

DORMAA WEST DISTRICT ASSEMBLY

In case of reply the number and the date of this letter should be quoted

Our Ref: **PWDA/AB/V.2/257/340/03**

Your Ref:.....



Republic of Ghana



OFFICE OF THE DORMAA WEST ADMINISTRATIONS

Post office Box 4
Nkrankwanta - B/A Region
GHANA

31ST JANUARY, 2022.

Date:.....

SUBMISSION OF CAPACITY BUILDING PLAN FOR 2022

I Forward, herewith, the capacity building Plan for 2022 of Dormaa West District Assembly for your attention and necessary action, please.

PLN. IDDRISU MAHAMA
Ag. DISTRICT COORDINATING DIRECTOR
for: DISTRICT CHIEF EXECUTIVE

THE HEAD OF SERVICE
OFFICE OF THE HEAD OF LOCAL GOVERNMENT SERVICE
ACCRA.

CC:

The Regional Minister
Bono Regional Coordinating Council
Sunyani-BR

The Hon. Minister
Ministry of Local Government & Rural Devt.
Accra

**DORMAA WEST DISTRICT ASSEMBLY
CAPACITY BUILDING PLAN - 2022**

REGIONAL COORD. COUNCILS, METROPOLITAN, MUNICIPAL & DISTRICT ASSEMBLIES PLANS.

No.	RCC/MM DA	Title Of Training	Target Group	No. of Participants	No. of Days	Training Objective	Name of Training Intitution / Consultant	Venue	Budgeted Amount	Source Of Funding
1	Dormaa West	Training in LGS Protocols	All Staff SECOND QUARTER	90	7th-8th Feb, 2022	To introduce staff to LGS	DWDA	Church of Pentecost	GH¢7,500.00	DDF
2		Filling and Electronic System of Record	All Revenue Staff, THIRD QUARTER	5	21st-22nd April, 2022	To improve Record keeping	A & M Associate	Church of Pentecost	GH¢2400.00	DDF/IGF/D ACF
3		Training on preparation of Performance Appraisal	All Heads of Department/Units THIRD QUARTER	5	22nd-23rd June, 2022	To improve Staff Skills in Compiling	DWDA	Church of Pentecost	GH¢ 6,500.00	DDF/IGF/UDG
4		Training in Computer Auditing Assistant Tool	Staff of Internal Audit THIRD QUARTER	6	29th-30th June, 2022	To improve participants Knowledge	DWDA	Assembly Hall	GH¢ 7000.00	DACF/IGF

5	Training in Memo, Minutes and Report writing	Registry Staff and Administrative Officers	8 022	6-7th July, 2022	To equip participants the skills in Minutes,	A & M Associate	Assembly Hall	GH¢ 22000.00	DACF/DDF /UDG
		FOURTH QUARTER							
6	Training in Construction and Project	Staff of Works Department	10 2022	24th-25th Nov, 2022	To equip Participants with Project	DWDA	Assembly Hall	GH¢ 8000.00	IGF/DACF/ DDF
7	Training in Leading Procurement Strategy, Negotiation for Procurement, Supply Chain and	Procurement Officers, Engineers	36 2022	2-5th Oct, 2022	To equip participants in Procurement issues	DWDA	Assembly Hall	GH¢ 6,600.00	IGF/DACF/ DDF

*****Source Of Funding (IGF, DDF, DPAT, DACF & any other)