



Staff Development and Training Request Form

SECTION 1: PERSONAL DETAILS

Name of Officer:.....

Rank/Title:.....

Salary scale

Department/Station:.....

SECTION 2: ACADEMIC AND PROFESSIONAL QUALIFICATIONS

Short courses/Workshops/Seminars/In-house Training (critical to your career attended during the last 2 years)

S/No.	Award	Institution	Year of Award

SECTION 3: DETAILS OF TRAINING REQUESTED FOR

Course title:.....

Type of training (Individual or Group).....

Dates of the course:.....

Duration:.....

Course /Tuition fee.....

Training Institution:.....

What do you hope to gain from the Course?

.....

SECTION 4: RECOMMENDATION BY HEAD OF DEPARTMENT/UNIT (AS APPLICABLE)

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Name:

Signature:

Date:.....

SECTION 5: VERIFICATION AND RECOMMENDATIONS BY HEAD OF HUMAN RESOURCE

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Name:

Signature:

Date:.....

SECTION 6: APPROVAL BY THE SECRETARY

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Name:

Signature:

Date:.....