



National Open University of Nigeria

SOP Title	Directorate of Staff Training
SOP No:	NQSA/SOP/HR/003
Owner:	National Open University of Nigeria (NOUN)
Approved By:	The University Senate
Manager/Driver:	Staff Training and Development
Date of Approval:	
Date of Next Review:	The date will be 3 years from the date of approval (to be inserted after approval)

Purpose

The Standard Operating Procedure (SOP) is developed to guide the University on Staff Training and Development (ST&D) to enhance staff knowledge and skills with quality training and professional development opportunities by providing staff with tools and training necessary for efficiency and career advancement

Activities

ST&D Activities

1. Senate Committee on Staff Training and Development (SCST&D)
2. Monthly Virtual Lecture Series for PARs, SARs & Ars
3. Developing yearly Training Calendar
4. Coneyance of Approvals/non- approvals for Conference, Workshop and Trainings
5. All matters relating to TETFund sponsorship on study leave (Local & International), conferences/ trainings etc
6. Permission for Study
7. File movement within the relevant offices
8. Handling of Annual Leave matters and other correspondences received in the Directorate
9. Dispatch and filing of documents
10. Training needs

Activities and Actions

S/N	Activity (Assigned Task)	Steps (Task Description)	Maximum Timeline to complete each step	Action by (Name and ID number)	Evidence of completed Activity (Task)
1.	Senate Committee on Staff Training and Development (SCST&D), other Committees & Ad Hoc Committee Meetings	1.Sending out notice of meeting	90 Days		1. List of committee members and their job schedules. 2. List of meetings held and decision extracts with dates.
2.Ensuring that minute of the previous meeting is circulated to members					
3.Minutes of meeting/decision extracts are communicated to members after approval					
4.Minutes of meeting/decision (study leave) extracts are					

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	Study Leave	attached to staff applications for onward submission to TETFund			
2.	Monthly Virtual Lecture Series for PARs, SARs and ARs/Monthly and Quarterly Report	<p>1.Coordinating the Steering Committee to drive the Virtual Lecture Series</p> <p>2.Identifying and appointing Resource Persons for the lecture series</p> <p>3.Developing a year-wide calendar for the lecture</p> <p>4.Assist in determining topics/ areas to cover. Prepare notices to Resource Persons, ICT, and DLCMS (for the zoom link) and ensure wide publicity to all staff</p> <p>5.Assist in the moderation of lecture real-time (on-line)</p> <p>6.Harvest attendance list for the purpose of reimbursement with respect to data</p>	90 Days		<p>1. List of virtual lectures by S/N, topics, training objectives, training outcomes, staff category, number that attended, training dates.</p> <p>2. State the specific impacts the training outcomes has on staff job performance using feedbacks from the trainees, Deans, Directors, and Heads of units.</p>

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		7. Prepare report on the training as feedback to Management			
		8. Overseeing the activities of the Directorate and reporting to the Director			
3.	Training Calendar/Compilation of Monthly and Quarterly Reports	1. Developing proposals for yearly training calendar	90 Days		<ol style="list-style-type: none"> 1. Criteria for selecting trainees. 2. Report of the gap analysis to determine the topic(s) for training. 3. List of staff sponsored on different training by S/N, name, department, training type, duration of training, sponsorship type, start and end date of programme, resumption date in office. 4. Progress report of trainees under the university sponsorship on different programmes.
2. Evaluate training needs/gaps of different categories of staff in the university as recommended by their superior officers.					
3. Preparing monthly/quarterly reports for onward submission to the VC.					
4. Coordinating and organizing training programmes and refreshers course for staff					
5. Monitoring of staff workshops/conferences attendance and providing					

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		reports to the Management			
		6.Conveying of Management decision to staff on training matters			
		7.Making comments/advise as may be required by the Management in respect of staff training and development			
		8.Visiting/liaising with relevant training institutions in order to access provisions for staff training.			
		9. Nomination of staff for training based on the on the directive of the vice-chancellor or registrar			
4.	Conveyance of Approvals for Conference, Workshop and Trainings	1.Upon receiving documents to treat, staff files are retrieved	90 Days		List of staff that have received letters of approvals for conferences, workshops, and trainings by name, staff ID, department, designation, category (conference or workshop or training) number of sponsorships received with
	2.Document is filed, and comment to assist in treating the request is developed				
	3.Comment is sent to the				

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		Ag. Director for vetting 4. Comment is either returned if corrected, or initialled by the Ag. Director and forwarded to Registrar to treat further 5. Upon return, a draft of decision is developed for the Ag. Director to vet and then dispatched			dates. To be presented in tabular form.
5.	All Matters relating to TETFund	1. Processing applications for Academic Staff Training and Development (AST&D) i.e., applications for Masters and Ph.D. 2. Processing and preparation of applications for	90 Days		1. List of applications for Masters' and Ph.D. sponsorship by name, staff ID, faculty, department, intended programme of study, relevance of programme to current job, Duration of programme, total cost requirement for the programme duration, approval (approved or denied), Reason for approval or denial, number of earlier study approval. List of approved academic manuscripts with dates.

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		Academic Manuscripts publications			
		3.Processing applications for Institution Based Research Grants (IBR)			List of approved Institution Based Research Grants (IBR)
		4.Acknowledgment and treating progress report from staff on study leave			Report of progress report.
6.	Permission for Study	1.Staff applications are forwarded from the Vice-Chancellor or the Registrar to the Directorate	90 Days		List of staff with approval for study by name, staff ID, intended programme, approved by:, date of approval, programme duration, start and end date of programme, Number of earlier permission for study received.
	2.Staff file is retrieved from Human Resources				
	3.Comments are developed to aid approving authority to make decision				
	4.Ag. Director, PAR vet comments and sign				
7.	File Movement	1. Collection and returning of staff files from Directorate of Human Resources	90 days		List of staff files collected and returned to Human Resources Directorate.

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8.	Handling of Annual Leave Matters and other correspondences received in the Directorate	<p>The secretary to the Ag. Director is responsible for the following:</p> <p>1.Receiving Incoming and Outgoing Mails</p> <p>2.Conveying approval of staff annual leave application</p> <p>3.Collating of APER forms for staff and submission</p> <p>4.Dispatching mails within the directorate</p> <p>5.Annual leave calendar for the directorate is prepared</p>	90 Days		<ol style="list-style-type: none"> 1. List of incoming and outgoing mails. 2. Report of staff submission of APER forms. 3. Annual leave calendar of staff in the directorate.
10.	Dispatch and Filing	<ol style="list-style-type: none"> 1.Sorting and filing of documents 2.Record keeping, data entering of documents 3.Dispatching of internal and external mails 	90 Days		List of documents filed and method of documentation.
11.	Training Needs	Sending out memo with deadline to each directorate, unit, faculties to submit their training	90 Days		<ol style="list-style-type: none"> 1. Document or link for call of training needs. 2. List of proposed training needs by training

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		needs			required, training objectives, training outcomes, target audience, duration, cost,
		2 Collect the propose training needs submitted for review and submit to VC for approval			
		3 After approval liaise with training institute for training of staff categories at that period			

Team of Developers

1. Eunice N. Riki (Mrs.)
2. Mabel madu
3. Akachukwu, Chinelo Rose
4. Abdulazeez Attahiru Enagi
5. Blessing ozukwe (Mrs)