirement for Certification	Attendance and Demonstrated completion of workplace activities.
Delivery Locations	Honiara

10.5 LMD05: PUBLIC SERVICE RETIREMENT PLANNING (PSRP)


 INTERMEDIATE

Course Overview

The Public Service Retirement Planning is a workshop/training that involves aspects of planning and opportunities available for the public officers to understand and use for their benefit. This workshop/training aims at providing or equipping participants with information, knowledge and tools for them to use to seek and acquire benefits available. This is preparation and planning workshop/training for public officers to be engaged in economic activities to help them engage as entrepreneurs when they leave the public service. This is two days of training that is contextualized to Solomon Islands Public Service and thus it is appropriately a workshop/training that is essential for public officers who are over 40 years old to attend. The course is made up of four 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

Public officers reaching 5 or more years prior to retiring from the public service. All public officers at all levels with this status of retirement are targeted as recipient of this workshop/training.

Managers/Supervisors and Participants Responsibilities

Participants are required to know retirement processes in the public services and the benefits or penalties associated with it. Supervisors are required to support the participants nominated with additional information concerning retirement and prospecting small businesses and income-generating opportunities available for public officers to access.

Course Summary	
Duration	2 Days
Approach to Workplace Learning	Guided awareness workplace application
Maximum No of Participants	35
Requirement for Certification	Attendance at the workshop
Delivery Locations	Honiara

10.6 LMD08: GOOD DECISION-MAKING


 INTERMEDIATE

Course Overview

This training is a collaboration between the Office of the Ombudsman of Solomon Islands (OOSI) and IPAM. Decision-making is an integral role of all leaders and managers. When a leader/manager makes a good decision, both the organization and the leader/manager have positive and productive outcomes. The opposite is also true. When a leader/manager makes a bad decision, the organization and quality of service is mediocre. The organization will suffer financially and lower the quality of its reputation and credibility. This Course aims at helping decision-makers (public officials and leaders) in the Solomon Islands public service to make good, credible and defensible decisions and help better protect them and their organization. Delivering sound, defensible decisions that meet with the public interest improves the public's confidence and trust in Government Ministries and agencies. The task of governing will usually be easier when the public has confidence in the governance and service provided. Attendees of this Course will have the benefit of understanding what the guiding principles of good administrative decision-making are, and how to apply them in their role as decision-makers.

Target Group

Level 7 and above who are responsible to make good decisions within the line Ministries and agencies.

Managers/Supervisors and Participants Responsibilities

Participants are required to understand good decision-making processes in the public services with the benefits and penalties associated with it. The participants are encouraged to have prior knowledge of COC and KYPS processes before enrolling for this course. Also, they are expected to have some understanding of all the referenced legislations stated in the Good Decision-Making Manual. They are expected to fully participate in all aspects of the course and to contribute their own experiences and expertise during the course of the training.

Program Summary	
Duration	2 days
Approach to Workplace Learning	Guided workplace application
Maximum No of Participants	35
Requirement for Certification	Must attend all the stages in the course content
Delivery Locations	Honiara and Provinces

10.7 LMD09: LEADERSHIP DEVELOPMENT PROGRAM (LDP)


 ADVANCED

Course Overview

This advanced program offer opportunity to build contemporary leadership within SIPS, in a way that focuses on consolidating transactional leadership capabilities. These are the professional capabilities that are needed to ensure that effective and efficient task and project outcomes are achieved through the coordinated efforts of

Ministry staff. This course provides a solid foundation for the development of transformational leadership capabilities. Both transactional and transformational leadership is needed in the SIPS.

This program involves a considerable commitment. It also includes the establishment of project-based Action Learning groups back in the workplace to support each participant to apply what they are learning through the delivery of a strategic project.

Target Group

This program was designed for senior managers and emerging leader. At the commencement and completion of the course participants will be required to complete a course evaluation.

Managers/Supervisors must support participants while doing their action learning projects in their respective work places. All participants are to familiarize themselves and comply with the IPAM Professional Standards.

