Republic of Mauritius
Ministry Of Civil Service & Administrative Reforms

REPORT
ON
TRAINING PROGRAMMES
Organised By
The Human Resource Development Division

January – November 2015
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**Note:**

- **AC** Award Course
- **IC** Induction Course
- **OT** Overseas Training
- **T** Training (In-House/ Customised/ Focused)
- **W** Workshop
- **LC** Launching Ceremony
- **P** Presentation
- **PS** Preparatory Session
- **BS** Briefing Session
- **SP** Sensitisation Programme
Course: Advanced Secretarial Course for Confidential Secretaries (AC1)

Aims and Objectives:

- To equip the Confidential Secretaries (CSs) with a broad knowledge of the public sector management, government machinery and administrative procedures in the Civil service.
- To equip them with the necessary skills and competencies so that they become more effective in the discharge of their duties and performance of their tasks.
- To enhance their communication, customer service and public relations techniques in the Civil service.
- To enhance their knowledge and skills in Information and Communication Technology.
- To equip them with the principles of good governance so that they may adopt a culture of good practices.

Course content:

- Overview of Public Sector Management
- Communication
- Customer Care and Public Management
- Roles and Responsibilities of CSs
- Information and Communication Technology for CSs

Duration: 2 semesters

Batch 1: 05 November 2014 – 03 June 2015

Venue: Open University of Mauritius
       Curepipe

Category of officers: Confidential Secretary

Number of Officers trained: 65
Course: Award Course for Word processing Operators/ Senior Word Processing Operators for appointment as Management Support Officer (AC2)

Aims and Objectives:

- To prepare the Word Processing Operators (WPO)/ Senior Word Processing Operators (SWPO) in the Civil Service who wish to be eligible for the post of Management Support Officer (MSO), to take up the duties of MSO.
- To familiarise them with the management and organisations of the public sector and with the information and communication technology, stirring their analytical skills, refining their ability to communicate as well as deal with the public.
- To introduce them to finance and procurement in the Civil Service.
- To enhance their knowledge and skills in Information and Communication Technology.

Course content:

- Overview of Public Sector Management
- Communication
- Customer Care and Public Relations
- Information and Communication Technology
- Roles and Responsibilities of MSO
- Organisations and Management
- Principle of Finance
- Introduction of Basic Quantitative Method

Duration: 2 Semesters

Batch 1: 08 October 2014 – 19 August 2015

Venue: Open University of Mauritius
            Curepipe

Category of officers: Word Processing Operators/ Senior Word Processing Operators

Number of Officers trained: 97
Course: Advanced Course in Effective Office Management and Supervision for Office Management Assistants (AC3)

Aims and Objectives:

- To impart knowledge of the existing institutional, legal, organisational and financial framework of the government within which Office Management Assistants (OMAs) are called upon to work.
- To enhance their knowledge and skills in the new management and financial concepts and ICT to promote efficiency.
- To equip them with the principles of good governance so as to adopt a culture of good practices, transparency and accountability in the public sector.

Course content:

- Government Machinery and Public Policy
- Public Sector Reforms
- Good Governance in the Civil Service
- Communication
- Human Resource Management
- Supervision and Teambuilding
- Finance, Procurement and Asset Management in the Civil Service
- Information and Communication Technology

Duration: 2 semesters

Batch 1: 01 October 2014 – 12 August 2015

Venue: Open University of Mauritius
  Curepipe

Category of officers: Office Management Assistant

Number of Officers trained: 98
Course: Induction Course for New Recruits employed to give assistance at Management Support Officer Level (IC1)

Aims and Objectives:

- To equip the newly recruited Management Support Officer with the necessary knowledge and skills to enable them to perform their duties efficiently and effectively
- To render them multi-skilled and team oriented
- To facilitate their integration in the Civil Service

Course content:

- Government Machinery
- Roles and functions of MSO
- Conditions of Service
- Administrative reforms in the Civil Service
- An overview of Performance Management System
- Financial operations in Government
- Prevention of Corruption
- Human Resource Management (Basic Functions)
- Basic Procurement Duties
- Occupational Safety and Health
- Importance of Communication within an Organisation
- Gender Equality concept
- Customer care
- Registry procedures
- Team Building and Team Work
- Security and Safe Keeping of official information

Duration: 4 day session

Batch 3: 15-19 January & 2 February 2015
Batch 4: 20-23 January 2015
Batch 5: 23-26 February 2015
Batch 6: 02-05 March 2015
Batch 7: 16-19 March 2015
Batch 8: 23-26 March 2015
Batch 9: 10-13 August 2015
Batch 10: 24-27 August 2015

Venue: Lecture room, 6th floor, Fooks House, Bourbon St., Port-Louis

Category of officers: Employed to give assistance at Management Support Level

Number of Officers trained: 265
Course: Induction Programme for Newly Appointed Human Resource Executives (IC2)

Aims and objectives
- To facilitate the integration of newly appointed Human Resource Executives in the Human Resource Management Cadre
- To introduce the participants to the procedures and practices in the management of human resources in the public service
- To familiarise participants with the tools required (legislations, documents) to perform their duties effectively
- To expose participants to the new trends and challenges relating to human resource management in the public service

Course content:
- Role of HR in building a Customer Oriented Public Sector
- Public Sector Reforms (HRMIS, EAS, ISO)
- Trends and challenges in Human Resource Management
- HR Planning (Budget proposals, PBB and CEO)
- Employee relations in the public service
- Scheme of service
- Condition of service
- Retirement and pension scheme
- Recruitment, appointment and promotion
- Performance management system
- Effective interpersonal and communication skills
- Emotional intelligence
- The disciplinary machinery
- Safety and health in the public service

Duration: 4 day session

Batch 2: 26-29 January 2015
Batch 3: 09, 10, 11, 13 March 2015

Venue: Lecture Room,
6th floor,
Fooks House,
Bourbon St, Port-Louis

Category of officers: Newly appointed Human Resource Executive

Number of officers trained: 70
Course: 4-Day Induction Programme for Newly Appointed Office Management Assistants (IC3)

Aims and objectives:
- To sensitize the newly appointed Office Management Assistants on their roles and functions;
- To equip them with the necessary skills and competencies; and
- To help them develop the right mindset and attitude to perform their job with a customer focussed and performance oriented approach.

