

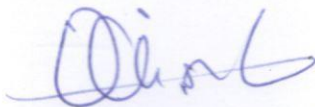
INTERNAL CIRCULAR

FROM:	DIRECTOR (HRM)
TO:	DIRCETORS REGIONAL COORDINATORS STATE COORDINATORS HEADS OF UNITS ALL STAFF
SUBJECT:	REQUEST FOR RECORDS OF TRAINING COURSES ATTENDED TO DATE
DATE:	28TH FEBRUARY, 2019

In continual effort at improving capacity building of staff, the Human Resource Management has designed a training data base to provide history of training courses attended and where a staff did not attended, such staff should indicate so in the form.

2. Accordingly a form has been designed to that effect where staff are required to complete and submit. The form should be downloaded from the organisation's website and upon completion it should be scanned and returned to HRM vide hrmanagement@son.gov.ng

3. Thank you.



Charles Orioha

Admin Officer I (Training)

For: Director, Human Resource Management