

# PROGRAMME BRIEF

CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD) &  
LG SCHEME OF SERVICE (SoS) PROGRAMMES



**INSTITUTE OF LOCAL  
GOVERNMENT STUDIES (ILGS)**

**MANAGEMENT DEVELOPMENT &  
TRAINING CENTRE**

*Inspiring leaders to achieve excellence*

## **Preamble**

The ILGS in collaboration with the OHLGS offers the enhanced Continuous Professional Development (CPD) Programme for staff of the Local Government Service. These programmes, referred to as the Local Government (LG) Scheme of Service (SoS) Training Programmes have a menu of courses that is fit-for-purpose for the various professional classes clustered as follows:

- administrators;
- human resource managers;
- environmental health and sanitation officers;
- finance, budget and rating officers;
- planners (development and physical);
- engineers and;
- management information system officers.

Figure 1, depicts the trajectory for the LG Scheme of Service (SoS) Training Programmes. There are five (5) main categories of programmes, which are related to the career progression of staff of the LGS. The target groups, estimated length of service for the staff group, the duration of the programmes and estimated cost for tuition which includes costs for snacks, lunch, training materials and binder of reading materials are presented in Figure 1.

**Figure 1: Structure of the Scheme of Service Training Programme**

Programme	Target Group	No. of Years in the LGS	Duration	Tuition cost
1. <b>Certificate</b>	Career Beginners	1-4 years	Six (6) Weeks	GHC 4,000.00
2. <b>Graduate Professional Diploma</b>	Middle Management Professionals	5-8 years	Six (6) Weeks	GHC 4,000.00
3. <b>Senior Management</b>	Senior Management Professionals	9-12 years	Two (2) Weeks	GHC 2,500.00
4. <b>Executive Certificate</b>	Executives	13-16 years	Two (2) Weeks	GHC 2,500.00
5. <b>Refresher</b>	Senior Executives	Above 16 years	One (1) Week	GHC 1,500.00

## **Programmes and Specialisation Areas**

The programmes and areas of specialisation available for the respective professional clusters are presented below:

### **I. Certificate Programmes**

1. Public Policy and Management (PPM)
2. Human Resource Management (HRM)
3. Planning for Local Level Development (PLD)
4. Public Financial Management (PFM)
5. Local Infrastructure Planning and Management (IPM)
6. Social Policy Design, Planning and Development (SPD)
7. Environmental Health, Water and Sanitation (EHS)
8. Management Information Systems (MIS)

## II. Post Graduate Professional Diploma Programmes

1. Local Government and Public Policy (LGPP)
2. Local Finance and Fiscal Decentralisation (LFFD)
3. Leadership and Management (L&M)
4. Geographic Information Systems (GIS)
5. Local Economic Development (LED)
6. Social Protection (SP)
7. Public Health and Population Studies (PHPS)

## III. Senior Management Programmes

1. Public Policy and Management (PPM)
2. Human Resource Management (HRM)
3. Planning for Local Development (PLD)
4. Public Financial Management (PFM)
5. Environmental Health, Water and Sanitation (EHS)
6. Social Policy Design, Planning and Development (SPD)
7. Local Infrastructure Planning and Management (IPM)
8. Public Procurement and Value for Money Analysis (PVM)

## IV. Executive Courses

1. Managing Assemblies as Corporate Businesses
2. Democratic Developmental Local Governance
3. Local Economic Development
4. Public Relations, Publicity and Media Engagements
5. Fiscal Decentralisation and Local Finance
6. Citizens Participation and Inclusive Governance
7. Climate Adaptation and Local Resilience
8. Conflict, Rule of Law and Local Security
9. Gender Responsive Governance
10. Inclusive Service Delivery and Localising the SDGs
11. Water and Sanitation Governance

### Campuses and Centres

- Accra Campus
- Tamale Campus
- Regional Training Centres

### Quarterly Programme Schedules/ Periods

- Q1 Sessions: January – March
- Q2 Sessions: April – June
- Q3 Sessions: July – September
- Q4 Sessions: October – December

Please visit our website for additional information. Complete the application for admissions using our e-Voucher Service in 4 easy steps.:

- Dial: \*887\*18# on all networks
- Enter: ILGS
- Authorise payment
- SMS of Voucher is sent to payer after successful payment

### Collaborators:



OHLGS

District Assemblies  
Common Fund  
Ghana