

### Identified Training Programs for Minister's Office

No	Programs Identified	N /F Staff	Remarks
1	Meeting Management	3	
2	Communication	20	
3	Report Writing	12	
4	Archive Management	3	
5	Principles of Journalism	4	
6	Office Management (Filing and Coding)	17	
7	Awareness of Rules and Regulation, and Civil Service Guidelines	18	
8	English Language at different levels (advanced, intermediate, basic)	14	
9	Computer and Internet usage Windows, Word, Excel, Access, Internet	7	
10	Photo Journalism	4	
11	Broadcast Management	5	
12	Planning	5	
13	General Management	2	
14	Time Management	6	
15	Strategic Management	2	
16	Secret file keeping	2	
17	Principles of Writing	1	
18	مديريت تغيير	1	

The above mentioned Training Programs Identified for the 26 staff of Ministr Scartry Office  
Department who have been interviewed, ranking from 3<sup>rd</sup> to 6<sup>th</sup> grade

**Identified Training Programs for Human Resources Department.**

<b>No</b>	<b>Programs Identified</b>	<b>N /F Staff</b>	<b>Remarks</b>
1	Communication	19	
2	Report Writing	4	
3	Human Resources Management	25	
4	Finance	8	
5	Planning Human Resources	6	
6	Awareness of Rules and Regulation, and Civil Service Guidelines	23	
7	English Language at different levels (advanced, intermediate, basic)	13	
8	Computer and Internet Programs Windows, Word, Excel, Access, Internet	16	
9	Office Management (Filing and Coding)	15	
10	Leadership	1	
11	Coordination	3	
12	Archiving	2	
13	Time Management	1	
14	Environment	4	
15	Safety Management	2	
16	Control and Evaluation	5	
17	Conflict Resolution	3	
18	Complaint Management Guidelines	1	
19	Organizing Law	1	
20	MS Access DataBase	1	

The above mentioned Training Programs Identified for the 36 staff of Human Resources Department who have been interviewed, ranking from 3<sup>rd</sup> to 6<sup>th</sup> grade

### Identified Training Programs for Audit and Evaluation Department

No	Programs Identified	N /F Staff	Remarks
1	Principles of International Audit	9	
2	Communication	6	
3	Report Writing	2	
4	Accounting	3	
5	Finance	2	
6	Quality Control	1	
7	Awareness of Rules and Regulation, and Civil Service Guidelines	11	
8	English Language at different levels (advanced, intermediate, basic)	6	
9	Computer and Internet Programs Windows, Word, Excel, Access, Internet	1	
10	Evaluation	3	
11	Environment Ecology	1	
12	Office Management (Filing and Coding)	4	
13	Leadership	1	
14	Conflict Resolution	1	
15	Project Management	2	

The above mentioned Training Programs Identified for the 12 staff of Evaluation Department who have been interviewed, ranking from 3<sup>rd</sup> to 6<sup>th</sup> grade

**Identified Training Programs for Administration and Finance Department.**

No	Programs Identified	N /F Staff	Remarks
1	Financial Management	33	
2	Accounting	30	
3	Operation and Maintenance (O&M)	19	
4	Supervision and Control	12	
5	Awareness of Rules and Regulation, and Civil Service Guidelines	51	
6	English Language at different levels (advanced, intermediate, basic)	49	
7	Computer and Internet Programs Windows, Word, Excel, Access, Internet	42	
8	Report Writing	30	
9	Office Management	32	
10	Communication	35	
11	Leadership	3	
12	Accounting	2	
13	Management	8	
14	Safety Management	3	
15	Strategic Management	1	
16	Environment	2	
17	Program Budgeting	8	
18	Access Database	2	
19	Coordination	8	
20	Procurement Law	3	
21	Auto mechanics	5	
22	Linux Server	1	
23	SQL Server	1	
24	Hard Wear	2	
25	Net Working	2	
26	MCP	3	
27	CCNA	3	
28	MCSE	3	
29	Training of PBX	2	
30	Control and Evaluation	1	

The above mentioned Training Programs Identified for the 80 staff of Administration and Finance Department who have been interviewed, ranking from 2nd to 5th grade

