

*In case of reply the  
date of this*

*Number and*

*Letter should be quoted*

My Ref. No. **ITS/081/V.14**

Your Ref. No. ....



**INSTITUTE OF TECHNICAL  
SUPERVISION  
OFFICE OF THE  
HEAD OF THE CIVIL SERVICE  
P.O. BOX M.49  
MINISTRY BRANCH POST OFFICE  
ACCRA**

Tel. No. 0244661879

**REPUBLIC OF GHANA**

**1st February, 2022**

**36<sup>TH</sup> SENIOR/ 31<sup>ST</sup> JUNIOR TECHNICAL SUPERVISORY  
MANAGEMENT COURSE - 2022**

The Institute of Technical Supervision under the auspices of the Office of the Head of the Civil Service, with the mandate to train the lower and middle level Technical Officers within the Civil and Public Services for improved service delivery.

2. The Technical Supervisory Management Course is intended to develop the capacity of staff to acquire new skills, attitude, broaden their knowledge base to increase their efficiency and effectiveness on the job.
3. The Institute respectfully requests all Chief Directors, Heads of Departments and Human Resource Directors to sponsor and subsequently release eligible Officers to participate in the 36<sup>th</sup> Senior / 31<sup>st</sup> Junior Technical Supervisory Management Course. The programmes will be run virtually in 3 modules as per the attached course contents.
4. The courses would be run virtually via the zoom platform. Please refer to details below;

<b>COURSE</b>	<b>ZOOM LINK</b>	<b>PASSWORD</b>	<b>DATES 2021</b>	<b>TIME</b>	<b>FEES GH¢</b>
Senior Course	4152801255	its@1958	July 4 <sup>th</sup> - September 30 <sup>th</sup>	9.00 am – 2.00pm	3,600.00
Junior Course	4152801255	its@1958	July 4 <sup>th</sup> - September 30 <sup>th</sup>	9.00 am – 2.00pm	3,600.00
Weekend Course (Senior/ Junior)	4152801255	its@1958	1 <sup>st</sup> July – 22 <sup>nd</sup> October	9.00 am – 4.00pm	3,600.00

5. Kindly settle the course fees by **Crossed Cheque to the Institute of Technical Supervision** by end of June, 2022. However flexible payment terms can be arranged in special circumstances.

## 6. ENTRY REQUIREMENT / QUALIFICATION

31 <sup>ST</sup> JUNIOR COURSE	36 <sup>TH</sup> SENIOR COURSE
<ul style="list-style-type: none"><li><input type="checkbox"/> Nominees should be at least Junior Foremen who have done not less than three (3) years continuous and satisfactory service.</li><li><input type="checkbox"/> Artisans with the City and Guilds Craft Certificates who have done not less than three (3) years continuous service.</li><li><input type="checkbox"/> Artisans and Supervisory Tradesmen with the Middle School Leaving Certificate, BECE, WASSCE, NVTI GD I &amp; II with not less than Five (5) years satisfactory service on the grade.</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Nominees should be at least Junior Foremen who have done not less than three (3) years continuous and satisfactory service</li><li><input type="checkbox"/> Foremen with Final City and Guilds Certificate or its equivalent who have served three (3) years on the grade.</li><li><input type="checkbox"/> Foremen who have undertaken the Junior Technical Supervisory Management Course at the Institute of Technical Supervision (I.T.S.) and have served three (3) years after the course.</li></ul>

## 7. HOW TO APPLY

Applicants can **apply or download the application form** through the institute's website: [www.its.gov.gh](http://www.its.gov.gh) or complete the attached application form and pay **GH¢ 100.00 (One hundred Ghana Cedis)** as processing fee during submission.

**NB: For admission into the programme, names of applicants should reach the institute by 22<sup>nd</sup> June, 2022.**

8. For further enquiries, please visit our website: [www.its.gov.gh](http://www.its.gov.gh) or contact the following numbers **0244661879 / 0267595503 / 0506532711** or email [itswejajunction@gmail.com](mailto:itswejajunction@gmail.com).
9. We are counting on your usual co-operation.