Course contents:
- Duties and Responsibilities of an Office Management Assistant
- Conditions of Service
- Effective Communication and Interpretation Skills (including French)
- Note Taking and Report Writing Skills. Secretary to Meeting
- Financial Operations in Government
- Basic Procurement Duties
- Calendar Management and Use of Microsoft Tools
- Change Management
- Prevention of Corruption
- Events Management
- Safekeeping of Official Documents
- Registry Procedures
- Customer Care in the Public Service
- Administrative Reforms in the Civil Service and Major Government Projects
- Occupational Safety and Health
- Team Work and Motivation

Duration: 4 days

Batch 1: 21, 23, 26 & 27 October 2015
Batch 2: 19, 20, 23 & 24 November 2015

Venue: Lecture Room,
6th floor,
Fooks House,
Bourbon St, Port-Louis

Category of officers: Newly Appointed Office Management Assistants

Number of officers trained: 55
Course: Training Programme on Customer Care and Communication Skills for Office Care Personnel (T1)

Aim and objectives
- To identify common communication problems that may be holding the Office Care Personnel back
- To enhance their ability to handle difficult situations
- To develop the skills and practices that are essential elements of a customer service front liner

Course content:
- Customer care and public relations
- Effective interpersonal and communication skills

Duration: one day

Batch 10: 30 January 2015
Batch 11: 20 February 2015
Batch 12: 20 March 2015
Batch 13: 27 March 2015
Batch 14: 09 April 2015
Batch 15: 11 May 2015
Batch 16: 25 May 2015
Batch 17: 23 June 2015
Batch 18: 05 June 2015
Batch 19: 12 June 2015
Batch 20: 18 June 2015
Batch 21: 17 September 2015
Batch 22: 24 September 2015
Batch 23: 01 October 2015

Venue: Lecture Room,
6th floor,
Fooks House,
Bourbon St, Port-Louis

Category of officers: Office Care Personnel

Number of officers trained: 467
Course: Training Programme for Confidential Secretaries (T2)

Aims and objectives:
- To equip the Confidential Secretaries with the required skills and competencies in order to perform their duties more efficiently and effectively
- To enhance their interpersonal and communication skills for the provision of excellent services both to the internal and external customers,
- To help them develop the right mind-set and positive attitude at work

Course content:
- Changing roles and functions of a Confidential Secretary
- Security consciousness
- Stress management
- Gender concept
- Office operations/ procedures
- Dealing with appointments
- Effective interpersonal and communication skills
- Customer care

Duration: two days

Batch 7: 31 March and 01 April 2015
Batch 8: 02& 03 April 2015
Batch 9: 29 & 30 April 2015

Venue: Lecture Room,
6th floor,
Fooks House,
Bourbon St, Port-Louis

Category of officers: Confidential Secretaries

Number of officers trained: 83
Course: Training Programme on Legal Issues for Officers of the Human Resource Cadre (T3)

Aims and objectives:
- To provide the officers of Human Resource Cadre with an overview of the legal issues pertaining to the Human Resource Management functions
- To better prepare them to depone before the Court, Tribunal and Conciliation and other regulatory bodies

Course content:
- Challenges of workplace dispute resolution and mediation techniques
- Equal opportunities and gender issues
- Summons and pleading
- Duties of disclosure in the criminal investigation
- Pleas and procedures of trials before subordinate courts
- Overview of the functioning of state law office
- Integrity enhancement in the public service
- PSC regulations 31 onwards
- Panel discussion

Duration: three days

Batch 3: 16, 17 & 20 April 2015
Batch 4: 24, 27 & 28 April 2015
Batch 5: 06, 09 & 10 November 2015

Venue: Lecture Room,
       6th floor,
       Fooks House,
       Bourbon St, Port-Louis

Category of officers: Human Resource Cadre

Number of officers trained: 96
Course: Sensitisation Programme on HIV & AIDS (T4)

**Duration:** one day

Batch 4: 10 April 2015  
Batch 5: 22 April 2015

**Venue:** Lecture Room,  
6th floor,  
Fooks House,  
Bourbon St, Port-Louis

**Category of officers:** Officers of Civil Service

**Number of officers trained:** 62
Course: Refresher Course on LMS (T5)

Course content:
- LMS administration including generation of reports and monitor learning activities and results and special attention to components of the MOODLE software:
  - Access to server of the ‘GOC’
  - LMS platform administration
  - Content integration
  - Teaching and tutoring

Duration: four days

Batch 1: 21-24 April 2015

Venue: Computer Lab
 ICT Academy
 Ebene

Category of officers: Officers of Technical, Administrative and Human Resource Cadre

Number of officers trained: 40
Course: 2-Day Induction Course for Head Office Care Attendants (T6)

Aims and objectives

- To help the newly appointed Head Office Care Attendants understand their roles and responsibilities
- To help them develop the right mind-set, positive attitude to enable them to adopt a performance-based and result-oriented approach

Course content:

- Personal grooming
- Supervisory skills and team building
- Security and safekeeping of official information
- Occupational safety and health procedures
- Roles and responsibilities of a Head Office Care Attendant
- Ethics in the public service
- Integrity and good governance in the Public Sector
- Gender concept at work

Duration: two days

Batch 1: 04-05 May 2015

Category of officers: Head Office Care Attendant

Number of officers trained: 30
Course: 3-Day Training Programme for Office Management Executives (T7)

Aims and objectives

- To acquaint the Office Management Executives on their new roles and responsibilities
- To equip them with the necessary skills and competencies to enable them to adapt to new working environment and to perform more efficiently and effectively
- To help them develop the right mind-set and positive work attitude

