



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:	Directorate of Staff Training
Date of Approval:	
Date of Next Review:	The date will be 3 years from the date of approval (to be inserted after approval)

STANDARD OPERATING PROCEDURE (SOP) FOR THE DIRECTORATE OF STAFF TRAINING AND DEVELOPMENT

Purpose: The Standard Operating Procedure (SOP) is developed to guide the University on Staff Training and Development (ST&D) activities as regards to compliance, monitoring, and evaluation of academic and operational tasks/activities for the purpose of continuous improvement.

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. Collation and preparation of quarterly Reports
5. Conveyance of Approvals/non- approvals for Conference, Workshop and Trainings
6. All matters relating to TETFund sponsorship on study leave (Local & International), conferences/ trainings etc.
7. Serves as Secretariate at workshops/Training activities in the University
8. Monitors Training activities to ensure that staff adhere to the policy of the University on training
9. Permission for Study
10. File movement within the relevant offices
11. Handling of Annual Leave matters and other correspondences received in the Directorate
12. Dispatch and filing of documents
13. Cleaning and Maintenance of the Directorate

Activities and Actions

S/N	Activity	Steps	Action by	Evidence
1	Senate Committee on Staff Training and Development (SCST&D), other Committees & Ad Hoc Committee	<ol style="list-style-type: none"> 1. Sending out notice of meeting 2. Preparing agenda 3. Ensuring that minute of the previous meeting is circulated to members 4. Minutes taking 5. Securing and ensuring that the venue for the meeting is ready 6. Ensuring that public address system and IT facilities are in place for the meeting 		<ol style="list-style-type: none"> 1. Minutes of Meeting/decision extracts 2. Reports 3. Staff applications are packaged to TETFund with minutes of

	Meetings	<ol style="list-style-type: none"> 7. Ensuring that refreshment is arranged for the meeting 8. Minutes of meeting/decision extracts are communicated to members after approval by the Chairman 9. Minutes of meeting/decision extracts are attached to staff applications for onward submission to TETFund 		<ol style="list-style-type: none"> 4. meeting/decision extracts Conveying approvals/non approval to staff 5. Received approval/non approval from TETFund on staff applications to TETFund
2	Monthly Virtual Lecture Series for PARs, SARs, ARs and Admin Officers I & II/Monthly and Quarterly Reports	<ol style="list-style-type: none"> 1. Coordinating the Steering Committee to drive the Virtual Lecture Series 2. Identifying and appointing Resource Persons for the lecture series 3. Developing a year-wide calendar for the lecture 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 5. Assist in the moderation of lecture real-time (on-line) 6. Harvest attendance list for the purpose of reimbursement with respect to data 7. Prepare report on the training as feedback to Management 8. Overseeing the activities of the Directorate and reporting to the Director 		<ol style="list-style-type: none"> 1. Prepared annual calendar for the lectures 2. Successfully held Lecture series 1- 8 3. Dispatched letters of appointment for Resource Persons 4. Meeting with Resource Persons for an interaction session with committee members before the lecture date (Lecture Series 1-8)

				<ol style="list-style-type: none"> 5. Dispatched notice of virtual lecture to staff concerned. 6. Liaised with DLCMS for wide publicity and generating of zoom link 7. Harvested attendance list for the purpose of record keeping 8. Prepared report for Management as feedback.
3	Developing Yearly Training Calendar/Collation of Monthly and Quarterly Reports	<ol style="list-style-type: none"> 1. Developing proposals for yearly training calendar 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 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 		<ol style="list-style-type: none"> 1. Prepared annual training calendar 2. Prepared quarterly reports 3. Organized refresher course for staff 4. Conveying of Management decision on training/conference attendance 5. Nomination of

		<p>staff training and development</p> <ol style="list-style-type: none"> 8. Visiting/liaising with relevant training institutions in order to access provisions for staff training 9. Nomination of staff for training based on the directive of the Vice-Chancellor or Registrar 		<p>staff for training.</p> <ol style="list-style-type: none"> 6. Coordinating and serving as secretariate for training activities in the University 7. Monitors Training activities in the University 8. Evaluating training needs and post training feedback questionnaires
4	Conveyance of Approvals for Conference, Workshop and Trainings	<ol style="list-style-type: none"> 1. Upon receiving documents to treat, staff files are retrieved 2. Document is filed, and comment to assist in treating the request is developed 3. Comment is sent to the Director for vetting 4. Comment is either returned if corrected, or initialed by the Director and forwarded to Registrar to treat further 5. Upon return, a draft of decision is developed for the Director to vet and then dispatched 6. Completed work is scanned and sent to applicants official mail while the hard copy is dispatched accordingly 		<ol style="list-style-type: none"> 1. Treated documents are dispatched and documented accordingly 2. Files are returned to the Directorate of Human Resources
5	All Matters	<ol style="list-style-type: none"> 1. Processing applications for Academic Staff 		<ol style="list-style-type: none"> 1. Progress report

	relating to TETFund	<p>Training and Development (AST&D) i.e., applications for Masters and Ph.D.</p> <ol style="list-style-type: none"> 2. Processing and preparation of applications for Academic Manuscripts publications 3. Processing applications for Institution Based Research Grants (IBR) 4. Acknowledgment and treating progress report from staff on study leave 5. Completed work is scanned and sent to applicants official mail while the hard copy is dispatched accordingly 		<p>forms are issued to staff.</p> <ol style="list-style-type: none"> 2. 3. Academic Manuscript publication forms are issued to staff 4. Notifying staff on expiration of the study leave 5. Conveying letters of stoppage of salary to staff who defaulted
6	Permission for Study	<ol style="list-style-type: none"> 1. Staff applications are forwarded from the Vice-Chancellor or the Registrar to the Directorate 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 5. Completed work is scanned and sent to applicants official mail while the hard copy is dispatched accordingly 		<ol style="list-style-type: none"> 1. Files retrieved from Human Resources 2. Comments developed with recommendation on staff request 3. Letter of approval /non approval is issued to staff
7	File Movement	Collection and returning of staff files from Directorate of Human Resources		Staff files are returned after action has been taken
8	Handling of Annual Leave Matters	<p>The secretary of to the Ag. Director is responsible for the following:</p> <ol style="list-style-type: none"> 1. Receiving Incoming and Outgoing Mails 		<ol style="list-style-type: none"> 1. Incoming and outgoing mails are received.

	and other correspondences received in the Directorate	<ol style="list-style-type: none"> 2. Maintaining itineraries 3. Conveying approval of staff annual leave application 4. Filing of documents 5. Collating of APER forms for staff and submission 6. Attending to Director's visitors 7. Dispatching mails within the directorate 8. Annual leave calendar for the directorate is prepared 9. Forms are issued to all staff to fill and submit based on the calendar 10. Submitted forms are collated and forwarded to the directorate of Human Resources for further action 11. Monitoring is ensured so that staff do not exceed the allowable leave duration 		<ol style="list-style-type: none"> 2. Collation of APER form. 3. Dispatching mails in the Directorate. 4. Conveying of annual leave.
10	Dispatch and Filing	<ol style="list-style-type: none"> 1. Sorting and filing of documents 2. Record keeping, data entering of documents 3. Photocopying and collating of documents 4. Dispatching of internal and external mails 5. Ordering, receiving, sorting and issuing of stationaries 		<ol style="list-style-type: none"> 1. Sorting and distributing incoming and outgoing mails 2. Filed acknowledged copies of documents
11	Cleaning and Maintenance of the Directorate	Cleaning of the Directorate		Cleaning

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