**JOHN N. O. WELBECK**  
**PRINCIPAL**

for: **HEAD OF THE CIVIL SERVICE**

## **DISTRIBUTION**

ALL CHIEF DIRECTORS  
ALL REGIONAL CO-ORDINATING DIRECTORS  
ALL HEADS OF STATUTORY BOARDS & CORPORATIONS  
ALL METROPOLITAN, MUNICIPAL AND DISTRICT CO-ORDINATING  
DIRECTORS ALL HEADS OF DEPARTMENTS ALL HUMAN RESOURCE  
DIRECTORS.

**INSTITUTE OF TECHNICAL SUPERVISION (ITS)**

**36<sup>TH</sup> SENIOR TECHNICAL SUPERVISORY MANAGEMENT COURSE - 2022**

<b>Module/ Dates 2022</b>	<b>Module Contents</b>	<b>Target Group</b>
Module 1  July 4 - 22	Participants will be taken through topics such as; <ul style="list-style-type: none"><li>• Techniques in Feasibility Studies</li><li>• Effective Practice of Supervision</li><li>• Attitudinal Change</li><li>• Workplace Improvement Techniques</li><li>• Introduction to Leadership Practice</li></ul>	Senior Foreman, Foreman Works Superintendents, Senior Technical Officers.
Module 2  August 8 - 26	Participants will be taken through Technical Supervisory topics such as; <ul style="list-style-type: none"><li>• Maintenance Management</li><li>• Conflict Management</li><li>• Effective Communication</li><li>• Problem Solving and Decision Making</li><li>• Effective Delegation</li><li>• Time and Stress Management</li></ul>	Senior Foreman, Foreman Works Superintendents, Senior Technical Officers.
Module 3  September 12 – 30	Participants will be divided into their various fields of specialty where training is tailored to meet their needs and also attend field trips. <ul style="list-style-type: none"><li>• Occupational Health and Safety</li><li>• Sequence of Behaviour</li><li>• Costing of Engineering Works</li><li>• Planning for Formal Retirement</li><li>• Industrial visits</li></ul>	Senior Foreman, Foreman Works Superintendents, Senior Technical Officers.

**WEEKEND VIRTUAL TRAINING SCHEDULE**

Module 1	All weekends from 1 <sup>st</sup> July – 30 <sup>th</sup> July, 2022
Module 2	All weekends from 5 <sup>th</sup> August, - 3 <sup>rd</sup> September, 2022
Module 3	All weekends from 9 <sup>th</sup> September – 1 <sup>st</sup> October, 2022

**INSTITUTE OF TECHNICAL SUPERVISION (ITS)**

**31<sup>TH</sup> JUNIOR TECHNICAL SUPERVISORY MANAGEMENT COURSE - 2022**

<b>Module/ Dates</b>	<b>Module Contents</b>	<b>Target Group</b>
Module 1  July 4 - 22	Participants will be taken through topics such as; <ul style="list-style-type: none"><li>• Technical Mathematics</li><li>• English Language</li><li>• Introduction to ICT (Windows, Ms Word and Excel)</li></ul>	Junior Foreman, Artisans, Supervisory Tradesmen.
Module 2  August 8 - 26	Participants will be taken through Technical Supervisory topics such as; <ul style="list-style-type: none"><li>• Effective Practice of Supervision</li><li>• Communication for Results</li><li>• Time Management</li><li>• Problem Solving and Decision Making</li><li>• Conflict Management</li><li>• Planning for Your Formal Retirement</li></ul>	Junior Foreman, Artisans, Supervisory Tradesmen.
Module 3  September 12 – 30	Participants will be divided into their various fields of specialty where training is tailored to meet their needs and also attend field trips. <ul style="list-style-type: none"><li>• Project Feasibility Studies</li><li>• Occupational Health and Safety</li><li>• Costing and Estimation of Engineering works</li><li>• Job Planning and Control</li><li>• Introduction to Maintenance Management</li><li>• Introduction to Workplace Improvement Techniques</li></ul>	Junior Foreman, Artisans, Supervisory Tradesmen.