**Identified Training Programs for Procurement Department**

<b>No</b>	<b>Programs Identified</b>	<b>N /F Staff</b>	<b>Remarks</b>
1	Procurement	24	
2	Communication	10	
3	Report Writing	8	
4	Accounting	14	
5	Finance	1	
6	Control and Evaluation	3	
7	Awareness of Rules and Regulation, and Civil Service Guidelines	22	
8	English Language at different levels (advanced, intermediate, basic)	17	
9	Computer and Internet Programs Windows, Word, Excel, Access, Internet	15	
10	Office Management (Filing and Coding)	13	
11	Coordination	3	
12	Archiving	1	
13	Leadership	2	
14	Stock/Deepo	3	
15	Time Management	1	
16	Administrative Management	2	
17	Meeting Management	2	
18	MS Access DataBase	1	

The above mentioned Training Programs Identified for the 38 staff of Procurement Department who have been interviewed, ranking from 3<sup>rd</sup> to 6<sup>th</sup> grade

**Identified Training Programs for Energy Planning Department**

<b>No</b>	<b>Programs Identified</b>	<b>N /F Staff</b>	<b>Remarks</b>
1	Project Management	1	
2	Communication	2	
3	Report Writing	1	
4	Awareness of Rules and Regulation, and Civil Service Guidelines	1	
5	English Language at different levels (advanced, intermediate, basic)	3	
6	Computer and Internet Programs Windows, Word, Excel, Access, Internet	3	
7	Office Management(Filing and Coding)	1	
8	AutoCAD	3	
9	Planning	2	
10	Leadership	1	
11	Time Management	2	
12	Meeting Management	3	

The above mentioned Training Programs indentified for the 6 staff of Energy Planning Department who have been interviewed, ranking from 2<sup>nd</sup> to 4<sup>th</sup> grade

**Identified Training Programs for Planning and Donor Coordination Department**

<b>No</b>	<b>Programs Identified</b>	<b>N /F Staff</b>	<b>Remarks</b>
1	Project Management	7	
2	Communication	8	
3	Report Writing	9	
4	Planning	4	
5	PSS/Power Sector Simulation	5	
6	Load flow study	2	
7	Awareness of Rules and Regulation, and Civil Service Guidelines	12	
8	English Language at different levels (advanced, intermediate, basic)	10	
9	Computer and Internet Programs Windows, Word, Excel, Access, Internet	3	
10	Proposal Writing	6	
11	Time Management	1	
12	Meeting Management	1	
13	GPS-GIS	5	
14	AutoCAD	3	
15	Office Management (Filing and Coding)	3	
16	Financial Management	1	
17	Design of high and Low Voltage city network	2	
18	Primavera	1	

**Identified Training Programs for Renewable Energy Department.**

<b>No</b>	<b>Programs Identified</b>	<b>N /F Staff</b>	<b>Remarks</b>
1	Project Management	5	
2	Communication	3	
3	Report Writing	1	
4	Awareness of Rules and Regulation, and Civil Service Guidelines	1	
5	English Language at different levels (advanced, intermediate, basic)	4	
6	Computer and Internet Programs Windows, Word, Excel, Access, Internet	2	
7	Office Management(Filing and Coding)	1	
8	Total Station	4	
9	Bio Mass- Bio Gas	5	
10	Leadership	3	
11	Safety Management	1	
12	Time Management	1	
13	Meeting Management	1	

The above mentioned Training Programs indentified for the 15 staff of Renewable Energy Department who have been interviewed, ranking from 2<sup>nd</sup> to 5<sup>th</sup> grade

**Identified Training Programs for Technical Services Department**

<b>No</b>	<b>Programs Identified</b>	<b>N /F Staff</b>	<b>Remarks</b>
1	Communication	11	
2	Report Writing	3	
3	Accounting	3	
4	Finance	8	
5	Supervision and Control	2	
6	Awareness of Rules and Regulation, and Civil Service Guidelines	17	
7	English Language at different levels (advanced, intermediate, basic)	6	
8	Computer and Internet Programs Windows, Word, Excel, Access, Internet	9	
9	Office Management (Filing and Coding)	17	
10	Human Resources Management	3	
11	Procurement Law	4	
12	Leadership	1	
13	Stock/Deepo	2	
14	Time Management	1	
15	Auto Maintenance	1	
16	Meeting Management	1	
17	Safety Management	1	
18	Planning	1	
19	Operation and Maintenance (O&M)	3	
20	Lis Cad		

The above mentioned Training Programs Identified for the 26 staff of Technical services Department who have been interviewed, ranking from 3<sup>rd</sup> to 6<sup>th</sup> grade

