

TRAINING AND DEVELOPMENT

1. What is your annual training budget for year 2019?

Rs

2. What is the amount utilised on training for the year 2019?

Rs

3. Was your organisation able to implement the minimum annual training requirements for staff as recommended by the PRB (i.e. 40 hrs for minor grades, 45 hrs for clerical, executive and technical staff and 60 hrs for administrative and professional staff and above)?

Yes No

3.1 If No, please state what were the constraint:

(please tick as appropriate)

- Lack of Budget/Funding
- Lack of time to organise training
- Cannot identify training courses for all staff
- Too much work leaving little time for training
- There are no qualified trainers
- Other *(please specify)*

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4. Please indicate the number of staff trained by filling the table below:

Category	Number of staff on establishment			Number of staff trained		
	2017	2018	2019	2017	2018	2019
Workmen's Group General and Workmen's Group Tradesmen						
Clerical, Executive and Technician						
Administrative, Professional and above						

5. Has your organisation collected any feedback on the types of training provided?

Yes No

6. What are your proposals to enhance training and development of your employees?

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7. What training can be proposed to minor grades in your organisation?

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8. Please provide suggestions on what can be done to ensure that minor grades are also provided with training opportunities.

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