**WEEKEND SCHOOL SCHEDULE**

Module 1	All weekends from 1 <sup>st</sup> July – 30 <sup>th</sup> July, 2022
Module 2	All weekends from 5 <sup>th</sup> August, - 3 <sup>rd</sup> September, 2022
Module 3	All weekends from 9 <sup>th</sup> September – 1 <sup>st</sup> October, 2022

**INSTITUTE OF TECHNICAL SUPERVISION  
(OFFICE OF THE HEAD OF CIVIL SERVICE)  
(Endorse By H.O.D) P.O. BOX M.49 ACCRA-WELJA -  
JUNCTION**

**Passport Photograph**



**COURSE APPLICATION FORM**

**To be completed in capital letters:**

Surname: .....

First Name: .....

Date of Birth: (Day)..... (Month)..... (Year).....

Postal Address: .....

Home Address: .....

Telephone No.: Office: ..... Home: .....

Name of Organization: .....

Basic Trade: ..... Email: .....

Present Position/Post:.....

Qualification: .....

Schools/Colleges Attended	Year	Certificate Obtained

TYPE OF COURSE; Applicant should tick (✓) the appropriate course:

**Senior Course** ☐

**Junior Course** ☐

**Signature of Applicant:** .....

**Declaration by Head of Department**

I declare that to the best of my knowledge, the information given on the application form is correct and complete.

Name of Head of Department: .....

Signature /Stamp: .....

Position/Title: .....

Date:.....





**INSTITUTE OF TECHNICAL SUPERVISION (ITS)**  
**OFFICE OF THE HEAD OF THE CIVIL SERVICE (OHCS)**  
**PROFICIENCY BASED COURSES FOR SECO0ND HALF- 2022.**



NO.	COURSE TITLE	TARGET GROUP	MODE OF DELIVERY	DATES		FEES GH¢
TECHNICAL SUPERVISORY MANAGEMENT PROGRAMMES						
1.	Practice of Technical Supervision	Foreman, Jnr. Foreman, Tradesman GDI&II	Virtual	July 12 - 13	September 6 - 7	300.00
2.	Technical Inspections and Report Writing	Supervisors, Works Superintendents and Building Inspectors	Virtual	July 26 - 27	October 11 - 12	300.00
3.	Planning for Formal Retirement	Watchmen, Sanitary Officers/ Cleaners, Drivers GD II, Artisans.etc.	In-person	July 19 - 20	November 22 - 23	500.00
4.	Effective Facilities and Maintenance Management	Estate Officers & Building Inspectors.	Virtual	July 5 - 6	September 27 - 28	300.00
5.	Feasibility Studies and Risk Management	Supervisors, Works Superintendents and Building Inspectors	Virtual	August 2 - 3	November 15 - 16	300.00
6.	Stress and Time Management	Watchmen, Sanitary Officers/ Cleaners, Drivers GD II	In-Person	August 18	November 24	500.00
7.	Communication and Delegation Techniques	Supervisors, Works Superintendents and Building Inspectors	Virtual	August 2 - 3	December 13 - 14	300.00
8.	Ethics and Attitudinal Change	Watchmen, Sanitary Officers/ Cleaners, Drivers GD II	In-Person	August 30 - 31	December 6 - 7	500.00
9.	Workplace Productivity Improvement Techniques	Artisans, Tradesman GDI&II, Foremen	In-Person	August 9 - 10	November 8 - 9	500.00
10.	Change and Anger Management	Watchmen, Sanitary Officers/ Cleaners, Drivers GD II	In-Person	July 5 - 6	October 4 - 5	500.00
11.	Sequence of Behavior and Conflict Management	Supervisors, Works Superintendents, Foremen and Sectional Heads	Virtual	July 12 - 13	October 18 - 19	300.00
12.	Planning for Formal Retirement	Supervisors, Works Superintendents, Foremen and Sectional Heads and all Senior Officers.	Virtual	July 19 - 20	November 22 - 23	300.00

