



**INSTITUTE OF LOCAL GOVERNMENT STUDIES**

**CERTIFICATE IN LOCAL GOVERNMENT ADMINISTRATION**

**Duration: Eight (8) weeks (4 weeks of interactive sessions and 4 weeks of individual project work)**

**TIME TABLE**

**Week One**

	Course		Resource Person	Subjects/Activity
<b>Day One</b>  <b>21-07-14</b>	<b>Overview of Organisations and Administration</b>	8:00am-10:00am		Registration & Official Opening
		10:00am- 10:45 am		Orientation
		10:45am-11:00am		Snack Break
		11:00am- 1:30pm	Simon Bokor	MMDAs as Organisations
		1:30pm- 2:30pm		Lunch Break
		2:30pm – 4:30pm	Simon Bokor	MMDAs as Organisations
		4:30pm		Wrap-Up and Closing

	Course			Subjects/Activity
<b>Day Two</b> <b>22/07/14</b>	<b>The Public Service &amp; Concept of Decentralisation</b>	8:00am-10:30am	Dr E.O. Ofei-Aboagye	The Public Service of Ghana
		10:45am-11:00am		Snack Break
		11:00am- 1:30pm	Dr E.O. Ofei-Aboagye	New Public Management
		1:30pm- 2:30pm		Lunch Break
		2:30pm – 4:30pm	Dr E.O. Ofei-Aboagye	Concept of Decentralisation
		4:30pm- 5:30pm	Prosper Keketsyor / IT Academy Tutor	Computer Literacy
		5:30pm		Closing

	Course			Subjects/Activity
<b>Day Three</b> <b>23/07/14</b>	<b>Local  Government  Organisation  and  Management</b>	8:00am-10:30am	Richard Agyepong	Ghana's Decentralisation and Local Government System
		10:30am-11:00am		<b>Snack Break</b>
		11:30am- 1:30pm	Richard Agyepong	Ghana's Decentralisation and Local Government System
		1:30pm- 2:30pm		<b>Lunch Break</b>
		2:30pm – 4:30pm	Richard Agyepong	Ghana's Decentralisation and Local Government System
		4:30pm- 5:30pm	Prosper Keketsyor / IT Academy Tutor	Computer Literacy
		5:30pm		<b>Closing</b>

	Course			Subjects/Activity
<b>Day Four</b> <b>24/07/14</b>	<b>The Local  Government  Service</b>	8:00am-10:30am	-	Local Government Service Protocols
		10:30am-11:00am		<b>Snack Break</b>
		11:30am- 1:30pm	-	Local Government Service Protocols
		1:30pm- 2:30pm		<b>Lunch Break</b>
		2:30pm – 5:00pm		MMDAs' Departments and their Functions
		5:00pm- 5:30pm	Prosper Keketsyor / IT Academy Tutor	Computer Literacy
		5:30pm		<b>Closing</b>

	Course			Subjects/Activity
<b>Day Five</b> <b>25/07/14</b>	<b>The Local  Government  Service</b>	8:00am-10:30am	Kwesi Larnyoh	Introduction to Human Resources Management
		10:30am-11:00am		<b>Snack Break</b>
		11:30am- 1:30pm	Kwesi Larnyoh	Introduction to Human Resources Management
		1:30pm- 2:30pm		<b>Lunch Break</b>
		2:30pm – 4:30pm	David Osei-Wusu	Performance Management in Local Government
		4:30pm- 5:30pm		<b>Practitioners' Forum</b>
		5:30pm		<b>Closing</b>

**Week Two**

	<b>Course</b>			<b>Subjects/Activity</b>
<b>Day Six 28/07/14</b>	<b>Decentralised Planning System of Ghana</b>	8:00am- 10: 30am	David Osei-Wusu	Introduction to Planning
		10:30am-11:00am		Snack Break
		11:30am- 1:30pm	David Osei-Wusu	Decentralised Planning System of Ghana
		1:30pm- 2:30pm		Lunch Break
		2:30pm – 4:30pm	David Osei-Wusu	Decentralised Planning System of Ghana
		4:30pm- 5:30pm	Prosper Keketsyor / IT Academy Tutor	Computer Literacy
		5:30pm		<b>Closing</b>

	Course			Subjects/Activity
<b>Day Seven</b> <b>29/07/14</b>	<b>Statistics for Local Development Planning</b>	8:00am-10:30am	Prosper Keketsyor	Introduction to Development Statistics
		10:30am-11:00am		Snack Break
		11:30am- 1:30pm	Prosper Keketsyor	Introduction to Development Statistics
		1:30pm- 2:30pm		Lunch Break
		2:30pm – 4:30pm	Anthony Ntiador	Introduction to GIS
		4:30pm- 5:30pm	Anthony Ntiador	Introduction to GIS
		5:30pm		Closing