Course content:

- Strategic and change management
- Servicing meetings/committees
- Healthy lifestyle for better health and productivity
- Interpersonal and oral communication skills
- Code of ethics and good governance
- Occupational safety and health
- Transport and fleet management
- Events management
- Procurement, financial and stock management in the public service
- Office management writing skills
- Leadership and supervisory skills (including team building motivation)

Duration: three days

Batch 1: 12-14 May 2015
Batch 3: 08-10 June 2015
Batch 4: 01-03 July 2015

Category of officers: Office Management Executives

Number of officers trained: 117
Course: Basic ICT Security Awareness for OMES and HRMIS Staff (T8)

Aims and objectives
- To sensitise OMES and HRMIS staff on existing threats in today’s world
- To empower the participants by showing various security measures and guidelines which can be applied to safeguard against these threats
- To provide the officers with the necessary knowledge and skills to help them take necessary steps to mitigate their ICT security exposure

Course content:
- ICT security essentials
- Meaning of Malware and protection against it
- Importance of password and how to safeguard it
- Using e-mail securely
- Phishing attacks
- Safe internet surfing
- Social engineering and identity theft
- Risk of social media
- Securing mobile devices
- Importance of data encryption
- Backup of data
- ICT procedures and guidelines in government (Level 1)
- Reporting an ICT security incident

Duration: half day

Batch 3: 01 & 02 June 2015 (2 half days)
Batch 4: 23 & 24 July 2015 (2 half days)

Venue: Lecture Room,
6th floor,
Fooks House,
Bourbon St, Port-Louis

Category of officers: OMES and HRMIS staff

Number of officers trained: 48
Course: 2 Half Day Training Programme on Human Resource Management for Internal Control Cadre (T9)

Aims and objectives:
- To acquaint officer of the Internal Control Cadre with the different recommendations of the various reports, that is the PRB/EOAC/Representations Committee Reports.
- To give the officers an overview of Human Resource Management functions.

Course content:
- Changes in Human Resource Management following implementation of 2013 PRM/EOAC reports
  - Pension schemes
  - Leave
  - Reforms in the civil service proposed by PRB
  - Incremental credits
  - Allowances
  - Duty free benefits and travelling allowances
  - Salary on promotion
  - Increments
  - Appointment
  - Employee relations and the various instances where public officers can have resort to

Duration: 2 half-days

Batch 1: 05 & 07 August 2015 (2 half days)
Batch 2: 12 & 13 October 2015 (2 half days)

Venue: Lecture Room,
       6th floor,
       Fooks House,
       Bourbon St, Port-Louis

Category of officers: Internal Control Cadre

Number of officers trained: 61
Course: Training Programme on Protocol (T10)

Aims and objectives:
- To understand the foundations of protocol
- To explain the importance of national symbols
- To understand protocol observations when hosting conferences, seminars, VIPs and other events

Course contents:
- Protocol
- Ceremonials
- Visits
- Functions
- Other issues

Duration: 3 days

Batch 1: 03-05 August 2015

Venue: Lecture Room,
6th floor,
Fooks House,
Bourbon St, Port-Louis

Category of officers: Administrative, Technical and Managerial Cadre

Number of officers trained: 36
Course: 4-Day Training Programme for Police Staff (T11)

Aims and objectives:
- To change mindset and culture of the police officers
- To help them develop an efficient and effective approach to registry management
- To help cut stress in the workplace of the police officers
- To facilitate team spirit
- To enhance their ability to handle difficult situations

Course content:
- Stress management
- Registry management and supervision
- Registry procedures and practical hints
- Roles and function of registry within management information system
- Security consciousness
- Values at work
- Emotional intelligence
- Customer care and public relations
- Effective interpersonal communication skills
- Team building
- Team building strategies
- Team problems and benefits

Duration: 4 days

Batch 1: 20 July, 04, 12 & 17 August 2015
Batch 2: 21 July, 03, 13 & 19 August 2015
Batch 3: 22 July, 06, 10 & 18 August 2015
Batch 4: 23 July, 05, 11 & 20 August 2015

Venue: Conference Room,
Line Barracks,
Port-Louis

Category of officers: Police Officers

Number of officers trained: 122
Course: Developing an HR Optimisation Plan for the Civil Service in Mauritius (T12)

Aims and objectives:
- To understand the strategic intent and plan of their respective Ministry for an optimal use of Human Resources
- To use different tools to carry out a SWOT analysis of their human resources
- To carry out a full job analysis exercise for all employees of their respective departments
- To identify gaps in relation to current workload and expected or ideal workload of human resources
- To analyse the workload gaps and suggest sustainable solutions for short, medium and long term implementation

Course contents:
- Definitions, concepts, tools and techniques
- Challenges in implementing workload analysis using traditional methodology
- Workload analysis template
- Designing of current workload analysis
- Workload gap analysis explanation
- Workload gap analysis interpretation
- Practical exercise, group work and presentations

Duration: 2 days

Batch 1: 18-19 August 2015
Batch 2: 08-09 October 2015

Venue: Computer Lab,

3rd Floor,
Sicom Building 2
Port-Louis

Category of officers: Managers and Assistant Managers HR

Number of officers trained: 50
Course: 5-Day Training for Prosecutors and Enquiring Officers (T13)

Aims and objectives:
To equip the participants with the skills necessary to be able to
- Produce evidence in court and proceed with the enquiry stage, follow up and drafting of information including the charging of accused in an efficient way;
- Record statements from witnesses and assume the role of an enquiring officer in the cross examination of witness.
- Fulfil the role of a prosecutor efficiently;
- Handle evidence and proof with utmost confidentiality.

