



Creating Impact

**Ethiopian Civil Service University**  
**Training and Consultancy Division**  
**Training Schedule for the Year 2017/18(2010 E.C)**

# 1. Introduction

The establishment of Training and Consultancy Division (TCD) as one of the major academic wings of Ethiopian Civil Service University (ECSU) is based on the public sector capacity development needs towards transforming the path of the public sector training and development to address knowledge and skills capacity gaps in order to align comprehensive efforts towards the imperatives of the Growth and Transformation Plan (GTP).

The TCD fulfills its purpose through its important arms: Training and Consultancy Coordinating Directorate, Training Facilities Coordination Directorate, Policy, Leadership and Human Resource Development, Cross Cutting Issues, Urban Management and Transformation and Financial Management Training and Consultancy Centers. Furthermore Training and Consultancy Division is working its task of training and consultancy services in collaboration with the university's colleges, schools, institutions, centers, directorates and departments.

The key issue for the establishment of the TCD is to encourage the city administrations, Federal and Regional Government Organizations to advance their result oriented performance.

Since its establishment, the TCD has made great efforts to address the civil service knowledge, attitude and skill gaps by developing the human and institutional capacities through short term training, and consultancy services. For the effectiveness and accomplishment of the training services, it is vital to be directed through training plan schedule and implement them accordingly.

In the scheme of the training plan, the TCD's mandate is emanated from the vision of the university and exercises its duties and responsibilities through development strategies to play valuable role in support of the long term vision and mission of the university by addressing the capacity gaps of the public sectors.

Thus the training schedule for the year 2010 E.C is prepared in line with the vision, mission and the core values of the division.

## **2. Vision, Mission and Core Values of the University**

### **Vision**

To realize the university's vision of being a leading center of excellence in public service capacity building in Africa by 2025 through building efficient, effective, transparent and accountable public service which can contribute to the realization of the development and transformation drive of the country.

### **Mission**

Enhancing the service orientation, transparency and accountability of the public service by building its capacity through, Training, Consultancy, and Community Services

Core values

- Customer focus
- Commitment
- Continuous learning
- Welcoming diversity
- Attention to the disadvantaged
- Participatory leadership
- Collaboration

## **3. Objective of Training and Consultancy Division (TCD)**

### **3.1 General**

The general objective of the TCD is to contribute for the university's capacity building target to the development plans of city administrations, Federal and Regional Public Sector Institutions by filling their skill gaps through need based short term training programs and consultancy services.

## 3.2 Specific Objectives

Specifically the TCD aspires to:

- provide customer oriented training services;
- enable customer organizations to arrange training programs and adjust their budget for capacity building;
- identify the performance gaps in the public sectors through continuous training needs assessments in the Federal and Regional government organizations;
- help public sectors develop systems thinking to fuel the advancement of Ethiopia;
- Give periodic monitoring and evaluation support for client organizations that enable to improve customer satisfaction.

## 4. Training and Consultancy Division and Its Sub divisions

The TCD, which is led by Vice President, has a Coordinating Directorate, Training Facilities Coordination Directorate and Four Training and Consultancy Centers, which include the following.

### 4.1 Policy, Leadership and Human Resource Development Training and Consultancy Center

The main objective of Policy, Leadership and Human Resource Development Training and Consultancy Center is to contribute to the development plans of city administrations, Federal and Regional Public Sector Institutions by filling their skill gaps through need based short term training programs and consultancy services.

#### Table 1: Training schedule of Policy, Leadership and Human Resource Development Training and Consultancy Center

S.No	Title of the Training Course	Duration	Date of Delivery											Frequency of the program per year	
			H	N	M	T	H	T	Tir	Y	M	Mi	G		S
1	Transformational Leadership Development and Coaching and/or Decision Making	6 days		x			x			x			x		4
2	Balanced Scorecard (BSC)	6 days		x			x			x			x		4
3	Public Service Delivery	3 days		x			x		x			x		4	
4	Civil Service Ethics and Combating Corruption	3 days		x			x		x			x		4	
5	Organizational Change Management	3 days			x			x				x	x	4	
6	Problem Solving and Decision Making	3 days			x				x			x	x	4	
7	Public Project Planning, Implementation, Monitoring and Evaluation	6 days			x	x			x				x	4	
8	Public Policy Formulation, Implementation, Monitoring and Evaluation	6 days				x				x		x	x	4	
9	Strategic Planning and Management (SPM)	5 days						x				x		2	
10	Effective Team Building in Organization	3 days			x				x			x	x	4	
11	Effective Reform Army Building	2 days			x				x			x	x	4	
12	Human Resource Management	6 days				x				x			x	4	

