



## CAPACITY BUILDING PLAN-2022



Name of Organization: AGONA WEST MUNICIPAL ASSEMBLY

Date: 15<sup>TH</sup> DECEMBER, 2021.

NO	TITLE OF TRAINING	TRAINING OBJECTIVE (S)	TARGET GROUP	NUMBER OF DAYS/TIMING			NAME OF TRAINING INSTITUTION	SOURCE OF FUNDING	AMOUNT (GH₵)
1	Organise a two days Training on Office Management and Client Service Support for Selected Staff of the Assembly	To acquire the best Office Management practices and effectively and efficiently provide the requisite support to clients of the assembly	Selected Officers				CONSULTANCY	DACF-RFG	25,000.00
2	Organise a one- day sensitisation programme to discuss the roles played by the various stakeholders on revenue mobilisation in the municipality	To provide participants with the understanding to the roles that they play in revenue mobilisation	Management Staff & Selected Stakeholders				CONSULTANCY	DACF-RFG	25,000.00
3	Purchase of <b>1Desktop and 1Antivirus</b> for effective work	To improve work efficiency in work performance in the assembly by the end	Human Resource Department				AWMA	DACF-RFG	4,370.00

	performance	of December, 2022							
4	Organise a one day sensitisation programme for staff on the protocols of the Local Government Service	For effective functioning and delivery of quality service by staff of the assembly	Selected Officers				AWMA	DACF/CSG	25,000.00
5	Organise a one day training on the Sscheme of Service for the Secretarial Class	To improve their knowlegde on the scheme of service of the local government service in regards to performing their task	Secretaries				AWMA	IGF	750.00
6	Organise a one day training on Environmental Health prosecution within municipality	Environmental Health Prosecution improved and the requisite skills acquired by the environmentalhealth officers	Environmental Health Staff				AWMA	IGF	2,500.00
	<b>TOTAL</b>								<b>82,620.00</b>

**Prepared By:**

**Name: RICHARD TAYLOR**

**Job Title: MUNICIPAL HUMAN RESOURCE MANAGER**

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**Checked By:**

**Name: ISHMAEL NANA OGYEFO**

**Job Title: MUNICIPAL CO-ORDINATING DIRECTOR**

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## QUARTERLY CAPACITY BUILDING REPORT



Name of Organization: AGONA WEST MUNICIPAL ASSEMBLY

Date: 11<sup>TH</sup> APRIL, 2022

Quarter: 1<sup>ST</sup> QUARTER, 2022

NO	TITLE OF TRAINING	TARGET GROUP	DATE OF TRAINING	VENUE	NAME OF TRAINING INSTITUTION	SOURCE OF FUNDING
1	Organise a two days Training on Office Management and Client Service Support for Selected Staff of the Assembly	Selected Officers	Not applicable	Agona Swedru	Agona West Municipal Assembly	DACF - RFG
2	Organise a one- day sensitisation programme to discuss the roles played by the various stakeholders on revenue mobilisation in the municipality	Management Staff & Selected Stakeholders	Not applicable	Agona Swedru	Agona West Municipal Assembly	DACF - RFG
3	Organise a one day training on Environmental Health prosecution within	Environmental Health Staff	10 <sup>th</sup> March, 2022	Conference room - Municipal Assembly	Agona West Municipal Assembly - Environmental Health and Sanitation Unit	IGF

	municipality					
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**Brief Comments:** Two activities in the first quarter were not conducted due to financial constraints embedded on the assembly and funds were made available to implement the training on Environmental Health nad prosecution within the municipality

**SEX SEGREGATION DATA**

<b>ACTIVITY</b>	<b>GENDER</b>	<b>AGGREGATE</b>	<b>PERCENTAGE (%)</b>
Organise a one day training on Environmental Health prosecution within municipality	<b>M</b>	<b>6</b>	<b>37.50</b>
	<b>F</b>	<b>10</b>	<b>62.50</b>
<b>TOTAL</b>		<b>16</b>	<b>100</b>

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## QUARTERLY CAPACITY BUILDING REPORT