	Course			Subjects/Activity
<b>Day Eight</b>  <b>30/07/14</b>	<b>Local Government Budgeting System</b>	8:00am-10:30am	Eric Oduro Osae	Fundamental Principles of Budgeting
		10:30am-11:00am		Snack Break
		11:30am- 1:30pm	Eric Oduro Osae	Decentralised Budget System (Composite)
		1:30pm- 2:30pm		Lunch Break
		2:30pm – 4:30pm	Eric Oduro Osae	Decentralised Budget System (Gender Budgeting)
		4:30pm- 5:30pm	Prosper Keketsyor / IT Academy Tutor	Computer Literacy
		5:30pm		Closing



	Course			Subjects/Activity
<b>Day Nine</b> <b>31/07/14</b>	<b>Local  Government  Financial  Management</b>	8:00am-10:30am	J. Cofie-Agamah/ Adnan Seidu/ Eric Oduro Osae	Introduction to Public Financial Management System
		10:30am-11:00am		Snack Break
		11:30am- 1:30pm	J. Cofie-Agamah/ Adnan Seidu/ Eric Oduro Osae	Introduction to Local Government Financial Management System
		1:30pm- 2:30pm		Lunch Break
		2:30pm – 4:30pm	J. Cofie-Agamah/ Adnan Seidu/ Eric Oduro Osae	Introduction to Local Government Financial Management System
		4:30pm- 5:30pm	Prosper Keketsyor / IT Academy Tutor	Computer Literacy
		5:30pm		Closing

	Course			Subjects/Activity
<b>Day Ten</b> <b>1/08/14</b>	<b>Local</b> <b>Government</b> <b>Accounting</b>	8:00am-10: 30am	Adnan Seidu/ Eric Oduro Osae	Introduction to Accounting
		10:30am-11:00am		Snack Break
		11:30am- 1:30pm	Adnan Seidu/ Eric Oduro Osae	Local Government Accounting
		1:30pm- 2:30pm		Lunch Break
		2:30pm – 4:30pm	Adnan Seidu/ Eric Oduro Osae	Local Government Accounting
		4:30pm- 5:30pm		Practitioners' Forum
		5:30pm		Closing

**Week Three**

	<b>Course</b>			<b>Subjects/Activity</b>
<b>Day Eleven 1/09/14</b>	<b>Office and Skills Management</b>	8:00am-10: 30am	Felix Agyei Amakye	Effective Communication Skills
		10:30am-11:00am		<b>Snack Break</b>
		11:30am- 1:30pm	Felix Agyei Amakye	Local Government Communication
		1:30pm- 2:30pm		<b>Lunch Break</b>
		2:30pm – 4:30pm	Felix Agyei Amakye	Time Management in Local Government
		4:30pm- 5:30pm	Prosper Keketsyor / IT Academy Tutor	Computer Literacy
		5:30pm		<b>Closing</b>

Day Twelve 2/09/14	Course		Subjects/Activity		
	Office and Skills Management	8:00am-10:30am	Sethina Annang Danquah/ Dr Margaret Sackey	Memos, Minutes and Report Writing	
		10:30am-11:00am		Snack Break	
		11:30am- 1:30pm	Sethina Annang Danquah/ Dr Margaret Sackey	Memos, Minutes and Report Writing	
		1:30pm- 2:30pm		Lunch Break	
		2:30pm – 4:30pm	Sethina Annang Danquah/ Dr Margaret Sackey	Memos, Minutes and Report Writing	
		4:30pm- 5:30pm	Prosper Keketsyor / IT Academy Tutor	Computer Literacy	
		5:30pm		Closing	

<b>Day Thirteen</b> <b>3/09/14</b>	Course		Subjects/Activity		
	<b>Office and Skills Management</b>	8:00am-10:30am	Gabriel Odartey-Cofie	Records Management	
		10:30am-11:00am		Snack Break	
		11:30am- 1:30pm	Gabriel Odartey-Cofie	Records Management <i>(Field Trip)</i>	
		1:30pm- 2:30pm		Lunch Break	
		2:30pm – 4:30pm	Gabriel Odartey-Cofie	Records Management	
		4:30pm- 5:30pm	Prosper Keketsyor / IT Academy Tutor	Computer Literacy	
		5:30pm		Closing	

