



## In-Tray Exercise

**Reference:** EoT-19

**Correspondence from:** CEO

**Addressed to:** EoT StipTrainer (you)

**Subject:** Projects

I've had an email from the manager of 'A' about a problem she's having with a member of staff. 'A' has several government officials on deputation to ensure effective coordination between the NGO, funding agencies, rural communities and relevant departments of government. The officer in question is involved with some training programmes as a guest lecturer. A new project is being started to promote low-cost credit schemes to improve household sanitation: the intention is to use this officer's expertise in this area. Evidently, he's already taken the Direct Trainer Skills course (DTS) and has now been nominated for the Design of Training course (DoT) - both being run at the state's Administrative Training Institute (ATI). This created the problem, as he's written the following letter to the manager:

*Respected Madam*

*I am a government officer with more than 12 years' service, at present on a voluntary deputation to 'A'. My duties include imparting training to members of staff and subject experts, especially in the field of community mapping and credit schemes. On your direction, I attended the DTS and have now been nominated for the DoT. You have mentioned your wish for me to lead the development of a training programme for the new low-cost credit scheme.*

*As an experienced serving official, I am appalled to find out that the DoT course includes a project - moreover, a project that will be assessed by tutorial staff at the ATI. It seems that unless I do this project, and pass, I will not gain a certificate of competence. The situation appears to be that unless I complete this project, and unless somebody at the ATI considers it good enough, I shall be regarded as incompetent.*

*In view of these concerns I request that I may be excused the project or attending the DoT.*

As the manager doesn't want to lose the services of this officer, perhaps you can suggest a solution.