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OFFICE OF THE SECRETARY GENERAL

TO: All Heads of Departments

FROM: Admin. C Gordinator

DATE: 19 March 1993

SUBJECT: STAFF DEVELOPMENT

It is of urgent concern that all departmental staff have the necessary training and competence in the administration tasks of the ANC. We had therefore standardised on the following application in order to maintain consistency and superior user support Within the organisation.

VV Ord Pl ocessmg Microsoft Word v2. 0 VV 01 (1%! feet V' e .1 (switching gradually) to VISV'Word);

Spreadsheets: Microsoft Excel v4.0. Lotus 123 for Windows (for the traditional Lotus user and gradually switching to :VISExcel):

Presentation

Graphics: Harvard Graphics & Freehand Graphics: Electronic

Mail: cch'ail (for users on the local area network and the Elections Commission wide area network to the Regional offices).

The People Shall Govern!

We would like to re-emphasize the importance of training on these applications for all staff members including senior staff. Facilities for professional training, are at our disposal on the 3rd Floor through AIT.

A representative from ISD and the African Institute of Technology will be visiting each department from the 1 April 1993 to conduct a training needs audit of each department in order to tailor the training to meet each departmental needs.

Thanking you for your cooperation

Comradely Yours

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Totsi JB Memela

(ADMIN. COORDINATOR)