	<b>Course</b>			<b>Subjects/Activity</b>
<b>Day Fourteen</b> <b>4/09/14</b>	<b>Proposal Writing and Project Management</b>	8:00am-10: 30am	Simon Bokor	Proposal Writing
		10:30am-11:00am		Snack Break
		11:30am- 1:30pm	Simon Bokor	Proposal Writing
		1:30pm- 2:30pm		Lunch Break
		2:30pm – 4:30pm	Bless Darkey	Introduction to Project Management
		4:30pm- 5:30pm	Prosper Keketsyor / IT Academy Tutor	Computer Literacy
		5:30pm		<b>Closing</b>

	Course			Subjects/Activity
<b>Day Fifteen</b> <b>5/09/14</b>	<b>Procurement  and Contract  Administration</b>	8:00am-10:30am	Bless Darkey	Introduction to Procurement Management
		10:30am-11:00am		Snack Break
		11:30am- 1:30pm	Bless Darkey	Introduction to Procurement Management
		1:30pm- 2:30pm		Lunch Break
		2:30pm – 4:30pm	Bless Darkey	Contract Administration
		4:30pm- 5:30pm		Practitioners' Forum
		5:30pm		Closing

**Week 4**

	<b>Course</b>			<b>Subjects/Activity</b>
<b>Day sixteen 8/09/14</b>	<b>Local Resource Mobilisation</b>	8:00am-10: 30am	Eric Oduro Osae	Local Government Resource Mobilisation
		10:30am-11:00am		Snack Break
		11:30am- 1:30pm	Eric Oduro Osae	Local Government Resource Mobilisation <i>(Field Trip)</i>
		1:30pm- 2:30pm		Lunch Break
		2:30pm – 4:30pm	Eric Oduro Osae	Inter-Governmental Transfers (DACF, DDF, etc)
		4:30pm- 5:30pm	Prosper Keketsyor / IT Academy Tutor	Computer Literacy
		5:30pm		<b>Closing</b>



	Course			Subjects/Activity
<b>Day Seventeen 9/09/14</b>	<b>Gender Mainstreaming</b>	8:00am-10: 30am	Magdalene Kannae	Introduction to Gender Mainstreaming
		10:30am-11:00am		Snack Break
		11:30am- 1:30pm	Magdalene Kannae	Gender Mainstreaming in Local Government
		1:30pm- 2:30pm		Lunch Break
		2:30pm – 5:00pm	Nana Osei Yeboah	Local Economic Development
		5:00pm- 5:30pm	Prosper Keketsyor / IT Academy Tutor	Computer Literacy
		5:30pm		Closing

	Course			Subjects/Activity
<b>Day Eighteen</b> <b>10/09/14</b>	<b>Local Environmental Health and Sanitation</b>	8:00am-10:30am	Faustina Essandoh-Yeddu	Introduction Environmental Health and Sanitation
		10:30am-11:00am		Snack Break
		11:30am- 1:30pm	Faustina Essandoh-Yeddu	Environmental Health and Sanitation in Local Government
		1:30pm- 2:30pm		Lunch Break
		2:30pm – 4:30pm	Faustina Essandoh-Yeddu	Environmental Health and Sanitation in Local Government <i>(Field Trip)</i>
		4:30pm- 5:30pm	Prosper Keketsyor / IT Academy Tutor	Computer Literacy
		5:30pm		Closing

	Course			Subjects/Activity
<b>Day Nineteen</b> <b>11/09/14</b>	<b>Developments  in the Local  Government  Sector</b>	8:00am-10:30am	Dr Margaret Sackey	Ethics in Local Government
		10:30am-11:00am		Snack Break
		11:30am- 1:30pm	Felix Agyei Amakye	Social Accountability in Local Government
		1:30pm- 2:30pm		Lunch Break
		2:30pm – 5:00pm	Dr E.O. Ofei-Aboagye	Issues in Local Governance
		4:30pm- 5:30pm	David Osei-Wusu	Introduction to Monitoring and Evaluation
		5:30pm		Closing

	Theme	Time		Subjects/Activity
<b>Day Twenty</b>  <b>12/09/14</b>	<b>Programme</b>  <b>Closure</b>	8:00am-10:30am	David Osei-Wusu	Monitoring and Evaluation in Local Government
		10:30am-11:00am		Snack Break
		11:30am- 1:30pm		Open Forum
		1:30pm- 2:30pm		Lunch Break
		2:30pm – 4:30pm	Gregory Titigah	Programme Evaluation
		4:30pm		Closing Ceremony