

17 September 2021

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

TO : ALL PRINCIPAL SECRETARIES

: ALL HEADS OF DEPARTMENTS

**INDUCTION COURSES FOR HUMAN RESOURCE MANAGEMENT
OFFICERS, PRINCIPAL HUMAN RESOURCE MANAGEMENT
OFFICERS AND DISTRICT EDUCATION MANAGERS**

Staff Development Institute is pleased to announce that it will conduct Induction training Courses for Human Resource Management Officers, Principal Human Resource Management Officers and District Educational Managers which will be conducted at SDI as follows:

**(1) INDUCTION FOR HUMAN RESOURCE MANAGEMENT
OFFICERS AND PRINCIPAL HUMAN RESOURCE
MANAGEMENT OFFICERS FROM (18 OCTOBER TO 26
NOVEMBER 2021)**

**(2) INDUCTION FOR DISTRICT EDUCATION MANAGERS
FORM (25 OCTOBER TO 3 DECEMBER 2021)**

The course fee which covers tuition, accommodation and training materials is **K478,000.00** This does not include out of pocket allowances which each employer is advised to meet separately together with all transport costs for officers nominated to attend these induction courses.

The aim of these induction courses is to equip participants with modern knowledge and skills in order to improve efficiency and effectiveness in Civil Service, in general and in their various Ministries, Departments and Agencies (MDAs), in particular.

To achieve this aim, the following will be covered:

- Understanding the Public Service as an organization
- Malawi Public Service Regulations (MPSR)

- Public Service Ethics and Etiquette
- Discipline and Grievance Management
- Performance Management Systems (MPS)
- Government Correspondence
- Effective Records Management
- Procurement Management
- Public Sector Financial Management
- Corrupt Practices and Corrupt Practices Act
- Administrative Law
- Transport Logistics and Fleet Management
- Functions of Management
- Nature and Scope of Human Resource Management
- Human Resource Management, Planning and Development
- Staff Motivation
- Team Building
- Conflict Management and Resolution
- Effective Leadership Skills

Target groups for these Induction courses are Human Resource Management Officers, Principal Human Resource Management Officers and all District Education Managers.

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

**The Director
Staff Development Institute
Private Bag 1
MPEMBA**

E-mail: sdi@sdi.ac.mw



**P. M. Muthete
DIRECTOR**

Enc.