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<b>Identified Training Programs for Consultative Energy Engineering Services Department</b>			
<b>No</b>	<b>Programs Identified</b>	<b>N /F Staff</b>	<b>Remarks</b>
1	Project management	5	
2	Communication	11	
3	Report Writing	4	
4	Finance	5	
5	Lis cad	3	
6	Total station	5	
6	Awareness of Rules and Regulation, and Civil Service Guidelines	10	
7	English Language at different levels (advanced, intermediate, basic)	2	
8	Computer and Internet Programs Windows, Word, Excel, Access, Internet	2	
9	High Voltage transmission	3	
10	Time Management	1	
11	Meeting Management	1	
13	GPS-GIS	3	
14	Auto cad	5	
15	Office Management (Filing and Coding)	5	
16	Financial Management	1	
17	Soil test	3	
18	Quality Control	1	
19	Mapping	4	
20	Budget based on program	1	
21	Archive Management	3	
22	Operation and Maintenance (O&M)	5	
23	Supervision and Control	2	
24	Planning	1	
25	Principles of book keeping	1	
26	Procurement Law	1	
27	Leadership	1	
28	SAB	1	
29	ETAP	1	

The above mentioned Training Programs Identified for the 30 staff of Consultative Energy Engineering Services Department who have been interviewed, ranking from 2<sup>nd</sup> to 6<sup>th</sup> grade

**Identified Training Programs for Planning and Energy Policy Department.**

<b>No</b>	<b>Programs Identified</b>	<b>N /F Staff</b>	<b>Remarks</b>
1	Project management	2	
2	Communication	2	
3	Report Writing	1	
4	Planning	3	
5	Ecology Environment	1	
6	Awareness of Rules and Regulation, and Civil Service Guidelines	2	
7	English Language at different levels (advanced, intermediate, basic)	4	
8	Computer and Internet Programs Windows, Word, Excel, Access, Internet	1	
9	Policy Making	3	
10	Management	1	
11	Safety Management	2	
12	Time Management	1	
13	Meeting Management	1	
14	Ms Access DataBase	1	

The above mentioned Training Programs identified for the 4 staff of Planning atend Reguler of Energy Polecy Department who have been interviewed, ranking from 2<sup>nd</sup> to 5<sup>th</sup> grade

**Identified Training Programs for Project Coordination Department (Water)**

<b>No</b>	<b>Programs Identified</b>	<b>N /F Staff</b>	<b>Remarks</b>
1	Project Management	10	
2	Communication	5	
3	Survey	5	
4	Supervision and Control	11	
5	Environment, Ecology	2	
6	Total Station	1	For site data collection
7	Awareness of Rules and Regulation, and Civil Service Guidelines	5	
8	English Language at different levels (advanced, intermediate, basic)	10	
9	Computer and Internet Programs Windows, Word, Excel, Access, Internet	2	
10	GIS	2	
11	Organizational Management	3	
12	Principles of Advisory	2	
13	Safety Management	5	
14	Procurement Law	3	
15	Proposal Writing	3	
16	Primavera	2	
17	Sap	2	
18	E Taps	2	

### Identified Training Programs for Water Institution Planning Department

No	Programs Identified	N /F Staff	Remarks
1	Project Management	3	
2	Communication	6	
3	Survey	5	
4	Supervision and Control	2	
5	Dam Design	2	
6	Total Station	1	For site data collection
7	Awareness of Rules and Regulation, and Civil Service Guidelines	3	
8	English Language at different levels (advanced, intermediate, basic)	10	
9	Computer and Internet Programs Windows, Word, Excel, Access, Internet	3	
10	Environment Protection	1	
11	Safety Management	5	
12	Office Management(Filing and Coding)	4	
13	AutoCAD	2	
14	Access Database	5	
15	Management	5	

The above mentioned Training Programs indentified for the 12 staff of Water Institution Planning Department who have been interviewed, ranking from 2<sup>nd</sup> to 6<sup>th</sup> grade

