

Training Statistics for the month of OCTOBER 2021

SN	Training Courses	Number of trainees	Total
	Number of Officer trained from November 2015 to 30 September 2021		49,501
A	Capacity and Capability Development Programme (sponsored by MPSAIR)		
1	Training Programme for Workmen's Group (Level 1)	86	
2	Training Programme for Support Staff (Level 2)	62	
3	Training Programme for Frontline/Supervisory/Technical (Level 3)	39	
4	Training Course for Middle Management (Level 4)	36	
	Sub-Total A		223
B	Induction and other courses (sponsored by MPSAIR)		
1	Induction for newly appointed Confidential Secretary	54	
2	Workshop for CS: Customer care & Public relations	52	
3	Workshop for OMA: Leadership ,supervisory & Team building	32	
	Sub-Total B		138
C	Customised Course		
1	Training on Gender mainstreaming for HR cadre(MPSAIR)	48	
2	Tender preparation and evaluation (MoFED)	27	
	Sub-Total C		75
D	Competency-based/Scheduled Courses		
1	Registry procedures	20	
2	Tender preparation and evaluation	10	
3	Handling difficult customers	11	
4	First Aid	17	
5	Court proceedings	50	

6	Legislative Drafting	12	
7	Advanced Microsoft Excel	16	
	Sub-Total D		136
E	E-learning courses on iTrain/Webinars/Online courses		
1	Courses on iTrain (els)	551	
	Sub-Total E		551
	Sub-Total (A+B+C+D+E)		<u>1,123</u>
	Grand Total: November 2015 to 30 October 2021		50,624