Course contents:
- Mauritian legal system and constitution
- Ethics
- Enquiry
- Recording of statements and judges rule
- Features and type of information
- Particulars and defects
- Amendment and drafting
- Proceedings against companies
- Types of evidence, competence and compellability
- Burden and standard of proof
- Identification and corroboration
- Role of parties, examination in Chief
- Cross examination and case preparation
- Hearsay
- Case studies

Duration: 5 days

Batch 1: 21-25 September 2015

Venue: Conference Room,
16th floor, Garden Tower
La Poudrière Street
Port-Louis

Category of officers: Officers of the Technical and Managerial Grades

Number of officers trained: 48
Course: Training Programme on Training Needs Analysis [TNA] (T14)

Aims and objectives:
- To equip the participants with the necessary skills and competencies for the identification of training needs in their respective Ministries/Departments.
- To help them formulate their training plan.

Course contents:
- TNA concept and the process behind its development.
- Research objectives and hypotheses
- Test questionnaire and data sampling
- Duties and task analysis
- The competency framework as a benchmark
- Curriculum development
- Group presentation of the research hypotheses, competency framework
- Development of test questionnaire
- Group presentation of test questionnaire
- Finalisation of the TNA Survey Questionnaire
- Capturing primary data using the TNA Questionnaire
- Group presentation of Gap Analysis
- Group presentation of the TNA Report

Duration: 6 days

Batch 1: 13 & 30 November 2015, 1 & 16 December 2015, 12 & 13 January 2016

Venue: Lecture Room,
   6th floor,
   Fooks House,
   Bourbon St, Port-Louis

Category of officers: HRM Cadre

Number of officers trained: 30
Course: Advanced Training program for Integrity Officers (T15)

Aims and objectives:

- To expedite the implementation of the Public Sector Anti-Corruption Framework (PSACF) in a sustained manner.
- To support establishment of an enduring ethical culture
- To adopt a risk-based approach to integrity management and assess integrity risks
- To plan and implement integrity programmes accordingly
- To help prevent corruption and malpractices

Course contents:

- Taking stock on implementation of Public Service Anti-Corruption Framework – Update on implementation (identify remaining challenges)
- Fighting the perception of corruption in the public sector and in the country
- Integrity management
- Measure to address integrity risks in government sectors
- Whistle blower protection
- Developing an ethics and compliance programme
- Handling ethics related enquiries
- Strengthening monitoring and reporting
- Care studies, group work, group presentations and discussions

Duration: 5 days

Batch 1: 10-14 August 2015

Venue: Conference Room,
New ICAC Headquarters
Reduit Triangle

Category of officers: Managerial Cadre

Number of officers trained: 76
Briefing Session with Officers of the HRM Cadre (BS1)

Aims and objectives:
- To discuss Human Resource Issues

Duration: Half Day

Batch 1: 12 February 2015

Venue: Lecture Room,
       6th Floor,
       Fooks House,
       Bourbon St, Port Louis

Category of officers: Officers of the Human Resource Cadre

Number of officers trained: 100
Briefing Session with Officers of the HRM Cadre (BS2)

Aims and objectives:
- To implement Data cleansing application/Data Input

Duration: Half Day

Batch 1: 08 January 2015

Venue: Lecture Room,
       6th Floor,
       Fooks House,
       Bourbon St, Port Louis

Category of officers: Interns of Ministry of Civil Service and AR

Number of officers trained: 27
Briefing Session on Australia Awards (BS3)

Aims and objectives:

To better prepare the 11 short-listed candidates for Master Award to participate in their interview session with the Australian High Commission.

Duration: Half Day

Date: 12 May 2015

Venue: Conference Room,

7th Floor,

Government House,

Port Louis

Category of officers: Short-listed Candidates for Master Award

Number of candidates: 08 Candidates
Briefing Session with French Embassy, L’ENA (BS4)

Aims and objectives:
To enhance cooperation between Mauritius and France; expertise by visiting consultants from France and collaboration with the CSCM

Duration: Half Day

Date: 26 May 2015

Venue: Conference Room,
7th Floor,
Government House,
Port Louis

Category of officers: Short-listed Candidates for L’ENA

Number of candidates: 07 Candidates
Briefing Session on Australia Awards – Fellowship and Scholarship (BS5)

Aims and objectives:
- To further enhance awareness on Australia Awards across the Public Sector.
- To better prepare prospective candidates, both for application and interview exercise.

Duration: Two hours

Date: 20 October 2015

Venue: Lecture Room,
       6th Floor, Fooks House,
       Bourbon St, 
       Port Louis

Category of officers: Prospective Candidates

Number of Officers: 100
Brainstorming Session on Training and Development (BS6)

Content:
- Training Needs Analysis
- Civil Service College, Mauritius
- E-learning system
- HRD Strategy

Duration: 1.5 hours

Date: 19 November 2015

Venue: Conference Room,
3rd Floor,
SICOM Building 2,
Cnr Chevreau and Rev Jean Lebrun Street,
Port-louis

Category of officers: Administrative and HR Cadre

Number of Officers: 50
Workshop: Talk on the Public Sector Innovation Mindset: Top Management (W1)

Aims and Overview:
The Business of Governance and Citizen Centricity are two of the guiding principles critically influencing the core transformation objectives of vision-centric public sectors worldwide. In bringing these to live, it is critical that we are equipped with the skills, more importantly-the mindset, to engage our stakeholders through a common language.

Duration: Two Hours

Venue: Lunch Room, National Assembly

Batch 1: Wednesday 06 May 2015

Category of officers: Top Management and Officers of the MCSAR

Number of officers trained: 80
Workshop: Talk on Transformational Change and Leadership – by Justin Allen (W2)

Aims and Objectives:
To advance the fields of transformational change, leadership and HR by connecting leaders with practical tools, leading edge theory, and opportunities to learn from each other.

