

CIVIL SERVICE AGENCY  
SENIOR EXECUTIVE SERVICE

**Training Workshop on Performance Enhancement, Experience Sharing and Best Practices for all SES Professionals and Supervisors**

**1.0 Introduction and Overview**

In April 2009, the SES Secretariat conducted and completed an orientation training workshop for 65 SES Professionals, including 15 County Development Officers, recruited during the First and Second Waves, TOKTEN Staff and their supervisors. Also, in July 2009, the SES Secretariat completed the recruitment of the final batch of 38 SES professionals (note that 3 of the 65 vacated their jobs and the positions re-advertised as part of the 38 positions). An orientation training workshop was subsequently conducted for the final batch after their official induction into the Liberia Civil Service.

These orientation training workshops are part of the SES Professionals contractual requirements so as to assist them understand their contractual roles and obligations, expose them to national and international best practices and the practical application of modern management concepts, associated tools and instruments, and to help them use these to facilitate performance and delivery of results.

Analysis of the post workshops evaluation indicates that participants were fully satisfied with the content and delivery of the training modules. They however made suggestions for the inclusion of additional subjects and topics such as project management, report writing, policy formulation and implementation, organizational management, change and time management, among others. Also, as part of the workshops program an open forum was created to provide an opportunity for SES professionals to interact with one another, the SES Secretariat, the UNDP to discuss issues related to performance. The forum also provided the platform for suggesting strategies and making recommendations for addressing pertinent issues associated with performance and the work environment. Prominent among these recommendations were:

- The training of SES professionals should be sustained to provide a strong capacity base for implementing the SES Program
- SES Professionals need continuing training that will equip them to assist in the transformation of their ministries/agencies into learning organizations
- Ministries and agencies should play role in ensuring the upgrading of specific technical and management skills of SES professionals, and ensure that such critical skills and experience are shared and transferred to junior staff of the ministry/agency



- The SES Secretariat should ensure that its quarterly work plan always include a workshop for SES professionals where performance challenges, experiences, best practices and common training needs will be discussed and strategies for implementation mapped out.

## **2.0 Training Goal and Objectives**

Performance is key for the success of the SES concept and so the need to build capacity for performance enhancement cannot be overemphasized. Therefore the goal of this workshop is to enhance the capacity of SES professionals to enable them provide support for policy formulation and implementation, and to further assist the process of restructuring and transformation of the public/civil service of Liberia. The objectives of the workshop are to ensure that the SES professionals and their supervisors:

- Understand the concept of the SES and rationale for its creation
- Understand the rationale for the Civil Service Reform and its central role in the transformation of Liberia's public sector and governance system
- Understand the system for monitoring and evaluating the performance of the SES professionals
- Understand the roles and responsibilities of Senior Public Officials appointed to supervise the work of SES professionals
- Set performance targets and indicators for the quarters
- Share performance experiences, challenges and best practices

## **3.0 Training Outputs**

The workshop will have the following outputs:

- Delivery of training modules
- Training of about 141 participants (84 SES professionals; 27 supervisors, 15 CDOs and 15 Development Superintendents)
- Performance Target setting and measurement indicators
- Documented practical experiences and critical challenges facing the professionals and recommendations for addressing them
- Workshop report

## **4.0 Expected Outcomes**

The training workshop is designed to achieve the below outcomes:

- Enhanced knowledge and understanding of the various training modules
  - Improved performance measurement, evaluation and reporting of SES professionals
  - Evidence of positive impact on the restructuring and transformation of ministries/agencies
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- Accelerated transfer of skills, knowledge and experiences among SES professionals and to their junior colleagues in the ministries/agencies
- Improved target setting and clear supervision of SES Professionals

## **5.0 Participation and Target Beneficiaries**

The participants of the workshop will be all SES professionals, including the 15 County Development Officers (CDOs), their immediate supervisors in the ministries/agencies and the 15 Assistant Superintendents for Development, who directly supervise the CDOs in the counties. Other participants will include representatives of our development partners such as the UNDP, World Bank, USAID and our sister programs such as TOKTEN, LECBS

## **6.0 Workshop Modules**

The training workshop will be participatory and concentrate on performance enhancement, reporting and best practices. The reference documents for the workshop will be:

- Poverty Reduction Strategy (PRS)
- Civil Service Reform Strategy (CSRS)
- The Senior Executive Service: Demonstrating Leadership in the Development of Liberia
- Quarterly Performance Evaluation Report for the period April – June
- Quarterly Program Implementation Reports (January – March & April – June)

The training module includes:

- The SES Concept: an overview
- Performance Target setting and work plans
- Performance Indicators and monitoring
- Performance and Quarterly reporting
- Experience sharing (3 best practice experience sharing presentations)

## **7.0 Workshop Methodology**

The workshop training module will be delivered in power point and will be participatory and interactive to ensure adequate participation of all. The method and approach will combine lectures with intermittent discussions and exercises, including case studies.