13	Effective Communication in Organization	3 days			x			x				x		x	4
14	Basic Social Sciences Research Methodology	4 days					x			x				x	2
15	Training of Trainers (TOT)	11 days			x				x				x		4
16	Good Governance, Democracy and Development	4 days			x					x		x			3
17	Performance Management	5 days			x					x		x			3
18	Performance Evaluation, Coaching and Mentoring	5 days				x				x		x			3
19	Effective Conflict Management in Organization	3 days			x					x		x			3
20	Business Process Reengineering (BPR)	5 days					x			x			x		3
21	Benchmarking Skills development	2 days				x				x		x			3
22	Effective Time and Tress Management	3 days				x					x				2
23	Effective Report Writing Skills Development	3 days			x						x				2
24	Knowledge Management in Public Organizations	5 days					x							x	2
25	Entrepreneurship Skills Development	5 days							x					x	2
26	Attitudinal Change and Motivation	5 days						x					x		2
27	Basic Managerial Skills Development	6 days							x			x			2

**NOTE:** All the Trainings will be held at the main Campus of the Ethiopian Civil Service University. However, it is open for negotiation with our customers to look for other venues.

## **4.2 Center for Public Financial Management Training and Consultancy**

Public finance is the study of the role of the government in the economy. It is the branch of economics which assesses the government revenue and government expenditure of the public authorities.

The center offers short-term training programs and consultancy services on various topics pertinent to the public service sector. The customized training programs and the consultancy services focus on problem solving issues that address the real workplace challenges of civil service organizations.

**Table 2: Training Schedule for Public Financial Management Training and Consultancy Center**

No	Title of the Training Course	Duration	Delivery Time												Frequency of the program per year
			H	N	M	T	H	Ta	Tir	Y	M	Mia	G	S	
1.	International Financial Reporting System /IFRS/	10 days	x	x	x	x	x	x	x	x	x	x	x	x	12
2.	Treasury and Cash Management	6 days	x	x	x	x	x	x	x	x	x	x	x	x	12
3.	Taxation, Tax Auditing, and Corruption	6 days	x	x	x				x	x	x				6
4.	Performance audit	8 days				x	x	x				x	x	x	6
5.	Internal Audit	7 days	x	x	x				x	x	x				
6.	Financial Audit	3 days	x	x	x				x	x	x				6
7.	Government Accounting System	6 days	x	x	x	x	x	x	x	x	x	x	x	x	12
8.	Ethiopian Tax Laws	5 days				x	x	x	x	x	x				6
9.	Public Financial Management	6 days	x	x	x	x	x	x	x	x	x	x	x	x	12
10.	Public Procurement and Property Management	6 days	x	x	x	x	x	x	x	x	x	x	x	x	12
11.	Revenue forecasting and Expenditure Management	5 days				x	x	x	x	x	x				6
12.	Capital Budgeting	3 days				x	x	x	x	x	x				6
13.	Procurement and Property Management(World Bank Approach)	6 days	x	x	x										3
14.	Revenue Raising and Management	5 days				x	x	x	x	x	x				6



15.	Tax Administration	5 days	x	x	x							x	x	x	6
16.	Customs Valuation	5 days							x	x	x	x	x	x	6
17.	Clearing Agents Ethics	3 days							x	x	x	x	x	x	6
18.	Rule of origin	6 days							x	x	x	x	x	x	6
19.	Program Budget Preparation and Management	5 days	x	x	x	x	x	x	x	x	x	x	x	x	12

### **4.3 Center of Urban Management and Transformation Training and consultancy**

The center offers short term training programs and consultancy services on various topics which are pertinent to the urban sector. The customized training programs and consultancy services focus on problem solving approach to address the real workplace challenges of the urban centers.