Duration: one hour

Venue: Sir Harilal Vaghjee Memorial Hall,
    New Government Centre
    Port-Louis

Date: 18 August 2015

Category of officers: Administrative Cadre

Number of officers trained: 200
Workshop: Talk on the Competencies of Strategic Leaders – by K.C. Yan (W3)

Aims and Objectives:
To provide participants with a deeper understanding on how their strategic mindset are shaped by their past-present-future paradigm.

Duration: Two hours

Venue: Lunch Room,
National Assembly

Date: 07 October 2015

Category of officers: Administrative Cadre

Number of officers trained: 125
Workshop: Seminar on Public Administration, in collaboration with the Academy for International Business Officials of the Ministry of Commerce of the People’s Republic of China (W4)

Course content:

- Transformational Leadership and Change (Batch 1)
- Public Accountability and Good Governance (Batch 2)
- Strategic Human Resource Management and Talent Management and Development (Batch 3)
- Project Management and Monitoring (Batch 4)

Duration: 2 days

Batch 1: 03-04 November 2015
Batch 2: 05-06 November 2015
Batch 3: 09-10 November 2015
Batch 4: 12-13 November 2015

Venue: Open University of Mauritius
       Curepipe

Category of officers: Administrative, Technical, HR and Managerial Cadre

Number of officers trained: 220
Workshop: ForesightXchange workshop: Towards an Innovative Civil Service (W5)

Aims and Objectives:
This workshop aims at equipping public officials with the skills to think and act differently, improving their capabilities and creating new forms of collaboration and engagement.

Course content:
- A dip into the future
- A disruptive search for the future development landscape
- Harvesting insights
- Foresight and innovation in France
- Co-design new services
- Back casting
- Presentation and discussion

Duration: 2 days

Date: 25 - 26 November 2015

Venue: Maritim Hotel, Balaclava

Category of officers: Senior Officers of Ministries/ Departments & parastatal bodies

Number of officers trained: 44
Demo Presentation on Training Needs Analysis (P1)

Aims and objectives:
To demonstrate the Integrated Performance Management System (IPMS) to facilitate the TNA exercise.

Duration: Half Day

Date: 23 April 2015

Venue: Lecture Room,
       6th Floor,
       Fooks House,
       Bourbon St, Port Louis

Category of officers: Human Resource Officers

Number of officers trained: 16
Demo Presentation on ELS proposed Courses by NPCC (P2)

Aims and objectives:
To demonstrate the E-Learning System (by NPCC) on proposed courses.

Duration:  Two hours

Date: 03 June 2015

Venue:  Lecture Room,
       6th Floor,
       Fooks House,
       Bourbon St, Port Louis

Number of officers trained: 6
Demo Presentation on the Use of Management Information System to Improve Monitoring and Control (P3)

Aims and objectives: To improve Monitoring and Control.

Duration: Two hours

Date: 17 June 2015

Venue: Lecture Room,
       6th Floor,
       Fooks House,
       Bourbon St, Port Louis

