

TRAINING RESOURCES

An Instructional DVD on the PRDS has been developed to support face-to-face training, assist officers in developing the prerequisites needed for the effective implementation of the PRDS in their ministries/ departments and as a refresher for those officers already using the system to update their knowledge and skills about the processes involved in managing the PRDS.

The DVD contains the modules taught on the PRDS training and the following documents in the database which may be printed:

- ✓ The PRDS job description guide and blank form

- ✓ Sample job descriptions

- ✓ The PRDS Guidelines and Form

- ✓ A sample of a completed PRDS Form

- ✓ A Step by Step Guide to completing the PRDS form

- ✓ A sample Performance Improvement Plan and

- ✓ The PowerPoint presentation for each module