REPORT

ON

TRAINING COURSES ORGANISED

By

THE HUMAN RESOURCE DEVELOPMENT DIVISION

For period: January – April 2013
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**Total**   | 760

*Note:*
IC: Induction Course  
OT: Overseas Training  
T: Training
**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 (IC)

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
Batch 15: 04 & 08 April 2013

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

Category of officers: Word Processing Operators

Number of officers trained: 190
**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
- Batch 8: 18 & 19 April 2013
- Batch 9: 25 & 26 April 2013

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

**Category of officers:** General Services Executives
Number of officers trained: 60
**Course:** 2-day Training Programme on Negotiation Skills - (T3)

**Aims and objectives:**
- to upgrade the participants’ awareness of the basics of negotiations through highly interactive methodology
- to understand better the principles and techniques of negotiations
- to examine the negotiations process, the gaps in the preparation and the use of tools to enhance preparation
- to differentiate between different negotiation strategies and explore the benefits of principled negotiations
- to be more alert to the problems, barriers and pitfalls encountered during negotiations

**Course contents:**
- Introduction to the Themes of Negotiation
- Preparation Phase of Negotiation
- Processes of Negotiation
- Principles of Negotiation
- Negotiation on stimulated Exercise

**Duration:** 2-day session

Batch 4: 25 -26 March 2013
Batch 5: 15 – 16 April 2013

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

**Category of officers:** Officers of the Technical / Non-Technical Cadre

**Number of officers trained:** 48
Course: 3-day Training Programme for Office Management Executives and Higher Executive Officers – (T4)

Aims and objectives:

- To equip newly OMEs and HEOs with the supervisory skills and core competencies required for successful execution of their tasks; and
- To help them develop the right mindset to be able to adapt to different working conditions.

Course contents:

- The Human Side of Change
- Integrity Enhancement in the Public Service
- Occupational Safety and Health Management
- Interpersonal and Communication Skills
- Financial Management, Budget Monitoring and Programme Based Budgeting
- Assets Management
- Government Major Projects
- Office Management and Supervision
- Procurement in the Public Sector
- Writing Skills
- Events Management
- Team Building and Motivation

Duration: 3-day session

Batch 1: 29 April – 02 May 2013

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

Category of officers: OMEs & HEOs

Number of officers trained: 27
## Course: Overseas Training – (OT1)

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<thead>
<tr>
<th>SN</th>
<th>Name, Designation &amp; Ministry</th>
<th>Description of Course</th>
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<tr>
<td>1.</td>
<td>JANKEE Madhoosingh&lt;br&gt;General Service Executive&lt;br&gt;Ministry of Civil Service &amp; Administrative Reforms</td>
<td>Master of Public Policy and Management at Monash University from 7 Jan 2013 to 31 July 2014</td>
</tr>
<tr>
<td>2.</td>
<td>PAYENDEE Mayen Dorsa, Second Secretary&lt;br&gt;Ministry of Foreign Affairs, Regional Integration and International Trade</td>
<td>Master of Diplomacy/Master of Public Policy (International Policy) at The Australian National University from 9 Jan 2013 to 31 July 2015.</td>
</tr>
<tr>
<td>3.</td>
<td>RUMJAN Salim, Town and Country Planning Officer&lt;br&gt;Ministry of Housing and Lands (Planning Division)</td>
<td>Master of Urban and Regional Planning at Curtin University from 28 Jan 2013 to 31 July 2014.</td>
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<tr>
<td>4.</td>
<td>BHIKAJEE Devenrao, Town and Country Planning Officer&lt;br&gt;Ministry of Housing and Lands (Planning Division)</td>
<td>Master of Urban Planning at The University of Melbourne from 23 Feb 2013 to 31 July 2015</td>
</tr>
<tr>
<td>5.</td>
<td>GOPAUL Chandrani (Miss), Analyst&lt;br&gt;Ministry of Finance and Economic Development</td>
<td>Master of Public Policy at Crawford School of Public Policy from 24 Feb 2014 to 31 Dec 2014.</td>
</tr>
<tr>
<td>6.</td>
<td>AUBEELUCK Hurryvansh, Assistant Secretary&lt;br&gt;Ministry of Education and Human Resources (School Management Department)</td>
<td>Master of Public Policy and Management at Monash University from 7 Jan 2013 to 31 July 2014.</td>
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<tr>
<td>7.</td>
<td>BANGAROO Vijay Pyranah, Planning Officer&lt;br&gt;Municipal Council of Beau Bassin/Rose Hill</td>
<td>Master of Urban and Regional Planning at University of Sydney from Jan 2013 to Aug 2014.</td>
</tr>
<tr>
<td>8.</td>
<td>MUNBODHE Vikash, Technical Officer&lt;br&gt;Ministry of Fisheries (Albion Fisheries Research Centre)</td>
<td>Master of Science at James Cook University from 21 Jan 2013 to 7 July 2014.</td>
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<td>No.</td>
<td>Name</td>
<td>Position and Organisation</td>
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<td>9.</td>
<td>JAUNBOCUS Janick Marie-Anne (Mrs), Principal Assistant Secretary</td>
<td>Ministry of Education, Science and Research</td>
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<td>10.</td>
<td>MOORADKHAN Bibi Jasbeen (Mrs), Technical Assistant</td>
<td>Ministry of Agro Industry and Food Security (Food Technology Laboratory)</td>
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<td>11.</td>
<td>JANGI Keerandeo, Technical Assistant</td>
<td>Farmers Service Corporation – Beau Champs</td>
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<td>12.</td>
<td>COOBLALL Varuna (Mrs), Laboratory Technologist</td>
<td>Ministry of Agro Industry and Food Security (Division of Veterinary Services)</td>
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<td>13.</td>
<td>KALLYDIN Hemlata, Assistant Research Scientist</td>
<td>Agricultural Research Scientist</td>
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<td>14.</td>
<td>SAMLALL Keerunduth Principal Assistant Secretary</td>
<td>Ministry of Civil Service and Administrative Reforms</td>
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<td>15.</td>
<td>BAHADOOR Savitree Assistant Secretary</td>
<td>Ministry of Public Infrastructure, National Development Unit, Land Transport &amp; Shipping (Public Infrastructure Div)</td>
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<tr>
<td>16.</td>
<td>BEERACHEE Bhaguthsing (Mr) Deputy Director</td>
<td>Ministry of Local Government and Outer Islands</td>
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<td>Name</td>
<td>Position and Ministry</td>
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<td>17.</td>
<td><strong>GONPOT Tara Kumari (Mrs)</strong></td>
<td>Temporary Human Resource Officer Ministry of Youth and Sports</td>
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<td>18.</td>
<td><strong>REEGA Indranee (Mrs)</strong></td>
<td>Assistant Manager, Human Resources Ministry of Civil Service and Administrative Reforms</td>
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**Category of officers:**
- Officers of the Administrative and Technical Cadre

**Number of officers trained:** 18