

FEBRUARY 2021

	Training Courses	Number of Trainees	Total
	Number of officers trained from November 2015 to January 2021		40,995
A	Capacity and Capability Programme (sponsored by MPSAIR)		
	Training Programme for Workmen's Group (4 batches)	138	
	Training Programme for Support Staff (4 batches)	132	
	Training Programme for Frontline/Supervisory/Technical Grade (2 batches)	66	
	Training Programme for Middle Management (3 batches)	79	
	Sub-Total A		415
B	Advanced Course on Effective Office Supervision and Management – Office Management Assistants (sponsored by MPSAIR)		
	Workshop on Managing Public Sector Organisations – cohort 6	80	
	Workshop on Good Governance – cohort 6	81	
	Workshop on Government Machinery – cohort 7	42	
	Sub-Total B		203
C	Customised Courses		
	ISO 9001:2015 – <i>Prime Minister's Office (Home Affairs Division)</i>	20	
	Legislative Drafting – <i>Min of Finance and Economic Development</i>	47	
	Gender Mainstreaming in humanitarian situation – <i>Min of Local Government and Disaster Management</i>	67	
	Floral Decoration – <i>Office of the President</i>	42	
	Sub-Total C		176
D	Competency-based Courses		
	First Aid	16	
	Advanced Microsoft Excel	23	
	Registry Procedures	14	
	Writing Effective Minutes of Meeting	12	
	Tender Preparation and Evaluation	11	
	Business Continuity Management	15	
	Sub-Total D		91
E	Online courses on iTrain	84	
	Sub-Total E		84
	Total (A+B+C+D+E)		969
	Grand Total: November 2015 to 28 February 2021		41,964