



LEARNING, TRAINING AND DEVELOPMENT ANNUAL CAPACITY BUILDING PLAN TEMPLATE FOR LGSS, RCCs AND MMDAs



Name of Organization:.....Date:.....

NO	TITLE OF TRAINING	TRAINING OBJECTIVE(S)	TARGET GROUP	NUMBER OF DAYS	NAME OF TRAINING INSTITUTION	SOURCE OF FUNDING

Prepared By:

Name:.....

Job Title:.....

Sign:.....

Checked By:

Name:.....

Job Title:.....

Sign:.....

EXPLANATION OF TERMS:

ITEM	EXPLANATION OF TERMINOLOGIES USED
Name of Organization	Refers to the specific organization of the Service. Eg. LGSS, WRCC, Mpohor District Assembly
Date	Refers to the specific quarter of the calendar year. E.g. 1 st January, 2015-31 st March 2015
No	serial number of training programmes
Title of training	Refers to the title of the training or capacity building programme, eg. Strategies in Revenue Mobilization
Training objective(s)	Refers to the main objectives of the training, eg, to equip participants with modern skills in revenue mobilization.
Target group	Refers to the category of participants e.g. Auditors, Human Resource, Engineers
Number of days	Refers to the number of days/weeks/months for the training e.g. 2days/one week/2 months
Name of training institution	Refers to the name of the institution or organization providing the training. e.g. Internal Audit Agency, Nariel Consult etc
Source of funding	Refers to the source of funds for the training programme e.g. IGF, GOG, DANIDA, DFID, SDF, DDF etc
Prepared by	Refers to the name of officer who prepared the plan e.g. Grace Owusu (Assistant Human Resource Manager)
Checked by	Refers to the officer who vetted and approve the plan e.g. Mr Joseph Oteng (Coordinating Director)



LEARNING, TRAINING AND DEVELOPMENT QUARTERLY CAPACITY BUILDING REPORT TEMPLATE FOR LGSS, RCCS AND MMDAS



Name of Organization:.....Date:.....

NO	TITLE OF TRAINING	TARGET GROUP	DATE OF TRAINING	VENUE	NAME OF TRAINING INSTITUTION	SOURCE OF FUNDING

Brief Comments :

Prepared By:

Name:.....

Job Title:.....

Sign :.....

Checked By:

Name:

Job Title:.....

Sign :.....

EXPLANATION OF TERMS:

ITEM	EXPLANATION OF TERMINOLOGIES USED
Name of Organization	Refers to the specific organization of the Service. Eg. LGSS, Western Regional Cord. Council, Mpohor District Assembly
Date	Refers to the specific date training took place
No	serial number
Title of training	Refers to the title of the training or capacity building programme, eg. Strategies in Revenue Mobilization
Target group	Refers to the category of participants e.g. Auditors, Human Resource, Engineers
Number of days	Refers to the number of days/weeks/months for the training e.g. 2days/one week/2 months
Date of Training	Indicate the dates on which training was held.
Venue	Refers to where the training took place e.g. Anita Hotel, RCC Conference Room etc
Name of training institution	Refers to the name of the institution or organization providing the training. e.g. Internal Audit Agency, Nariel Consult etc
Source of funding	Refers to the source of funds for the training programme e.g. IGF, GOG, DANIDA, DFID, SDF, DDF etc
Brief Comments	Refers to comment on participation, performance of training provider and post training evaluation
Prepared by	Refers to the name of officer who prepared the plan e.g. Grace Owusu (Assistant Human Resource Manager)
Checked by	Refers to the officer who vetted and approve the plan e.g. Mr Joseph Oteng (Coordinating Director)