The main objective of this centre is to manage urban related problems through building institutional capacity of urban local governments and urban managers & professionals to maintain sustainable urban development; by providing short term trainings and consultancy services. In doing so, the centre ultimately is expected to play a great role in the process of transforming urban Centres.

**Table 3 the training plan Schedule for a year 2010 E.C for Center of Urban Management and Transformation Training and consultancy**

No	Title of the Training Course	Duration	Time schedule of training delivery											Frequency of the program per year		
			H	N	M	T	H	Ta	Tir	Y	M	Mia	G		S	
1	Contract Administration in Public organization	6 days				x										1
2	Integrated Urban Development Planning and Implementation	5 days					x									1
3	Land Information System, GIS, and Cadastre	6 days				x										1
4	Mapping Service and Administration	5 days					x									1
5	Property Valuation and Taxation	5 days							x							1
6	Real property registration	6 days							x							1
7	Surveying	6 days				x								x		2
8	Urban Housing Management	5 days												x		1
9	Urban Transport Management, Logistics &	6 days														----
10	Urban land law and policy	5 days								x						1
11	Urban Governance	5 days								x						1
12	Rural–Urban Linkages	5 days								x						1

13	Urbanization Challenges and Sustainable Urban Development	6 days							x						1
14	Sustainable Urban Land Management and Development	5 days								x					1
15	Affordable Housing Development Strategies	5 days								x					1
16	STATA, , ,	5 days									x				1
17	SPSS	5 days									x				1
18	ERDAS	5 days									x				1
19	Auto CAD	5 days									x				1
20	Archi CAD	5 days									x				1
21	3D-MAX	5 days									x				1
22	Waste Management	10 days			x										1
23	Urban Green Infrastructure Development	10 days										x			1
24	Urban Financing	6 days							x						1
25	Urban Project Management	5 days								x					1
26	Urban Economics and Social Development	5 days						x							1
27	City Competitiveness	5 days										x			1
28	Urban Development Policy Formulation and Implementation	6 days										x			1
29	Municipal services standard Management	6 days										x			1
30	Urban Organization and Human Resource	5 days								x					1

#### **4.4 Center for Cross Cutting Issues Training and Consultancy**

This center works on the critical issues that can cut across different concerns of the University. To this end, it works on HIV/ AIDS management, different disability matters, gender, and environmental factors. Working on these issues, it contributes for the materialization of the development issues of the country and the University as well.

**Table 4: Training plan Schedule of Center for Cross Cutting Issues Training and Consultancy**

No.	Title of the Training Course	Duration	Time Table to Deliver the Training												Frequency of the program per year
			H	N	M	T	H	T	T	Y	M	M	G	S	
1.	Gender Sensitivity Training	2	X	X	X	X	X	X	X	X	X	X	X	X	12
2.	Basic Concepts of Gender	1	X	X	X	X	X	X	X	X	X	X	X	X	12
3.	Basics of HIV/AIDS	1	X	X	X	X	X	X	X	X	X	X	X	X	12
4.	Gender and Leadership	6			X	X		X			X	X	X	X	7
5.	Linkages between Gender and HIV/AIDS	2		X		X		X		X	X	X	X	X	8
6.	Gender Mainstreaming	3			X	X	X		X	X	X	X	X	X	9
7.	Gender and Decision Making Skill	2		X	X	X		X	X	X	X	X	X		9
8.	The Role of Stakeholders to end Gender Based Violence and Sexual Harassment	2								X	X				2
9.	Gender Budgeting and Auditing	3		X		X	X	X			X				6
10.	Efforts made by the Ethiopian Government to Enhance Women's Participation	1								X	X				2

11.	Managing Peer Pressure	3			X	X	X	X			X	X			6
12.	Communication and Assertiveness Skills	2	X	X	X	X	X	X	X	X	X	X	X	X	12
13.	Reproductive Health Issues	5		X		X			X		X			X	5
14.	Developing Life Skills	1			X		X		X			X			
15.	National and International Women's Rights Instruments	1				X	X	X	X	X	X	X	X	X	9
16.	Gender Sensitive Project/program Planning, Implementation, M&E	6			X						X				2
17.	Gender Advocacy and Lobbying	1					X								1

- **NOTE:** All the Trainings will be held at the main Campus of the Ethiopian Civil Service University. However, it is open for negotiation with our customers to look for other venues.

