REPORT ON TRAINING COURSES ORGANISED

By

THE HUMAN RESOURCE DEVELOPMENT DIVISION

For period: January – March 2013
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<th>Target group</th>
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<td>60</td>
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<tr>
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<td>15</td>
<td>9</td>
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<td><strong>Total</strong></td>
<td></td>
<td><strong>600</strong></td>
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**Note:**  
IC: Induction Course  
OT: Overseas Training  
T: Training  
W: Workshop
**Course:**  Induction Course for New Recruits Employed to give assistance at Officer Level (IC1)

**Aims and objectives:**

- render the newly recruited Officers multi-skilled and polyvalent as recommended in the Pay Research Bureau Report 2008
- equip them with the necessary knowledge and skills to enable them to perform their duties more efficiently
- facilitate their integration in the Civil Service

**Course contents:**

- Roles and responsibilities devolving on the post of Officer
- Importance of Communication within an Organization
- Basic Store Duties
- Human Resource Management (Basic Functions)
- Security and Safe Keeping of official information
- Code of Ethics and Good Governance
- Machinery of Government
- Administrative Reforms in the Civil Service
- Financial Operations in Government
- Registry Procedures
- Code of Ethics and Good Governance
- Prevention of Corruption
- Gender Equality – Concept
- Customer Care
- Occupational Safety and Health
- Team Building and Team Work
- Secretarial Duties

**Duration:** 5 day session

Batch 13: 15-18 & 21 January 2013

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

**Category of officers:** Newly recruited Officer to give assistance at Officer Level

**Number of officers trained:** 29
**Course:** Induction Course for Newly Appointed General Services Executives (IC2)

**Aims and objectives:**

- to sensitize the newly appointed General Services Executive on their role and functions;
- to help them develop the right mindset and proper attitude to perform their job with a customer centered and performance oriented approach; and
- to equip them with the necessary skills to supervise their subordinates and lead a small team.

**Course contents:**

- Duties and Responsibilities devolving the post of General Services Executive
- Effective Communication and Interpersonal Skills
- Note Taking and Report Writing Skills
- Team Work and Motivation
- Corruption, Prevention and Integrity Enhancement in the Public Service
- Maurice Ile Durable
- Conflict Management
- Gender Equality Concept
- Customer Care in the Public Service
- Events Management
- Cultural Awareness and Diversity
- Safety and Health in Practice
- Safekeeping of Official Documents

**Duration:** 3 day session

- Batch 1: 22-24 January 2013
- Batch 2: 29-31 January 2013
- Batch 3: 12, 14 & 18 February 2013
- Batch 4: 26-28 February 2013

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

**Category of officers:** Newly Appointed General Services Executives

**Number of officers trained:** 133
Course: 2-day Orientation Programme for Senior Office Care Personnel (IC2)

Aims and objectives:

- To help the participants understand their role and responsibilities in their new post.
- To help them develop the right mindset, positive attitude to enable them to adopt a performance oriented approach.
- To sensitize them on effective interpersonal and communication skills

Course contents:

- The Role and Responsibilities of Office Care Attendant/ Senior Office Care Attendant
- Ethics in the Public Service
- Customer Care and Public Relations
- Occupational Safety and Health Procedures
- Interpersonal and Communication Skills
- Gender-based Violence
- Personal Grooming
- Cultural Awareness

Duration: 2 day session

Batch 6: 14 & 15 March 2013

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

Category of officers: Senior Office Care Attendants

Number of officers trained: 36
**Workshop:** Reconciling Efficiency and Fraud Avoidance in the Public Service– (W1)

**Aims and objectives:**

- to sensitize senior government officials on the need to avoid fraud and increase efficiency

**Course contents:**

- Reconciling Efficiency and Fraud Avoidance

**Duration:** 1 ½ hour session

Date: 30 January 2013

**Venue:** La Petite Cannelle,
Domaine Les Pailles,
Les Pailles

**Category of officers:** Supervising Officers, Principal Assistant Secretaries, officers at Director Level, Managers Procurement and Supply and Managers Financial Operations

**Number of officers trained:** 150
Course: 2 Half Day Advanced Training on Excel for WPOs—(T1)

Aims and objectives:

- exposing the participants to advanced applications of Excel to enable them to accomplish complex tasks in Excel in formatting of cell/worksheet/workbook, filtering and sorting data, creating charts and graphs, working with functions/formulas, data analysis tools, working with macro-recording and inserting drawing objects; and
- enhancing their knowledge and providing them with hands-on technical practice

Course contents:

- Excel

Duration: 2 half-day session

Batch 1: 21 & 28 January 2013
Batch 2: 23 & 30 January 2013
Batch 3: 4 & 11 February 2013
Batch 4: 6 & 13 February 2013
Batch 5: 8 & 15 February 2013
Batch 6: 18 & 25 February 2013
Batch 7: 20 & 27 February 2013
Batch 8: 22 February & 01 March 2013
Batch 9: 06 & 13 March 2013
Batch 10: 07 & 14 March 2013
Batch 11: 08 & 15 March 2013
Batch 12: 18 & 25 March 2013
Batch 13: 20 & 27 March 2013
Batch 14: 22 & 29 March 2013

