**Date: 26th February, 2024.**

Good morning all, sequel to our last training on \*ANOMIS\* which covers areas like; 1.Memo mgt,

2.Leave mgt,

3. Personnel records,

4. Payslip,

5. Incident mgt and General messaging.

The Management have  direct that  every staff should commence the use of ANOMIS for their daily task. To ensure that no one is left behind there is going to be continuous hands on training on ANOMIS that will continue from tomorrow Tuesday, see below for details and guide.

**Proposed Time Table for in – house continuous ANOMIS Training**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S/NO | DEPT | DAYS | Proposed Date | Time |
| 1 | MD Directorate | 2 Days | Teu 27th – Wed 286t  Feb 2024 | 10am – 12pm |
| 2 | HCM Department | 2 Days | Thur 29th – Fri 1st Mar, 2024 | 10am – 12pm |
| 3 | Finance Department | 2Days | Mon 4th – Teu5th th Mar 2024 | 10am – 12pm |
| 4 | SC&O/Innovation/Broadband | 2 Days | Wed 6th – Thur 7th Mar, 2024 | 10am – 12pm |
| 5 | NOC / ITS Staff, Navigation/ Broadcsting | 2 Days | Mon 11th – Tue 12th Mar, 2024 | 10am – 12pm |
| 6 | Administration Department | 2 Days | Wed 13th – Thur 14th  Mar, 2024 | 10am – 12pm |
| 7 | Marketing Department Staff | 2 Days | Mon 18th – Teu 19th Mar, 2024 | 10am – 12pm |
| 8 | Regional offices Staff (**Virtual engagement** ) | 2 Days | Date will be announce |  |

**Venue for all the Departments will be Marketing Boardroom**

**Sign**

**Gowon Sadiku**