Program Summary	
Duration	4 Months
Total Workshop Days	5 days
Approach to Workplace Learning	Project-based Action Learning Groups
Maximum No of Participants	20
Requirement for Certification	Attendance at <u>all</u> workshops; Participation in 80% of scheduled Action Learning Group meetings
Delivery Locations	Honiara

10.8 KEYNOTE SPEAKER SERIES (KSS)

The Keynote address speaker series is coordinated by the LMD unit to engage renowned and eminent persons that are willing to share insights, knowledge and skills with the participants. These speakers 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 BSU unit through PKwasi@ipam.gov.sb or Manager LMD , Karen Hiti Titiulu on KTitiulu@ipam.gov.sb

Advice on upcoming events will also be distributed to HRMs of line ministries, online within the SIGNet or be placed on notice boards in Ministries.

11.0 INFORMATION AND COMMUNICATION TECHNOLOGY SERIES (ICTS)

The Information and communication technology unit of IPAM offers series of essential computing courses that are relevant for public servants to enhance their ability in to use the computer as an effective tool. These series of ICT courses are designed based on the seven IPAM's Adult learning principals thus are suitable for all age and range of public officers.

Furthermore, the level of these courses begins from Introductory to Intermediate. More detail information and levels for each course are summarised below.



INTRODUCTORY

11.1 ICT01: 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 as a tool for work and those interested in improving their computer skills.

Managers/Supervisors and Participants Responsibilities

For the program to be successful managers and supervisors must allow participants sufficient time to explore the importance and basic use of computers in the workplaces.

Course Summary	
Total Workshop Days	3 Days (<i>upon request</i>)
Approach to Workplace Learning	Guided workplace application
Maximum No of Participants	20
Requirement for Certification	Attendance at all workshop days
Delivery Locations	Honiara (IPAM Computer Laboratory)

11.2 ICT03: CYBER SECURITY AWARENESS



INTRODUCTORY

Course overview

These courses are designed to provide staff with an understanding of the basics of cyber security threats, and provide awareness about every day measures we can put in place to better mitigate the risk these threats pose.

The course will focus on fundamental cyber security threats and secure practices, including topics of phishing, business email compromise and social engineering, password practices, safe browsing practices, storing and sending data & travel security.

Target Group

Any public officer who has limited knowledge and wish to enhance their work performance in using this necessary tool.

Course Summary	
Total Workshop Days	1/2 Day
Approach to Workplace Learning	Guided workplace application
Maximum No of Participants	20
Requirement for Certification	Attendance at all workshop days
Prerequisite Courses	Cyber Security course
Delivery Locations	Honiara (IPAM Computer Laboratory)

11.3 ICT04: MICROSOFT WORD



INTERMEDIATE

Course Overview

This course is designed to introduce the Microsoft 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 one's 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.

Course Summary	
Total Workshop Days	3 Days
Approach to Workplace Learning	Guided workplace application
Maximum No of Participants	20
Requirement for Certification	Attendance at all workshop days
Prerequisite Courses	Basic Computing course
Delivery Locations	Honiara (IPAM Computer Laboratory)

11.4 ICT05: MICROSOFT OUTLOOK


 INTERMEDIATE

Course Overview

This communication course helps public officer to understand fundamental concepts of using electronic mail (e-mail) focusing on Microsoft Outlook. It covers the outlooks four main features; mail, calendar, people and tasks. This includes creating, sending and receiving messages as well as attaching files. Also organizing and managing individual's outlook mail box and contacts.

Furthermore, public officers will learn to create new meetings, appointments, and be able to send meeting invitation to recipients. He/she will understand to manage and organize daily tasks and information more easily.

Upon completion of this course the officer will be able to use and communicate with the Microsoft Outlook application more effectively and efficiently at work.

Target Group

Any public officer who has limited knowledge and those who would like to increase their knowledge in using this necessary tool.

Course Summary	
Total Workshop Days	2 Days
Approach to Workplace Learning	Guided workplace application
Maximum No of Participants	20
Requirement for Certification	Attendance at all workshop days
Prerequisite Courses	Basic Computing course
Delivery Locations	Honiara (IPAM Computer Laboratory)

11.5 ICT06: MICROSOFT POWER POINT


 INTERMEDIATE

Course Overview

The Microsoft 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 Microsoft Office Power Point 2016.