Training Workshop on Performance Enhancement, Experience Sharing and Best Practice for all SES Professionals and their Supervisors.

- I. Introduction
- II. Training Goal
- III. Training Objectives and Learning Outcomes
- IV. Training Output
- V. Expected Outcomes
- VI. Participation and Target Group
- VII. Training Materials
- VIII. Training Modules
- IX. Training Methodology



**Training Program (Day One –Group One) SEPTEMBER 24, 2009**

No	Time	Activity
1	9:00-9:45	Arrival and Registration of participants
2	10:00-10:30	Opening of Workshop by Dr. C. William Allen, <b>Director-General &amp; Chair of PIC</b>
3	10:35-10:55	Breakfast
4	11:00-11:30	<b>Overview of SES:</b> Development Objective, Immediate Objectives, Expected Outcomes, Expected Outputs & Immediate Indicators
5	11:35-12:15	<b>Performance Target for the period</b> i). Policy level ii). MDAs Performance effectiveness in mandates iii).Capacity development/utilization-skills/knowledge transfer
6	12:20-1:10	<b>Performance Indicators:</b> i). Output Indicators: a). Policy level b).MDAs level c).Capacity Building level ii). Outcome Indicators: a). Policy level b). MDAs level, c). Capacity Building level iii) Reporting
7	1:15-2:15	<b>LUNCH - LUNCH - LUNCH</b>
8	2:20-3:20	Performance Experience Sharing & Best Practice (3 Professionals)
9	3:30-4:00	Open discussions and the way forward (Recommendations)
10	4:05-4:15	Closing Remarks

**DAY-I, Group One SEPTEMBER 24, 2009**

Venue : **Monrovia/SKD**

Number of Participants : **40 plus their supervisors**

Name of participants

1. NIC	Vaanii Baker	22. GAC	Emmanuel B. Nyweswa
2. MoF	Dorsla D. Farcathy	23. MoY&S	J.Helyn Togba
3. MoF	Tanneh G. Brunson	24. MoY&S	Ali Sylla
4. MoF	Dawo Z. Morris	25. MCC	Frank Krah
5. CSA	Shedi Baki	26. MoT	Sylvester S. Kemokai

6. CSA	Retta Vincent	27. Mines & Energy	James K. Mulbah
7. CSA	Patrice Weah	28. MPEA	Musu P. Twalla
8. GC	David P. Kialain	29. MPEA	Stanely Kamara
9. GC	Simeon D. Thompson	30. MoJ	Felicial V. Coleman
10. MoA	Ara Voker Chea	31. MoJ	Edmund Anokwuru
11. MoA	Norwood Langley	32. G&D	James Z. Whawhen
12. MoA	Moses More Zinnah	33. G&D	Sieane Baki
13. LISGIS	Ounzuba Kemeh-Gama	34. MPW	Emment A. Taylor
14. LISGIS	Nicholas K. Dikenah	35. MPW	J.Jefferson Cheeson
15. LISGIS	Alfred Benedict Stevens	36. MPW	Alvina Norman
16. MoH	Julie Y. Brown	37. MPW	Elijah Karnley
17. MoH	Kar-Rufus Morris	38. MoC	Samuel R. Monger
18. MIA	Laurentine H. Bass	39. MoC	Gulu Gwesa
19. MoS	Naomie Gray	40. MoL	Marlene Gbolomah Bush
20. MICAT	Aissa Bright		
21. MoE	E. Othello Gongar		

### Training Program (Day Two –Group Two) SEPTEMBER 25, 2009

No.	Time	Activity
1	9:00-9:45	Arrival and Registration of participants
2	10:00-10:30	Opening of Workshop by Dr. C. William Allen, <b>Director-General &amp; Chair of PIC</b>
3	10:35-10:55	<b>Breakfast</b>
4	11:00-11:30	<b>Overview of SES:</b> Development Objective, Immediate Objectives, Expected Outcomes, Expected Outputs & Immediate Indicators
5	11:35-12:15	<b>Performance Target for the period</b> i). Policy level ii). MDAs Performance effectiveness of mandates iii).Capacity development/utilization-skills/knowledge transfer
6	12:20-1:10	<b>Performance Indicators:</b> i). Output Indicators: a). Policy level b).MDAs level c). Capacity Building level ii).Outcome Indicators: a). Policy level b). MDAs level c). Capacity Building level
7	1:15-2:15	<b>LUNCH - LUNCH - LUNCH</b>
8	2:20-3:20	Performance Experience Sharing & Best Practice (3 Professionals)
9	3:30-4:00	Open discussions and the way forward (Recommendations)
10	4:05-4:15	Closing Remarks

