

Statistics for the month of January 2021

	Training Courses	Number of Trainees	Total
	Number of officers trained from November 2015 to December 2020		40,355
A	Capacity and Capability Programme (sponsored by Ministry of Public Service, Administrative and I.R.)		
	Training Programme for Workmen's Group (2 batches)	58	
	Training Programme for Support Staff (2 batches)	62	
	Training Programme for Frontline/Supervisory/Technical Grade (1 batch)	21	
	Sub-Total A		141
B	Advanced Course on Effective Office Supervision and Management – Office Management Assistants		
	Workshop on Leadership, Supervision & Team Building	80	
	Workshop on Finance, Procurement & Asset Management	40	
	Sub-Total B		120
C	Customised Courses		
	Handling Difficult Customers (Central Water Authority) – 5 batches	132	
	Protocol, Etiquette and Event Management (National Assembly)	27	
	Sub-Total C		159
D	Competency-based Courses		
	Advanced Microsoft Excel	17	
	Sub-Total D		17
E	Online courses on iTrain	203	
	Sub-Total E		203
	Total (A+B+C+D+E)		640
	Grand Total: November 2015 to 31 January 2021		40,995