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Pegawai Latihan Kanan
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Pengarah Kerja Raya,
 Ibu Pejabat,
 Jabatan Kerja Raya,
 Kota Kinabalu.

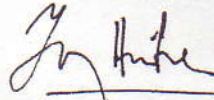
PWD Training Centre
Brief Description of Activities

Public Works Department Training Centre was established in 1961. It is under the charge of the Senior Training Officer who is in turn responsible to a Deputy Director of Public Works. The brief description of its activities is as follows:-

Main Activities	Sub-Activities
1. General Training Management	(a) Dealing with general correspondence on training matters and otherwise. (b) Formulating training policies, training objectives and training Functions. (c) Planning and implementing in-service training programmes and courses. (d) Guiding and assisting Training Officers and Instructors in training programmes and courses. (e) Selecting trainees for courses. (f) Dealing with training reports and Certificates of training and examinations. (g) Managing financial expenditures of training. (h) Devising job descriptions for technical personnel in the PWD.
2. Course conducting	(a) Identifying training needs. (b) Designing course (c) Doing research and writing lecture notes and handouts.

Main Activities	Sub-Activities
<p>3. Special Induction Course conducting</p>	<p>(d) Preparing training materials, equipment and tools.</p> <p>(e) Preparing lesson plans and time-tables for the course</p> <p>(f) Conducting the course</p> <p>(a) Being the Secretariat for the Panel of the course.</p> <p>(b) Identifying the staff who are required to pass the course.</p> <p>(c) Designing different courses for different groupings of staff.</p> <p>(d) Arranging for the preparation of the course.</p> <p>(e) Implementing the conduct of the course.</p>
<p>4. Service Examinations and Skill Tests Conducting.</p>	<p>(a) Identifying eligible candidates and arranging for them to sit for the relevant Service Examinations or Skill Tests.</p> <p>(b) Arranging for the preparation of Examination Papers or Test Papers.</p> <p>(c) Arranging for invigilators for the Examinations or Tests.</p> <p>(d) Conducting the Examinations or Tests.</p>
<p>5. Store-Keeping</p>	<p>(a) Ordering stores as required</p> <p>(b) Procuring stores</p> <p>(c) Recording stores according to Regulations</p> <p>(d) Safe-Keeping and maintaining stores</p>
<p>6. Hostel Accommodation Management</p>	<p>(a) Receiving outstation trainees into Hostel.</p> <p>(b) Providing some basic facilities for hostelites.</p> <p>(c) Arranging for food if required by hostelites.</p>

Main Activities	Sub-Activities
7. Co-Ordinating Training With Other Government Departments	(a) Finding out the training facilities of other Government Departments. (b) Providing, on request, technical training assistance to personnel in other government Departments. (c) Arranging, if necessary, to use the training facilities of other Government Departments.



(YONG HIN FAH)
PEGAWAI LATIHAN KANAN

s.k. Fail PWD/STO/D35.

YHF/dt.