



**OFFICE OF DIRECTOR: HRD**

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**TO: ALL CMC HEADS  
ALL CIRCUIT MANAGERS  
ALL SENIOR EDUCATION SPECIALISTS**

**FROM: ACTING CHIEF DIRECTOR HRM & D**

**SUBJECT: COMPULSORY TRAINING AND DEVELOPMENT SELF-NOMINATION  
FOR ALL EMPLOYEES**

**DATE: 23 MAY 2024**

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1. The Skills Development Act mandates the department to provide capacity development and training and development to all employees.
2. Capacity development and training play pivotal roles in fostering organisational effectiveness, efficiency, and adaptability.
3. The department constantly faces evolving challenges due to its responsibility of serving the diverse needs of its stakeholders; therefore, employees must be constantly trained and developed to meet the stakeholder needs.
4. Whilst the department has intensified its effort to ensure that all employees are taken through training and development programmes.
5. The department has been having a challenge of employees who do not complete or attend the training they would have been nominated for.
6. To ensure that there is a commitment from the employee side, Human Resource Development has developed a self-administered nomination link to be used by all employees.
7. Employees who are interested in being taken through training and development programmes are required to complete the nomination link.

8. To complete the nomination link, please follow the following link:  
[https://docs.google.com/forms/d/e/1FAIpQLSfsROE4y0Doq6BmwYb\\_RpywB5gewmai5Mw5o61QfBAGBL4BrA/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSfsROE4y0Doq6BmwYb_RpywB5gewmai5Mw5o61QfBAGBL4BrA/viewform?usp=sf_link)
9. Please note that employees who fail to complete the nomination form will not be considered for any training and development programme.

**Yours in quality education**



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**N MATIKA**  
**ACTING DIRECTOR: HRD**