Name of Organization: AGONA WEST MUNICIPAL ASSEMBLY

Date: 8<sup>TH</sup> JULY, 2022

Quarter: 2<sup>ND</sup> QUARTER, 2022

NO	TITLE OF TRAINING	TARGET GROUP	DATE OF TRAINING	VENUE	NAME OF TRAINING INSTITUTION	SOURCE OF FUNDING
1	Organise a a one day sensitization programme for staff on the Protocols of the Local Government Service	New Entrant and Selected Officers	15 <sup>th</sup> June, 2022	Agona Swedru	Agona West Municipal Assembly - Human Resource Department	DACF
2	Organise a one day training on the Sscheme of Service for the Secretarial Class	Secretaries	23 <sup>rd</sup> June, 2022	Agona Swedru	Agona West Municipal Assembly - Human Resource Department	IGF

**Brief Comments:** Activities in this quarter was successfully implemented.

**SEX SEGREGATION DATA**

<b>ACTIVITY</b>	<b>GENDER</b>	<b>AGGREGATE</b>	<b>PERCENTAGE (%)</b>
Organise a a one day sensitization programme for staff on the Protocols of the Local Government Service	M	15	42.86
	F	20	57.14
<b>TOTAL</b>		<b>35</b>	<b>100</b>
Organise a one day training on the Sscheme of Service for the Secretarial Class	M	12	100
	F	0	0
<b>TOTAL</b>		<b>12</b>	<b>100</b>

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## QUARTERLY CAPACITY BUILDING REPORT



Name of Organization: AGONA WEST MUNICIPAL ASSEMBLY

Date: 13<sup>TH</sup> OCTOBER, 2022

Quarter: 3<sup>RD</sup> QUARTER, 2022

NO	TITLE OF TRAINING	TARGET GROUP	DATE OF TRAINING	VENUE	NAME OF TRAINING INSTITUTION	SOURCE OF FUNDING
1	Organise a two days Training on Office Management and Client Service Support for Selected Staff of the Assembly	Selected Officers	20 <sup>th</sup> September, 2022 and 22 <sup>nd</sup> September, 2022	Agona Swedru - Humility Lodge	Akobeng nad Management Consult (AMEC), Ltd	DACF-RFG
2	Organise a one- day sensitisation programme to discuss the roles played by the various stakeholders on revenue mobilisation in the municipality	Management staff and Selected Stakeholders	23 <sup>rd</sup> June, 2022	Agona Swedru - Humility Lodge	Akobeng nad Management Consult (AMEC), Ltd	DACF-RFG
3	Purchase of <b>1Desktop and 1Antivirus</b> for effective work performance	Human Resource Department	Not applicable	Agona Swedru	Agona West Municipal Assembly	DACF-RFG

**Brief Comments:** Only two activities were conducted in the third quarter. The other activity was not implemented due to financial constraints.

**SEX SEGREGATION DATA**

<b>ACTIVITY</b>	<b>GENDER</b>	<b>AGGREGATE</b>	<b>PERCENTAGE (%)</b>
Organise a two days Training on Office Management and Client Service Support for Selected Staff of the Assembly	M	18	36.00
	F	32	64.00
<b>TOTAL</b>		<b>50</b>	<b>100</b>
Organise a one- day sensitisation programme to discuss the roles played by the various stakeholders on revenue mobilisation in the municipality	M	58	58.00
	F	42	42.00
<b>TOTAL</b>		<b>100</b>	<b>100</b>

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## QUARTERLY CAPACITY BUILDING REPORT



Name of Organization: AGONA WEST MUNICIPAL ASSEMBLY

Date: 5<sup>TH</sup> JANUARY, 2023

Quarter: 4<sup>TH</sup> QUARTER, 2022

NO	TITLE OF TRAINING	TARGET GROUP	DATE OF TRAINING	VENUE	NAME OF TRAINING INSTITUTION	SOURCE OF FUNDING
1	Purchase of <b>1Desktop and 1Antivirus</b> for effective work performance	Human Resource Department	15 <sup>th</sup> December, 2022	Agona Swedru	Agona West Municipal Assembly	DACF-RFG

**Brief Comments:** Activity for this quarter was successfully implemented.

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