

REF.NO.SDI/COU/23/65

14th September, 2021

FROM : THE DIRECTOR, STAFF DEVELOPMENT INSTITUTE, PRIVATE BAG 1,
MPEMBA, BLANTYRE

TO : ALL PRINCIPAL SECRETARIES

: ALL HEADS OF DEPARTMENT

: ALL OTHER ORGANIZATIONS

INDUCTION COURSE FOR SECRETARIES AND COPY TYPISTS

I write to invite you to ~~nominate~~ Secretaries and Copy Typists to an Induction Course which will be held at: **Staff Development Campus from 1st November to 10th December, 2021.**

The aim of this course is to improve participant's abilities in handling Secretarial duties in day-to day duties in their respective offices, so that they become more efficient to meet their bosses' expectations.

The applicable fees for the course are as follows:

- a) Tuition fee - **K310,000.00** per participant.
- b) Lodging - **K168,000** per participant

Notably, the above fees do not include meals, out of-pocket allowances which each MDA is expected to meet separately together with all transport costs for officers nominated to attend the course.

The course will cover the following topics;

- ☛ Documents Formats and Mechanics
- ☛ Shorthand Transcription
- ☛ Office Procedures
- ☛ Malawi Public Service Regulations (MPSR/PSCR)
- ☛ Effective Communication
- ☛ Secretarial Etiquette
- ☛ Official Secrets Act
- ☛ Public Finance Management Act
- ☛ Budget Process
- ☛ Customer Care

Enclosed is a nomination form which should be completed for each nominee and should be sent to:

The Director
Staff Development Institute
Private Bag 1
Mpemba
E-mail: sdi@sdi.ac.mw

Phones: 0999950311/0888354174

Please note that closing date for receiving payments for all participants who would like to participate in this Induction Course is **28th October, 2021.**



P.M. Muthete
DIRECTOR

Enc.