Course Summary	
Total Workshop Days	3 Days
Approach to Workplace Learning	Guided workplace application
Maximum No of Participants	20
Requirement for Certification	Attendance at all workshop days
Prerequisite Courses	Basic Computing course
Delivery Locations	Honiara (IPAM Computer Laboratory)

11.6 ICT07: MICROSOFT EXCEL


 A blue oval badge with the word "INTERMEDIATE" in white capital letters.

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 2016 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 Excel.

Course Summary	
Total Workshop Days	3 Days
Approach to Workplace Learning	Guided workplace application
Maximum No of Participants	20
Requirement for Certification	Attendance at all workshop days
Prerequisite Courses	Basic Computing course
Delivery Locations	Honiara and Province

12.0 APPENDIX 1: POLICY AND PROCEDURE FOR NOMINATIONS

A12.1 POLICY FOR NOMINATING FOR IPAM COURSES AND PROGRAMS

The nomination form provided at A12.3 should be completed and signed by the Permanent Secretary or Human Resource Manager to nominate officers to attend learning and development courses at IPAM.

In making a nomination, the Ministry/Province/Division/Unit granted necessary support 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.

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.

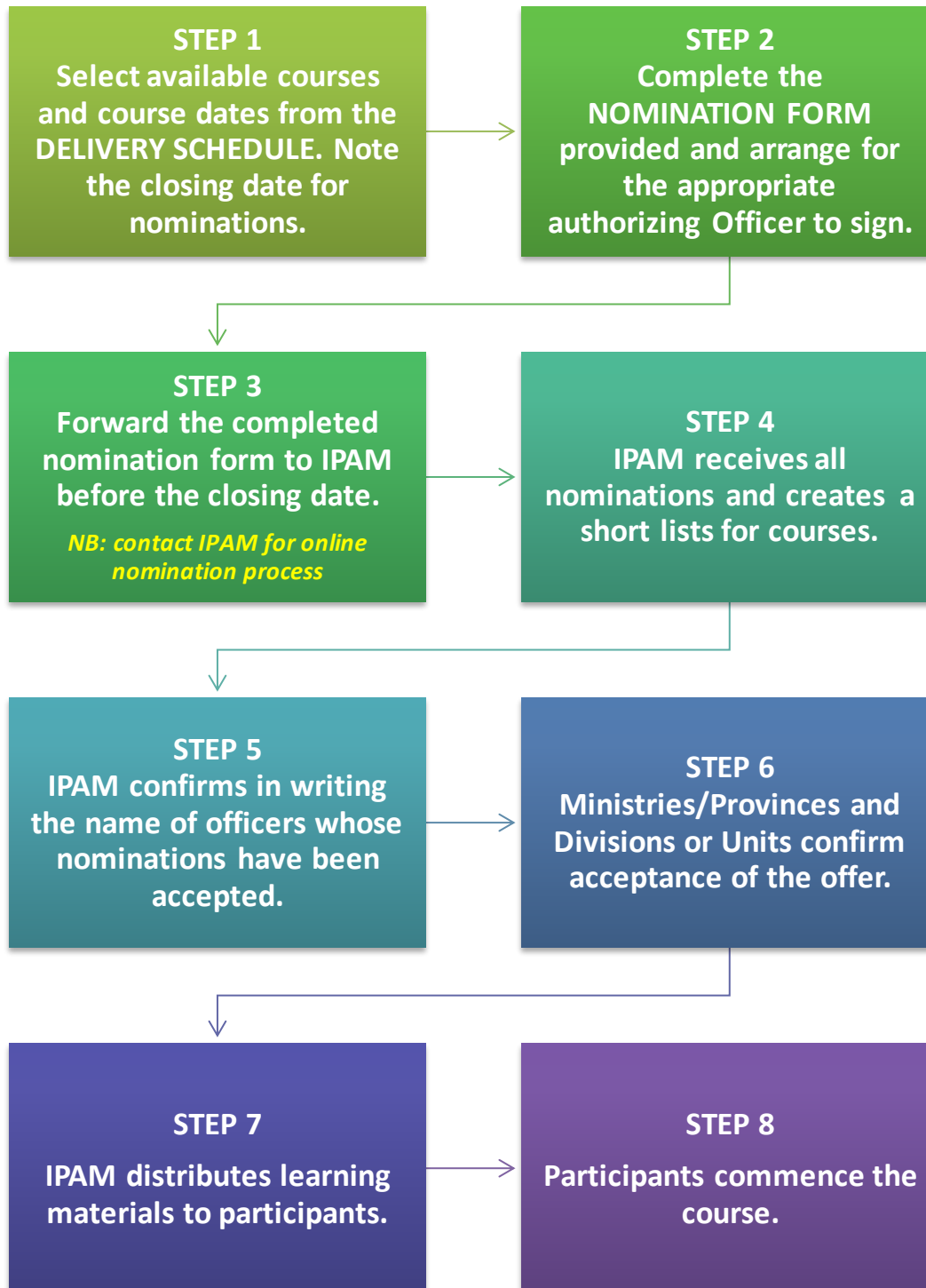
NB: Incorrect, incomplete and late applications have previously caused disruptions in the preparation of programs delaying notification to Ministries/Provinces and Divisions or Units and the distribution of prior learning materials to participants. Therefore, the completed nomination form must be returned 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.

