

WORKING GROUP ASSIGNMENTS

13. Following the plenary sessions on the lead paper and country reports the workshop was divided into Working Groups in order to carry out two specific assignments.

Working Group 1. To assess the professional training needs of polytechnic staff.

Working Group 2. To assess the administrative and management training needs of polytechnic staff.

14. The composition of each Group was carefully balanced in terms of, size and type of institutions; individual expertise and experience; and central administration representation. Both Groups were requested to carry out the assignments against the background of discussions on the lead and country papers, and on the understanding that they would be subsequently re-formed as Group 3 and 4, to design model schemes for polytechnic staff development and to formulate proposals for action based on regional co-operation.

15. Within the main assignment set for each Group, four common tasks were agreed.

(a) Identification and classification of the principal training needs of four categories of staff.

- (i) recently appointed staff
- (ii) staff with three to five years service
- (iii) staff with more than five years service
- (iv) short term expatriate staff

(b) Identification of the principal training inputs required to fulfil the training needs.

(c) Identification of the nature and scale of resources required to sustain the specified training inputs.

(d) Identification of the essential elements of an evaluation process for staff development programmes.