

## TRAINING AND DEVELOPMENT

1. Name of Organisation: .....

2. What was your training budget for Financial Year 2023 - 2024?

Rs

2.1 What was the amount utilised on training for the Financial Year 2023 - 2024?

Rs

2.2 Is the budget:

Adequate:       Not Adequate:

2.3 If not adequate what % of total budget should be earmarked for training?  %

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/technical staff and 60 hrs for administrative/professional staff and above)?

	Category	Yes	No
1.	Workmen's Group (WG)		
2.	Clerical, Executive, Technical (CET)		
3.	Administrative/Professional (AP)		

3.1 If No, please:

(i) state what were the constraints:

	WG	CET	AP
(please tick as appropriate)			
• Lack of Budget/Funding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Lack of time to organise training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Cannot identify training courses for all staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Too much work leaving little time for training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• There are no qualified trainers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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(ii) list the grades for which courses cannot be identified.

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

Category	FY 2022-2023		FY 2023-2024		FY 2024-2025	
	Number of Staff on establishment	Number of staff trained	Number of Staff on establishment	Number of staff trained	Number of Staff on establishment	Number of staff trained
Workmen's Group General and Workmen's Group Tradesmen						
Clerical, Executive and Technician						
Administrative, Professional and above						

5. Has an officer been designated as Training Manager in your organisation as per recommendation at paragraph 8.30 of the 2021 PRB Report Volume 1?

Yes  (Go to 5.2)                      No

5.1 If No, the reasons thereof?

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5.2 Since when?

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5.3 Please provide data on the number of staff trained, as per table below:

	<b>Category</b>	<b>Number of staff trained after the 2021 PRB Report prior to the designation of Training Manager</b>
1.	Workmen's Group	
2.	Clerical, Executive, Technical	
3.	Administrative/Professional	

6. Has your organisation collected any feedback on training provided?

Yes  No

6.1 If Yes, describe what actions were subsequently taken?

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7. Please enlist training(s) that your organisation considers should be provided to employees of your organisation. *(Proposed list of trainings may be annexed)*

	<b>Category</b>	<b>Proposed Training(s)</b>
1.	Workmen's Group	
2.	Clerical, Executive, Technical	
3.	Administrative/Professional	

8. Please provide suggestions on means to improve the Training and Development function in the Public Sector.

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