



REPUBLIC OF ZAMBIA
OFFICE OF THE PRESIDENT
PUBLIC SERVICE MANAGEMENT DIVISION
DEPARTMENT OF HUMAN RESOURCE MANAGEMENT
TRAINING AND DEVELOPMENT PLAN

Ministry/Province/ Institution.....

Year.....

S/No	PRIORITY RANKING	PRIORITY AREA	DEPT/ SECTION	CANDIDATE'S NAME	NRC NO.	PMEC NO.	GENDER	POSITION	JOB SPECIFICATION	AGE	CANDIDATE'S LEVEL OF TRAINING	TRAINING PROPOSED	LEVEL OF TRAINING PROPOSED	LOCATION OF PROGRAM PROPOSED	PROPOSED DATE OF PROGRAME	SPONSOR	JUSTIFICATION OF TRAINING	ESTIMATED COST PER YEAR	MINISTRY / INSTITUTION	

Compiled By

Job Title.....

Date

Approved By Permanent Secretary (full Names).....

Signature

Official Stamp