### Identified Training Programs for Project Preparation Water Institution Department

No	Programs Identified	N /F Staff	Remarks
1	Project Management	7	
2	Total Station	11	
3	Auto CAD	9	
4	GPS	2	
5	GIS	5	
6	Lis Cad	7	
9	Awareness of Rules and Regulation, and Civil Service Guidelines	18	
7	English Language at different levels (advanced, intermediate, basic)	25	
8	Computer and Internet Programs Windows, Word, Excel, Access, Power Point	17	
10	Management	7	
11	Office Management (Filing and Coding)	14	
12	Topography	5	
13	Access Database	5	
14	Communication	18	
15	Report Writing	5	
16	Archive Management	2	
17	Evaluation and Analysis	1	
18	Supervision and Control	3	
19	Laboratory Technician (Soil)	5	
20	Organizational Management	2	
21	Principles of Library Management	1	
22	Norm and Standard preparation	1	
23	Accounting	5	
24	Operation and Maintenance (O&M)	1	
25	Planning	1	
26	Safety Management	1	
27	Principles of Advisory	1	
28	Time Management	1	
29	Meeting Management	1	

The above mentioned Training Programs identified for the 50 staff of Project Preparation Water Institution Department who have been interviewed, ranking from 2<sup>nd</sup> to 6<sup>th</sup> grade

<b>Identified Training Programs for Water Low/Water Right Department</b>			
<b>No</b>	<b>Programs Identified</b>	<b>N /F Staff</b>	<b>Remarks</b>
1	Project Management	2	
2	Communication	4	
3	Report Writing	3	
4	Hydrology	2	
5	Practical Legislation	2	
6	Awareness of Rules and Regulation, and Civil Service Guidelines	6	
7	English Language at different levels (advanced, intermediate, basic)	5	
8	Computer and Internet Programs Windows, Word, Excel, Access, Internet	3	
9	Conflict Resolution	7	
10	Leadership	1	
11	Office Management	1	
12	Time Management	1	
13	Meeting Management	1	
14	MS Access DataBase	1	

The above mentioned Training Programs Identified for the 10 staff of Water Low/Water Right Department who have been interviewed, ranking from 3<sup>rd</sup> to 6<sup>th</sup> grade

**Identified Training Programs for Water Resources Department**

<b>No</b>	<b>Programs Identified</b>	<b>N /F Staff</b>	<b>Remarks</b>
1	Hydrology	8	
2	Communication	11	
3	Report Writing	2	
4	Finance	9	
5	TACD	1	
6	Total station	8	
7	Awareness of Rules and Regulation, and Civil Service Guidelines	10	
8	English Language at different levels (advanced, intermediate, basic)	16	
9	Computer and Internet Programs Windows, Word, Excel, Access, Internet	11	
10	Metrology	6	
11	Time Management	1	
12	Meeting Management	1	
13	GPS-GIS	13	
14	Auto cad	1	
15	IQQM	1	
16	Leadership	2	
17	Access DataBase	4	
18	Rainfall Runoff	1	

### Identified Training Programs for General Department of Water Management

No	Programs Identified	N /F Staff	Remarks
1	Project management	2	
2	Communication	5	
3	Report Writing	4	
4	Planning	3	
5	Principles of Advisory	1	
6	Awareness of Rules and Regulation, and Civil Service Guidelines	5	
7	English Language at different levels (advanced, intermediate, basic)	5	
8	Computer and Internet Programs Windows, Word, Excel, Access, Internet	4	
9	Conflict Resolution	1	
10	Time Management	3	
11	Meeting Management	2	
12	Office Management	3	
13	Management	3	
14	Survey	1	

The above mentioned Training Programs Identified for the staff of Planning attend Regular of General Department of Water Management who have been interviewed, ranking from 2<sup>nd</sup> to 5<sup>th</sup> grade

**Identified Training Programs for Water Systems Maintenance and Operation Department of  
Water Management**

<b>No</b>	<b>Programs Identified</b>	<b>N /F Staff</b>	<b>Remarks</b>
1	Communication	2	
2	Operation and Maintenance (O&M)	1	
3	Accounting	1	
6	Awareness of Rules and Regulation, and Civil Service Guidelines	2	
4	English Language at different levels (advanced, intermediate, basic)	3	
5	Computer and Internet Programs Windows, Word, Excel, Access, Internet	2	
7	Management	1	
8	Office Management (Filing and Coding)	1	
9	Time Management	1	
10	Meeting Management	1	
11	Leadership	1	
12	Report Writing	5	
13	Planning	2	
14	Technical Evaluation	1	

The above mentioned Training Programs Identified for the 4 staff of Water Systems Maintenance and Operation Department who have been interviewed, ranking from 2<sup>nd</sup> to 6<sup>th</sup> grade