13.	Sequence of Behavior and Conflict Management	Watchmen, Labourers/ Cleaners, Drivers GD II, Artisans, Tradesmen GDI&II	In-Person	July 26 - 27	October 25 - 26	500.00
<b>DEFENSIVE DRIVING PROGRAMMES</b>						
1.	Effective Driving Techniques	Driver GD I, II & III	In-Person	August 10 - 11	September 6 - 7	500.00
2.	Crash Prevention Techniques	Heavy Duty, Yard Foremen and analogous	In-Person	September 7 - 8	October 11 - 12	500.00
3.	Fuel Efficiency Management	Driver GD I, II & III	In-Person	July 5 - 6	September 27 - 28	500.00
4.	Professional Driving Ethics and Modern Vehicle Safety	Driver GD I & II	In-Person	August 9 - 10	November 8 - 9	500.00
5.	Preventive Maintenance and Anti-Skid Techniques	Heavy Duty and Yard Foremen.	In-Person	July 5 - 6	October 4 - 5	500.00
6.	Hazard Recognition and Space Management	Driver GD I & II.	In-Person	July 12 - 13	October 18 - 19	500.00
7.	Electronic Automobile Management	All Drivers	In-Person	July 19 - 20	November 22 - 23	500.00
8.	Tyre Safety Management System	Heavy Duty and Yard Foremen.	In-Person	July 19 - 20	October 25 - 26	500.00
9.	Fault Detection and Vehicle Diagnostics	Yard Foremen, Heavy Duty, Driver GD I & II	In-Person	September 13 - 14	December 6 - 7	500.00
10.	Road Traffic Psychology and Emotional Intelligence	Heavy Duty and Yard Foremen.	In-Person	August 16 - 17	November 15 - 16	500.00
<b>HEALTH, ENVIRONMENT AND SANITATION</b>						
1.	Practical Cleaning and Sanitation	Sanitary Foreman, Headman Conservancy, & Sanitary Labourer.	In-Person	September 7 - 8	December 13 - 14	500.00
2.	Cleaning Ethics and Anger Management	Sanitary Foreman, Headman Conservancy, & Sanitary Labourer.	In-Person	October 12 - 13	November 23 - 24	500.00
3.	Attitudinal Change	Sanitary Foreman, Headman Conservancy & Sanitary Labourer.	In-Person	July 6 - 7	September 28 - 29	500.00
4.	Food Safety and Management	All Catering officers, Kitchen Supervisors, Stewardess and Stewards	In-Person	August 10 - 11	November 9 - 10	500.00



5.	Health, Safety and Environment Management	Safety Officers, Facility Managers, Maintenance Supervisors.	Virtual	July 6 - 7	October 5 - 6	300.00
<b>SECURITY AND SAFETY</b>						
1.	Security and Surveillance Techniques	Security Officers and Watchmen.	In-Person	September 7 - 8	November 9 - 10	500.00
2.	Contemporary Legal Issues in Security	Security Officers and Watchmen.	In-Person	October 12 - 13	November 22 - 23	500.00
3.	Fire Prevention and Fighting Techniques	Security Officers and Watchmen.	In-Person	July 6 - 7	September 28 - 29	500.00

**SCHEME OF SERVICE TRAINING PROGRAMMES FOR SECOND HALF - 2022.**

NO.	COURSE TITLE	TARGET GROUP	MODE OF DELIVERY	DATES	FEES GH¢
1.	Scheme of Service Training for Drivers	Drivers Grade I, II, and III	In-Person	June 28 - 30	500.00
2.	Scheme of Service Training for Cleaners and Labourers	Cleaners, Sanitary Foreman, Headman Conservancy & Sanitary Labourer.	In-Person	June 28 - 30	500.00
3.	Scheme of Service Training for Security Officers	Security Guards, Day and Night Watchmen.	In-Person	July 5 - 7	500.00
4.	Scheme of Service Training for Officers Catering Officers	Kitchen Supervisors, Cooks, Staff Cooks, Stewardess and analogous	In-Person	July 5 - 7	500.00
5.	Scheme of Service Training for Tradesman Class	Artisans, Tradesmen Gd. I & II, Foremen	In-Person	September 6 - 7	500.00
6.	Scheme of Service Training for Technical Officers Class	Technical Instructors, Technical Officers, Technical Assistants	In-Person	September 6 - 7	500.00
7.	Scheme of Service Training for Senior Veterinary Officers Class	Veterinary, Snr. Veterinary, Principal Veterinary Officers Class	Virtual	September 13 - 14	300.00
8.	Scheme of Service Training for Principal and Assistant Chief Technical Officers Class	Assistant Chief, Principal and Senior Technical Officers Class	Virtual	September 13 - 14	500.00