## Important Points for Our Customers

- **Training venues can be negotiated with our customers.**
- **Training fees will be calculated in terms of the following criteria.**

- .1 Content of the delivery
- .2 Delivery
- .3 Material printing
- .4 Certificate issuance
- .5 Accommodation if any
- .6 Food and refreshment services
- .7 Stationery Materials

- **Training Level based fee includes the following.**

- Training for experts, customers pay 300 birr/ trainee;
- Middle level leadership training, 350 birr/ trainee; and
- Top level leadership training, 400 birr/ trainee.

- **Fee for a day training**

- .1 Experts: Delivery+ content+ print of material + issuance of certificate and with bed and food services:-

■ Birr 300.00 x 8hrs/day x 1 training day x 2 trainers + Cont. Birr 300.00 x 8hrs x1 day+ Laptop +LCD 100 x 2 + PM Birr 100.00 + CI Birr 10.00 + Breakfast Birr 30.00 + lunch Birr 80.00 + Dinner Birr 80.00 + Refreshment Birr 40.00 + Double Bed Birr 50.00 :-

- If the trainees are 15 for 1 trainee the total training cost per day = Birr 883.35
- If the trainees are 20 for 1 trainee the total cost per day = Birr 760.00
- If the trainees are 30 for 1 trainee the total cost per day = Birr 636.70

- .2 Experts: Delivery+ content+ print of material+ issuance of certificate and without bed and food services=

- If the trainees are 15 for 1 trainee the total training cost per day = Birr 603.35



- If the trainees are 20 for 1 trainee the total cost per day = Birr 480.00
- If the trainees are 30 for 1 trainee the total cost per day = Birr 356.70

.3 Middle level leadership: Delivery+ content+ print of material+ issuance of certificate and with bed and food services

■ Birr 350.00 x 8hrs/day x 1 training day x 2 trainers + Cont. Birr 350.00 x 8hrs x 1 day + Laptop +LCD 100 x 2 + PM Birr 100.00 + CI Birr 10.00 + Breakfast Birr 30.00 + lunch Birr 80.00 + Dinner Birr 80.00 + Refreshment Birr 40.00 + Double Bed Birr 50.00 :-

- If the trainees are 15 for 1 trainee the total training cost per day = Birr 963.40
- If the trainees are 20 for 1 trainee the total cost per day = Birr 820.00
- If the trainees are 30 for 1 trainee the total cost per day = Birr 676.75

.4 Middle level leadership: Delivery+ content+ print of material+ issuance of certificate and without bed and food services=

- If the trainees are 15 for 1 trainee the total training cost per day = Birr 683.40
- If the trainees are 20 for 1 trainee the total cost per day = Birr 540.00
- If the trainees are 30 for 1 trainee the total cost per day = Birr 396.75

.5 Top leadership: Delivery+ content+ print of material+ issuance of certificate and with bed and food services

■ Birr 400.00 x 8hrs/day x 1 training day x 2 trainers + Cont. Birr 400.00 x 8hrs x 1 day + Laptop +LCD 100 x 2 + PM Birr 100.00 + CI Birr 10.00 + Breakfast Birr 30.00 + lunch Birr 80.00 + Dinner Birr 80.00 + Refreshment Birr 40.00 + Double Bed Birr 50.00 Single Bed Birr 100.00 :-

- If the trainees are 15 for 1 trainee the total training cost per day = Birr 1043.40 or 1093.40

- If the trainees are 20 for 1 trainee the total cost per day = Birr 880.00 or 930.00
- If the trainees are 30 for 1 trainee the total cost per day = Birr 716.75 or 766.75

.6 Top leadership: Delivery+ content+ print of material+ issuance of certificate and without bed and food services

- If the trainees are 15 for 1 trainee the total training cost per day = Birr 763.40
- If the trainees are 20 for 1 trainee the total cost per day = Birr 600.00
- If the trainees are 30 for 1 trainee the total cost per day = Birr 436.75

\* **Notes:** 1. As the Number of Training Participant increases, the cost of training decreases while the Number of Training Participant decreases, the training cost increases as you can see from the above training costs.

2. The cost of stationery materials will be calculated based on the current market price.