### DAY II.....GROUP II

Venue : **Monrovia/SKD**

Number of Participants : **39 plus their Supervisors**

#### Name of Participants

1. MoF	J.Levi Demmah	25. MPW	Manfred Verdier
2. MoF	Johnathan Geegbae	26. MPW	Christian Herbert
3. MoF	Dixon W. Seboe	27. Mines & Energy	Morris Kanneh
4. CSA	Alexander Bassey	28. MoC	Samuel K. Ngaima, Sr.
5. CSA	Oblayon Nyemah	29. MoC	W. Coleman Foster, II
6. CSA	George T. Wilson	30. MIA	Augustus Bailey
7. GC	George Tee Forpoh	31. CNDRA	Forkpah Harris Kemeh
8. GC	Herron Gbidi	32. MoL	Edward Freeman

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|------------|----------------------|-----------|-------------------|
| 9. MoA     | D.Abugarshall Kai    | 33. MoL   | Sam D. Monbo, Jr. |
| 10. MoA    | Cheryl A. William    | 34. OVP   | Henry Fahnbulleh  |
| 11. MoA    | Harry G. Wonyene     | 35. EPA   | Kumeh Salim Assaf |
| 12. LISGIS | T-Con E.B. Shaw      | 36. EPA   | Paul C. Jaiblai   |
| 13. LISGIS | Raymond B.Ziama      | 37. MoS   | Yanquoi S. Borsay |
| 14. MoH    | Lydia-Mai Sherman    | 38. MoP&T | J. Marwolo Sonnie |
| 15. MICAT  | Amos Sendolo         | 39. JAAP  | Ophelia Mathies   |
| 16. GAC    | Amos Harris          |           |                   |
| 17. MoY&S  | James K. Kingsley    |           |                   |
| 18. MoY&S  | J.Bryant McGill      |           |                   |
| 19. MCC    | Anthony Kromah       |           |                   |
| 20. MPEA   | Henrique B. Wilson   |           |                   |
| 21. MoJ    | Yamie-Quiqui Gbeisay |           |                   |
| 22. G&D    | Andrew G. Temeh      |           |                   |
| 23. MPW    | Edsel Smith          |           |                   |
| 24. MPW    | B.Benjamin Jlah, Sr. |           |                   |

**Training Program (Two Days– One Group) OCTOBER 1-2, 2009**

No.	Time	Activity
1	9:00-9:45	Arrival and Registration of participants
2	10:00-10:30	Opening of Workshop by Dr. C. William Allen, <b>Director-General &amp; Chair of PIC</b>
3	10:35-10:55	<b>Breakfast</b>
4	11:00-11:30	<b>Overview of SES:</b> Development Objective, Immediate Objectives, Expected Outcomes, Expected Outputs & Immediate validation
5	11:35-12:15	<b>Performance Target for the period</b> i). Policy level ii). MDAs Performance effectiveness in mandates iii).Capacity development/utilization-skills/knowledge transfer
6	12:20-1:10	<b>Performance Indicators:</b> i). Output Indicators: a). Policy level b).MDAs level, c). Capacity Building level ii). Outcome Indicators: a). Policy level b). MDAs level, c). Capacity Building level
7	1:15-2:15	<b>LUNCH - LUNCH - LUNCH</b>
8	2:20-3:20	Performance Experience Sharing & Best Practice (3 Professionals)
9	3:30-4:00	Open discussions and the way forward (Recommendations)
10	4:05-4:15	Closing Remarks

Venue : Buchanan

Number of participants : **15 CDOs plus 15 Development Superintendents**

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|----------------|-------------------|
| 1. Montserrado | Stephen F. Guzeh  |
| 2. Margibi     | James A. Jaber    |
| 3. Sinoe       | James F. Davis    |
| 4. Bassa       | Patrick O. Sawyer |
| 5. River Gee   | William S. Jeffy  |
| 6. Cape Mount  | Edmond R. Gray    |
| 7. Lofa        | Stanely Sheriff   |
| 8. Nimba       | Mulbah Harris     |
| 9. Gbarpolu    | Sidiki Quisia     |

10. River Cess
11. Maryland
12. Bomi
13. Grand Gedeh
14. Grand Kru
15. Bong

D.Emmanuel Williams  
Numene Reeves  
Lee S. Mason  
Bryant J. Slah  
Joseph N. Kpanie, II  
Tinatua Calvin Kollie