Category of officers: Officers from different Ministries

Number of officers trained: 22
<table>
<thead>
<tr>
<th>SN</th>
<th>Name, Designation and Ministry</th>
<th>Description of Course</th>
</tr>
</thead>
</table>
| 1. | N. POONYE (Mr.)  
Deputy Permanent Secretary  
Ministry of Public Infrastructure and Land Transport | Public service Innovation and Change.  
From 12 to 16 January 2015.  
Singapore |
| 2. | CHING KEE CHEONGM. (Mrs.)  
Assistant Permanent Secretary  
Ministry of Local Government and Outer Islands | Public service Innovation and Change.  
From 12 to 16 January 2015.  
Singapore |
| 3. | AUSGUR Bheema (Mr.)  
Public Health and Food Safety Inspector  
Ministry of Health and Quality of Life | Master of Public Health  
(University of Queensland)  
From: 19 Jan 2015 to 31 December 2016  
Australia Awards Scholarship |
| 4. | CHOONEEA Yuckmila (Mrs.)  
Agricultural Support Officer  
Ministry of Agro-Industry and Food Security | Master of Plant Protection  
(University of Queensland)  
From: 19 Jan 2015 to 07 December 2016  
Australia Awards Scholarship |
| 5. | GAUNGOO Yousouf (Mr.)  
Senior Public Health and Food Safety Inspector  
Ministry of Health and Quality of Life | Master of Food Science  
(University of Melbourne)  
From: 19 Jan 2015 to 31 Dec 2016  
Australia Awards Scholarship |
| 6. | SOOBEN Neshen (Mr.)  
Senior Development Control Officer  
Ministry of Housing and Lands | Master of Urban Planning  
(Curtin University)  
27 Jan 2015-27 Feb 2016  
Australia Awards Scholarship |
| 7. | SOOKARAH Rishdev (Mr.)  
Manager (Civil Engineering)  
Road Development Authority | Master of Engineering Science in Civil Engineering  
(University of New South Wales)  
Australia Awards Scholarship |
| 8. | VEERASAMY Yoven (Mr.)  
Analyst  
Ministry of Finance and Economic Development | Master of International Tax  
(University of Melbourne)  
19 Jan 2015-01 Mar 2016  
Australia Awards Scholarship |
| 9. | PAYNEEANDY Nalini Brinda Vanessa (Mrs.)  
Assistant Permanent Secretary | Certificate Course in General Management  
22 January 2015 to 05 March 2015.  
International Management Institute |
| 10. | BUCKTOWAR Rajwantee (Mrs.)  
Assistant Permanent Secretary  
Ministry of Local Government | Certificate course in Operations Management  
30 March 2015 to 13 June 2015  
International Management Institute |
| 11. | JHOERREA Ashish Kumar (Mr.)  
Assistant Permanent Secretary  
Prime Minister’s Office (Home Affairs) | Certificate course in Operations Management  
30 March 2015 to 13 June 2015  
International Management Institute |
<table>
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</thead>
<tbody>
<tr>
<td>12.</td>
<td>ISSARSING Sanjiv (Mr.)</td>
<td>Acting Principal Electrical Engineer</td>
<td>Training Course on Infrastructure Planning and Construction from 09-28 April 2015, Beijing, China.</td>
</tr>
<tr>
<td>13.</td>
<td>CHAUNDEE Preetam (Mr.)</td>
<td>Electrical Engineer/ Senior Electrical Engineer</td>
<td>Training Course on Infrastructure Planning and Construction from 09-28 April 2015, Beijing, China.</td>
</tr>
<tr>
<td>14.</td>
<td>BOODDOO Sajaad (Mr.)</td>
<td>Electrical Engineer/ Senior Electrical Engineer</td>
<td>Training Course on Infrastructure Planning and Construction from 09-28 April 2015, Beijing, China.</td>
</tr>
<tr>
<td>15.</td>
<td>PURMANUND Ashley (Mr.)</td>
<td>Electrical Engineer/ Senior Electrical Engineer</td>
<td>Training Course on Infrastructure Planning and Construction from 09-28 April 2015, Beijing, China.</td>
</tr>
<tr>
<td>16.</td>
<td>BALLOO Pravesh (Mr.)</td>
<td>Head, Public Infrastructure Department</td>
<td>Training Course on Infrastructure Planning and Construction from 09-28 April 2015, Beijing, China.</td>
</tr>
<tr>
<td>17.</td>
<td>SEECHURN Shakti Kumar</td>
<td>Civil Engineer</td>
<td>Training Course on Infrastructure Planning and Construction from 09-28 April 2015, Beijing, China.</td>
</tr>
<tr>
<td>18.</td>
<td>RAMDEWOR Vrikodar (Mr.)</td>
<td>Senior Regional Development Officer</td>
<td>Training Course on Infrastructure Planning and Construction from 09-28 April 2015, Beijing, China.</td>
</tr>
<tr>
<td>19.</td>
<td>HOOLASH Sheik Muhammad Muzaffar (Mr.)</td>
<td>Facilities and Maintenance Officer</td>
<td>Training Course on Infrastructure Planning and Construction from 09-28 April 2015, Beijing, China.</td>
</tr>
<tr>
<td>20.</td>
<td>UJODHA Indira Devi (Mrs.)</td>
<td>Chief Town and Country Planning Officer</td>
<td>Training Course on Infrastructure Planning and Construction from 09-28 April 2015, Beijing, China.</td>
</tr>
<tr>
<td>21.</td>
<td>CHOORAMUN C. (Mr.)</td>
<td>DeputyDirector (Architecture)</td>
<td>Training Course on Infrastructure Planning and Construction from 09-28 April 2015, Beijing, China.</td>
</tr>
<tr>
<td>22.</td>
<td>RAMJIT R. (Mr.)</td>
<td>Principal Architect</td>
<td>Training Course on Infrastructure Planning and Construction from 09-28 April 2015, Beijing, China.</td>
</tr>
<tr>
<td>23.</td>
<td>SEENEEVATHEAN N.</td>
<td>Engineer/ Senior Engineer (Civil)</td>
<td>Training Course on Infrastructure Planning and Construction from 09-28 April 2015, Beijing, China.</td>
</tr>
<tr>
<td>24.</td>
<td>SEEVATHEAN S. Gaya (Mrs.)</td>
<td>Engineer/ Senior Engineer (Civil)</td>
<td>Training Course on Infrastructure Planning and Construction from 09-28 April 2015, Beijing, China.</td>
</tr>
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<td>25.</td>
<td>DOMUN Anwar (Mr.)</td>
<td>Deputy Director (Quantity Surveying) Ministry of Public Infrastructure and Land Transport (PI Division)</td>
<td>Training Course on Infrastructure Planning and Construction from 09-28 April 2015, Beijing, China</td>
</tr>
<tr>
<td>26.</td>
<td>SUMPUT Shakeel (Mr.)</td>
<td>Chief Quantity Surveyor Ministry of Public Infrastructure and Land Transport (PI Division)</td>
<td>Training Course on Infrastructure Planning and Construction from 09-28 April 2015, Beijing, China</td>
</tr>
<tr>
<td>27.</td>
<td>PADDIA Sanjiv (Mr.)</td>
<td>Chief Inspector of Work Ministry of Local Government</td>
<td>Training Course on Infrastructure Planning and Construction from 09-28 April 2015, Beijing, China</td>
</tr>
<tr>
<td>28.</td>
<td>REEMUL Mohamad Nasser (Mr.)</td>
<td>Chief Inspector of Works Ministry of Local Government</td>
<td>Training Course on Infrastructure Planning and Construction from 09-28 April 2015, Beijing, China</td>