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.

NB: IPAM has now introduced the online nomination process. Hence for further details and the instructions for the online Nomination process, please contact IPAM Business Support Unit and IPAM ICT Units.

A12.2 PROCESS STEPS FOR COMPLETING A NOMINATION AND CONFIRMING A PARTICIPANT

Please note that if applying for the ICDL courses, then a different nomination process applies. See Appendix 2.



A12.4 IPAM COURSE CODING SYSTEM

The course code is determined by the system being prescribed in the table below. The first two and three letters are the initials for the course, and number prescribes the level of the course within the series.

CODING SYSTEM			
12.1 INDUCTION SERIES (IS)			
NO.	Name of Course	No. Code	COURSE CODE
1	Code Of Conduct	01	IS01
2	Knowing Your Public Service	02	IS02
12.2 CORPORATE LEARNING AND DEVELOPMENTSERIES (CLDS)			
NO.	Name of Course	No. Code	COURSE CODE
1	Financial & Legislative Framework	01	CLD01
2	Budget & Financial Management	02	CLD02
3	Customer Service Always	03	CLD03
4	Records Management	04	CLD04
5	Ethics Integrity & Governance	05	CLD05
6	Developing Workplace Procedure	06	CLD06
7	Engaging Adult Learners	07	CLD07
12.3 BUILDING ESSENTIAL SKILLS SERIES (BESS)			
NO.	Name of Course	No. Code	COURSE CODE
1	Facilitation Skills	01	BES01
2	How to Run a successful Meeting	02	BES02
3	Presentation skills	03	BES03
12.4 LEADERSHIP AND MANAGEMENT DEVELOPMENT SERIES (LMDS)			
NO.	Name of Course	No. Code	COURSE CODE
1	Performance Management Process	01	LMD 01
2	Project Management	02	LMD 02
3	Monitoring & Evaluation	03	LMD 03
4	Supervisor Development Course	04	LMD 04
5	Public Service Retirement Planning	05	LMD 05
8	Good Decision Making	06	LMD08
9	Human Resource Fundamentals	08	
9	Mentoring Program [Women in Leadership]	09	LMD09
10	Leadership Development Program	10	LMD10
12.5 INFORMATION AND COMMUNICATION TECHNOLOGY SERIES (ICTS)			
NO.	Name of Course	No. Code	COURSE CODE
1	Basic Computing	01	ICT 01
2	Zoom Online Meeting	02	ICT 02
3	Cyber Security Awareness	03	ICT03
4	Microsoft Word 2016	04	ICT 04
5	Microsoft Outlook	05	ICT 05
6	Microsoft Power Point	06	ICT 06
7	Microsoft Excel 2016	07	ICT07
12.6 NON-TRAINING COURSES (KSS)			
NO.	Name of Course	No. Code	CODE
1	Keynote Speaker Series	01	KSS01