Venue: Computer Lab,
3rd Floor, Atom House,
Royal Street,
Port Louis

Category of officers: Word Processing Operators

Number of officers trained: 177
**Course:** 2-day Training Programme on Interpersonal Communication Skills and Managing Conflict for General Services Executives – (T2)

**Aims and objectives:**

- participants will be equipped with the required knowledge and necessary analytical, technical and interpersonal skills to enable them to perform their jobs more efficiently;

- they will be expected to develop a positive mindset to work better in a team and operate in the challenging work environment; and

- their problem solving and decision making skills will be enhanced

**Course contents:**

- Note Taking and Report Writing Skills
- Safety & Health in Practice
- Team Work and Motivation
- Events Management
- Cultural Awareness and Diversity
- Change Management
- Gender Equality- Concept
- Conflict Management

**Duration:** 2 day session

Batch 6: 21 & 22 February 2013  
Batch 7: 04 & 05 March 2013

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

**Category of officers:** General Services Executives

**Number of officers trained:** 60
## Course: Overseas Training

<table>
<thead>
<tr>
<th>SN</th>
<th>Name, Designation &amp; Ministry</th>
<th>Description of Course</th>
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</table>
| 1. | **JANKEE Madhoosingh**  
General Service Executive  
Ministry of Civil Service & Administrative Reforms | Master of Public Policy and Management at Monash University from 7 Jan 2013 to 31 July 2014 |
| 2. | **PAYENDEE Mayen Dorsa,**  
Second Secretary  
Ministry of Foreign Affairs, Regional Integration and International Trade | Master of Diplomacy/Master of Public Policy (International Policy) at The Australian National University from 9 Jan 2013 to 31 July 2015. |
| 3. | **RUMJAN Salim,**  
Town and Country Planning Officer  
Ministry of Housing and Lands (Planning Division) | Master of Urban and Regional Planning at Curtin University from 28 Jan 2013 to 31 July 2014. |
| 4. | **BHIKAJEE Devenrao,**  
Town and Country Planning Officer  
Ministry of Housing and Lands (Planning Division) | Master of Urban Planning at The University of Melbourne from 23 Feb 2013 to 31 July 2015. |
| 5. | **GOPAUL Chandrani (Miss),**  
Analyst  
Ministry of Finance and Economic Development | Master of Public Policy at Crawford School of Public Policy from 24 Feb 2014 to 31 Dec 2014. |
| 6. | **AUBEELUCK Hurryvansh,**  
Assistant Secretary  
Ministry of Education and Human Resources (School Management Department) | Master of Public Policy and Management at Monash University from 7 Jan 2013 to 31 July 2014. |
| 7. | **BANGAROO Vijay Pyranah,**  
Planning Officer  
Municipal Council of Beau Bassin/Rose Hill | Master of Urban and Regional Planning at University of Sydney from Jan 2013 to Aug 2014. |
| 8. | **MUNBODHE Vikash,**  
Technical Officer  
Ministry of Fisheries (Albion Fisheries Research Centre) | Master of Science at James Cook University from 21 Jan 2013 to 7 July 2014. |
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<th></th>
<th>Name and Designation</th>
<th>Field of Study</th>
<th>Details</th>
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<tr>
<td>9.</td>
<td><strong>JAUNBOCUS Janick Marie-Anne (Mrs)</strong>, Principal Assistant Secretary Ministry of Education, Science and Research</td>
<td>Master of Public Policy and Management at Monash University from 7 Jan 2013 to 31 July 2014.</td>
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<td>10.</td>
<td><strong>MOORADKHAN Bibi Jasbeen (Mrs)</strong>, Technical Assistant Ministry of Agro Industry and Food Security (Food Technology Laboratory)</td>
<td>Master of Biotechnology (Food Science and Technology) at RMIT University from 7 Jan 2013 to 31 Dec 2014.</td>
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<td>12.</td>
<td><strong>COOBLALL Varuna (Mrs)</strong>, Laboratory Technologist Ministry of Agro Industry and Food Security (Division of Veterinary Services)</td>
<td>Master of Biotechnology (Clinical Microbiology) at RMIT University from 7 Jan 2013 to 31 Dec 2014.</td>
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<tr>
<td>13.</td>
<td><strong>KALLYDIN Hemlata</strong>, Assistant Research Scientist Agricultural Research Scientist</td>
<td>She will join Queensland University of Technology, Brisbane in the 2nd Semester which will start on 24 June 2013 for a Master of Biotechnology.</td>
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<td>14.</td>
<td><strong>SAMLLALL Keerunduth</strong> Principal Assistant Secretary Ministry of Civil Service and Administrative Reforms</td>
<td>Training Course on “Productivity Management for Government Officials” Singapore 25 February 2013 to 07 March 2013</td>
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<td>15.</td>
<td><strong>BAHAADOOR Savitree</strong> Assistant Secretary Ministry of Public Infrastructure, National Development Unit, Land Transport &amp; Shipping (Public Infrastructure Div)</td>
<td>Training Programme on “General Management Skills” at International Management Institute of India, New Delhi, India from 25 March 2013 to 30 April 2013</td>
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**Category of officers:**
- Officers of the Administrative and Technical Cadre

**Number of officers trained:** 15