</tr>
<tr>
<td>29.</td>
<td>PERMALA Somduth (Mr.)</td>
<td>Head Public Infrastructure Department Ministry of Local Government</td>
<td>Training Course on Infrastructure Planning and Construction from 09-28 April 2015, Beijing, China</td>
</tr>
<tr>
<td>30.</td>
<td>JEETUN Sobhanand (Mr.)</td>
<td>Head Public Infrastructure Department Ministry of Local Government</td>
<td>Training Course on Infrastructure Planning and Construction from 09-28 April 2015, Beijing, China</td>
</tr>
<tr>
<td>31.</td>
<td>BUTON (Mr.)</td>
<td>Assistant Permanent Secretary Ministry of Civil Service and Administrative Reforms</td>
<td>Training Programme on “Innovation and Change Management in the public Sector’ Award/Small Island Developing States Technical Cooperation Programme(SCPTA/SIDSTEC) 18 to 22 May 2015.</td>
</tr>
<tr>
<td>32.</td>
<td>TEEPSOO Seewooduth (Mr.)</td>
<td>Manager, Human Resource</td>
<td>Seminar on Human Resource Management in China from 04-23 June 2015</td>
</tr>
<tr>
<td>33.</td>
<td>DEERPALSING Shivranee Devi (Mrs.)</td>
<td>Manager, Human Resource</td>
<td>Seminar on Human Resource Management in China from 04-23 June 2015</td>
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<td>34.</td>
<td>MAMODE CASSIM Yasmeen (Mrs.)</td>
<td>Manager, Human Resource</td>
<td>Seminar on Human Resource Management in China from 04-23 June 2015</td>
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<td>35.</td>
<td>BISMOHUN Nahleenee (Mrs.)</td>
<td>Manager, Human Resource</td>
<td>Seminar on Human Resource Management in China from 04-23 June 2015</td>
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<tr>
<td>36.</td>
<td>NUNDLOLL Santaram (Mr.)</td>
<td>Manager, Human Resource</td>
<td>Seminar on Human Resource Management in China from 04-23 June 2015</td>
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<tr>
<td>37.</td>
<td>PEERBACCUS Naseem Beebee Bano (Mrs.)</td>
<td>Assistant Manager, Human Resource</td>
<td>Seminar on Human Resource Management in China from 04-23 June 2015</td>
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<tr>
<td>38.</td>
<td>UTCHANAH Seemadree (Mr.)</td>
<td>Assistant Manager, Human Resource</td>
<td>Seminar on Human Resource Management in China from 04-23 June 2015</td>
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<tr>
<td>39.</td>
<td>ARNACHELLUM Chanranee (Mrs.)</td>
<td>Assistant Manager, Human Resource</td>
<td>Seminar on Human Resource Management in China from 04-23 June 2015</td>
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<tr>
<td>40.</td>
<td>GOORWAPPA Indirabye (Mrs.)</td>
<td>Senior Human Resource Executive</td>
<td>Seminar on Human Resource Management in China from 04-23 June 2015</td>
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<td>No.</td>
<td>Name</td>
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<td>41</td>
<td>PANKAN Esana Beebee (Mrs.)</td>
<td>Senior Human Resource Executive</td>
<td>Seminar on Human Resource Management in China from 04-23 June 2015</td>
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<tr>
<td>42</td>
<td>SAWMYNADEN Saraspadee (Mrs.)</td>
<td>Senior Human Resource Executive</td>
<td>Seminar on Human Resource Management in China from 04-23 June 2015</td>
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<td>43</td>
<td>GOPAUL Bhagwantee (Mrs.)</td>
<td>Senior Human Resource Executive</td>
<td>Seminar on Human Resource Management in China from 04-23 June 2015</td>
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<tr>
<td>44</td>
<td>SAMBAT Patricia Marie Desiree (Miss)</td>
<td>Senior Human Resource Executive</td>
<td>Seminar on Human Resource Management in China from 04-23 June 2015</td>
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<tr>
<td>45</td>
<td>GHUMARIA Surajananand (Mr.)</td>
<td>Senior Human Resource Executive</td>
<td>Seminar on Human Resource Management in China from 04-23 June 2015</td>
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<tr>
<td>46</td>
<td>GUNGARAM Vina (Mrs.)</td>
<td>Senior Human Resource Executive</td>
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<td>47</td>
<td>RAMTOHUL Resmee (Mrs.)</td>
<td>Human Resource Executive</td>
<td>Seminar on Human Resource Management in China from 04-23 June 2015</td>
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<tr>
<td>48</td>
<td>BISSOONAUTH Rajshree Kumari (Mrs.)</td>
<td>Human Resource Executive</td>
<td>Seminar on Human Resource Management in China from 04-23 June 2015</td>
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<tr>
<td>49</td>
<td>DHOOPNARAIN Khavita (Mrs.)</td>
<td>Human Resource Executive</td>
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<tr>
<td>50</td>
<td>BHOLAH Rajesh (Mr.)</td>
<td>Human Resource Executive</td>
<td>Seminar on Human Resource Management in China from 04-23 June 2015</td>
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<tr>
<td>51</td>
<td>MANDARUN Bibi Bilkis (Mrs.)</td>
<td>Human Resource Executive</td>
<td>Seminar on Human Resource Management in China from 04-23 June 2015</td>
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<tr>
<td>52</td>
<td>JUGESSUR-RAMBAREE Meenakshi (Mrs.)</td>
<td>Senior Probation Officer</td>
<td>Training Course on “Capacity Building for Female Officers From Mauritius” in Beijing, China, from 21 May to 09 June 2015</td>
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<tr>
<td>53</td>
<td>BAKURALLY Fehmeedah Bibi Khanam (Mrs.)</td>
<td>Higher Social Security Officer</td>
<td>Training Course on “Capacity Building for Female Officers From Mauritius” in Beijing, China, from 21 May to 09 June 2015</td>
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<tr>
<td>54</td>
<td>RAMLALL Indranee (Mrs.)</td>
<td>Higher Social Security Officer</td>
<td>Training Course on “Capacity Building for Female Officers From Mauritius” in Beijing, China, from 21 May to 09 June 2015</td>
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<tr>
<td>55</td>
<td>JEETUN Ganika (Mrs.)</td>
<td>Higher Social Security Officer</td>
<td>Training Course on “Capacity Building for Female Officers From Mauritius” in Beijing, China, from 21 May to 09 June 2015</td>
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<td>56</td>
<td>RAMCHURN Oomantee (Mrs.)</td>
<td>Higher Social Security Officer</td>
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<td>57</td>
