**NATIONAL COMMUNICATIONS AUTHORITY**

**INTERNAL MEMORANDUM**

To: Director General

From: Director, Human Resource & Administration

Date: June 7, 2016

Subject: **E-Learning Management System Training for Regional Offices**

Madam,

Following a successful training programme for the E-Learning Management System for staff and management at the head office, Accra, the IT Department wishes to extend this training to the regionals office and their respective managers.

The Department therefore wishes to nominate the under-listed officers to visit the regional offices to facilitate this training programme.

|  |  |
| --- | --- |
| **NAME** | **DESIGNATION** |
| Alhassan Osman Alhaji | Assistant Manager, IT |
| Maxwell Marfo | Senior Administrative Assistant, IT |

The listed staff will be away from **11th June 2016 to 24th June 2016** to undertake the exercise per the schedule below;

|  |  |
| --- | --- |
| **DATE** | **LOCATION** |
| Monday, 13th June, 2016 | Bolgatanga Office |
| Tuesday, 14th June, 2016 | Tamale Office |
| Thursday, 16th June, 2016 | Sunyani Office |
| Friday, 17th June, 2016 | Kumasi Office |
| Monday, 20th June, 2016 | Koforidua Office |
| Tuesday, 21st June, 2016 | Ho Office |
| Thursday, 23rd June 2016 | Takoradi Office |

I wish to request for the required logistics for the staff to undertake the exercise to ensure all staff in the Regions are adequately trained on the E-LMS platform for their learning.

This is kindly submitted for your attention and approval, please.

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Salome Odoom