



GHANA TECHNOLOGY UNIVERSITY COLLEGE

APPLICATION TO ATTEND CONFERENCE /TRAINING /SEMINAR

(FOREIGN)

SECTION A – NOMINATION

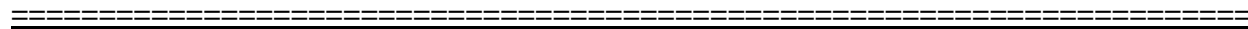
Item	Name of Nominee	Conference Fee	Country

SECTION B – DETAILS OF CONFERENCE

- i. Conference Title.....
- ii. A brief description of the Conference/Training/Seminar (attach synopsis).....
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.....
- iii. Organizing Agency/Institution:.....
- iv. Venue:.....
- v. Duration of the programme:
- vi. Start dateEnd date:.....
- vii. Relevance of the programme to employee's assigned role:
.....
.....

Name of HOD/Supervisor:.....Signature..... Date:.....

SECTION C – HEAD OF HR DEPARTMENT



Is the training relevant to the job description of the requesting staff

- a. Yes b. No.

Do you recommend the application to be approved?

- a. Yes b. No

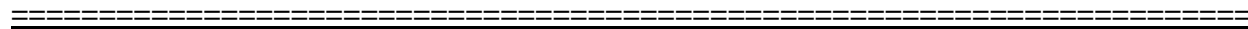
Justification/Reason for recommending or not recommending.....

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Name of Officer.....Signature:..... Date.....

SECTION D – HEAD OF DIVISION – VICE PRESIDENT/REGISTRAR



Is the training relevant to the job description of the requesting staff?

- b. Yes b. No.

Do you recommend the application to be approved?

- b. Yes b. No

Justification/Reason for recommending or not recommending.....

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Name of Officer.....Signature:..... Date.....

SECTION F – PRESIDENT

Do you approve the application?

- a. Yes b. No.

Justification/Reason for approving or not approving:.....

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Name:.....Signature.....Date.....