<td>LADKOO Rani Metabye (Mrs.)</td>
<td>Higher Social Security Officer</td>
<td>Training Course on “Capacity Building for Female Officers From Mauritius” in Beijing, China, from 21 May to 09 June 2015</td>
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<tr>
<td>58</td>
<td>BENEMYADOOO Kavita Devi (Mrs.)</td>
<td>Rehabilitation Youth Officer</td>
<td>Training Course on “Capacity Building for Female Officers From Mauritius” in Beijing, China, from 21 May to 09 June 2015</td>
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<tr>
<td>No.</td>
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<td>59.</td>
<td>BOTTE Marie Nathalie (Mrs.) Rehabilitation Youth Officer</td>
<td>Training Course on “Capacity Building for Female Officers From Mauritius” in Beijing, China, from 21 May to 09 June 2015</td>
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<tr>
<td>60.</td>
<td>CHACKHOOR Neeta (Mrs.) Probation Officer</td>
<td>Training Course on “Capacity Building for Female Officers From Mauritius” in Beijing, China, from 21 May to 09 June 2015</td>
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<tr>
<td>61.</td>
<td>CHUNDUNSING Marie Nadine (Mrs.) Senior Probation Officer</td>
<td>Training Course on “Capacity Building for Female Officers From Mauritius” in Beijing, China, from 21 May to 09 June 2015</td>
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<tr>
<td>62.</td>
<td>APPADOO-VENCATASAMY Babinee (Mrs.) Probation Officer</td>
<td>Training Course on “Capacity Building for Female Officers From Mauritius” in Beijing, China, from 21 May to 09 June 2015</td>
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<td>63.</td>
<td>JUMNAH Chandranee (Mrs.) Higher Social Security Officer</td>
<td>Training Course on “Capacity Building for Female Officers From Mauritius” in Beijing, China, from 21 May to 09 June 2015</td>
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<tr>
<td>64.</td>
<td>GOPEE Hema Devi (Mrs.) Probation Officer</td>
<td>Training Course on “Capacity Building for Female Officers From Mauritius” in Beijing, China, from 21 May to 09 June 2015</td>
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<tr>
<td>65.</td>
<td>RUGHOOBUR Doolaree Devi (Mrs.) Higher Social Security Officer</td>
<td>Training Course on “Capacity Building for Female Officers From Mauritius” in Beijing, China, from 21 May to 09 June 2015</td>
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<tr>
<td>66.</td>
<td>DOONMOON S. (Ms) Coordinator Ministry of Gender Equality, Child Development and Family</td>
<td>Training Course on “Capacity Building for Female Officers From Mauritius” in Beijing, China, from 21 May to 09 June 2015</td>
<td></td>
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<tr>
<td>67.</td>
<td>MUNBAUHAL P. (Ms) Coordinator Ministry of Gender Equality, Child Development and Family</td>
<td>Training Course on “Capacity Building for Female Officers From Mauritius” in Beijing, China, from 21 May to 09 June 2015</td>
<td></td>
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<tr>
<td>68.</td>
<td>LEGRIS-GREGOIRE P. (Mrs.) Family Welfare Protection Officer Ministry of Gender Equality, Child Development and Family</td>
<td>Training Course on “Capacity Building for Female Officers From Mauritius” in Beijing, China, from 21 May to 09 June 2015</td>
<td></td>
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<tr>
<td>69.</td>
<td>HILLAHEE M. (Mrs.) Family Welfare Protection Officer Ministry of Gender Equality, Child Development and Family</td>
<td>Training Course on “Capacity Building for Female Officers From Mauritius” in Beijing, China, from 21 May to 09 June 2015</td>
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<tr>
<td>70.</td>
<td>ACKBAR S. (Mrs.) Family Welfare Protection Officer Ministry of Gender Equality, Child Development and Family</td>
<td>Training Course on “Capacity Building for Female Officers From Mauritius” in Beijing, China, from 21 May to 09 June 2015</td>
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<tr>
<td>71.</td>
<td>SUNKUR-NOWBUTH A. (Mrs.) Family Welfare Protection Officer Ministry of Gender Equality, Child Development and Family</td>
<td>Training Course on “Capacity Building for Female Officers From Mauritius” in Beijing, China, from 21 May to 09 June 2015</td>
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<td>72</td>
<td>JUGURNAUTH S. (Mrs.)</td>
<td>Family Welfare Protection Officer</td>
<td>Ministry of Gender Equality, Child Development and Family</td>
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<tr>
<td>73</td>
<td>HOOSRA S. (Mrs.)</td>
<td>Office Management Assistant</td>
<td>Ministry of Gender Equality, Child Development and Family</td>
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<tr>
<td>74</td>
<td>GAUNGOO P. M. (Mrs.)</td>
<td>Office Management Assistant</td>
<td>Ministry of Gender Equality, Child Development and Family</td>
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<tr>
<td>75</td>
<td>BHATOO P. (Mrs.)</td>
<td>Office Management Assistant</td>
<td>Ministry of Gender Equality, Child Development and Family</td>
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<tr>
<td>76</td>
<td>CARLOS V. (Mrs.)</td>
<td>Family Support Officer</td>
<td>National women’s council</td>
</tr>
<tr>
<td>77</td>
<td>EASTON N. (Mrs.)</td>
<td>Acting Business Development Officer</td>
<td>National Women Entrepreneur Council</td>
</tr>
<tr>
<td>78</td>
<td>CHINGADU V. (Mrs.)</td>
<td>Senior Family Welfare Protection Officer</td>
<td>Ministry of Gender Equality, Child Development and Family</td>
</tr>
<tr>
<td>79</td>
<td>GUNNOO P. (Mrs.)</td>
<td>Family Welfare Protection Officer</td>
<td>Ministry of Gender Equality, Child Development and Family</td>
</tr>
<tr>
<td>80</td>
<td>FOWDAR V. (Mrs.)</td>
<td>Home Economics Officer</td>
<td>Ministry of Gender Equality, Child Development and Family</td>
</tr>
<tr>
<td>81</td>
<td>SAMLALL K. (Mr.)</td>
<td>Deputy Permanent Secretary</td>
<td>Ministry of Civil service and Administrative Reforms</td>
</tr>
<tr>
<td>82</td>
<td>ARNACHELLUM A. (Mr.)</td>
<td>Human Resource Executive</td>
<td>Ministry of Civil Service and Administrative Reforms</td>
</tr>
</tbody>
</table>

**Category of officers:**
- Officers of the Administrative, Technical and Managerial Cadre

**Number of officers trained:** 82