REPORT

ON

TRAINING COURSES ORGANISED

By

THE HUMAN RESOURCE DEVELOPMENT DIVISION

For period: January – June 2013
<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Target group</th>
<th>No of Participants</th>
<th>Page No</th>
</tr>
</thead>
<tbody>
<tr>
<td>IC1</td>
<td>Induction Course for New Recruits Employed to give assistance at Officer level <em>(January 2013)</em></td>
<td>Newly recruited Temporary Officers (Now as General Services Officer)</td>
<td>29</td>
<td>4</td>
</tr>
<tr>
<td>IC2</td>
<td>Induction Course for Newly Appointed General Services Executives</td>
<td>Newly appointed General Services Executives</td>
<td>133</td>
<td>5</td>
</tr>
<tr>
<td>IC3</td>
<td>Orientation Programme for Senior Office Care Attendants</td>
<td>Newly appointed Senior Office Care Attendants</td>
<td>36</td>
<td>6</td>
</tr>
<tr>
<td>W1</td>
<td>Lecture on Reconciling Efficiency and Fraud Avoidance in Public Service</td>
<td>Senior government officials</td>
<td>150</td>
<td>7</td>
</tr>
<tr>
<td>T1</td>
<td>2 Half Day Advanced Training on Excel for WPOs <em>(January – April 2013)</em> (June-July 2013)</td>
<td>Word Processing Operators</td>
<td>224</td>
<td>8</td>
</tr>
<tr>
<td>T2</td>
<td>2-day Training Programme on Interpersonal Communication Skills and Managing Conflict for General Services Executives</td>
<td>General Services Executives</td>
<td>129</td>
<td>9</td>
</tr>
<tr>
<td>T3</td>
<td>Training Programme on Negotiation Skills</td>
<td>Officers of Technical/ Non-Technical Cadres</td>
<td>48</td>
<td>10</td>
</tr>
<tr>
<td>T4</td>
<td>Training Programme for Office Management Executives and Higher Executive Officers</td>
<td>Office Management Executives and Higher Executive Officers</td>
<td>27</td>
<td>11</td>
</tr>
<tr>
<td>T5</td>
<td>Training in Customer Care and Service Delivery for Prisons Officers</td>
<td>Prisons Officers</td>
<td>20</td>
<td>12</td>
</tr>
<tr>
<td>Code</td>
<td>Course</td>
<td>Target group</td>
<td>No of Participants</td>
<td>Page No</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
<td>--------------</td>
<td>--------------------</td>
<td>---------</td>
</tr>
<tr>
<td>T 6</td>
<td>2-day Customized Training Programme for Drivers in collaboration with Very Important Persons Security Unit (VIPSU)</td>
<td>Drivers</td>
<td>40</td>
<td>13</td>
</tr>
<tr>
<td>T 7</td>
<td>2-day Training Programme for Registry Staff</td>
<td>Officers in charge of Registry / Registry staff</td>
<td>71</td>
<td>14</td>
</tr>
<tr>
<td>T 8</td>
<td>2½-day Training Programme on Effective Communication Skills (Write It Right)</td>
<td>Officers of Technical / Non-Technical Cadres</td>
<td>27</td>
<td>15</td>
</tr>
<tr>
<td>OT1</td>
<td>Overseas Training (On-going)</td>
<td>Officers of the Technical and Managerial Grades</td>
<td>22</td>
<td>16</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>956</strong></td>
<td></td>
</tr>
</tbody>
</table>

**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 (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

<table>
<thead>
<tr>
<th>Batch 1</th>
<th>Batch 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>21 &amp; 28 January 2013</td>
<td>07 &amp; 14 March 2013</td>
</tr>
<tr>
<td>Batch 2</td>
<td>Batch 11</td>
</tr>
<tr>
<td>23 &amp; 30 January 2013</td>
<td>08 &amp; 15 March 2013</td>
</tr>
<tr>
<td>Batch 3</td>
<td>Batch 12</td>
</tr>
<tr>
<td>04 &amp; 11 February 2013</td>
<td>18 &amp; 25 March 2013</td>
</tr>
<tr>
<td>Batch 4</td>
<td>Batch 13</td>
</tr>
<tr>
<td>06 &amp; 13 February 2013</td>
<td>20 &amp; 27 March 2013</td>
</tr>
<tr>
<td>Batch 5</td>
<td>Batch 14</td>
</tr>
<tr>
<td>08 &amp; 15 February 2013</td>
<td>22 &amp; 29 March 2013</td>
</tr>
<tr>
<td>Batch 6</td>
<td>Batch 15</td>
</tr>
<tr>
<td>18 &amp; 25 February 2013</td>
<td>04 &amp; 08 April 2013</td>
</tr>
<tr>
<td>Batch 7</td>
<td>Batch 16</td>
</tr>
<tr>
<td>20 &amp; 27 February 2013</td>
<td>17 &amp; 24 June 2013</td>
</tr>
<tr>
<td>Batch 8</td>
<td>Batch 17</td>
</tr>
<tr>
<td>22 Feb &amp; 01 March 2013</td>
<td>19 &amp; 26 June 2013</td>
</tr>
<tr>
<td>Batch 9</td>
<td>Batch 18</td>
</tr>
<tr>
<td>06 &amp; 13 March 2013</td>
<td>21 &amp; 28 June 2013</td>
</tr>
</tbody>
</table>

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

Category of officers: Word Processing Operators

Number of officers trained: 224
**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: 129
**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:** 2- Half Day Training in Customer Care and Service Delivery for Prisons Officers – (T5)

**Aims and objectives:**

The objectives of the course are, inter alia, to:

- equip Prisons Officers with the necessary skills and competencies in order to be more customer oriented
- promote effective communication and interpersonal relationships towards both their internal and external customers and other stakeholders.

**Course contents:**

- Effective Communication
- Customer Care
- Practical Session / Role Play
- Group Discussion

**Duration:** 2 Half Day session

Batch 1: 16 – 17 May 2013

**Venue:** Prisons Training School,
Beau Bassin.

**Category of officers:** Prisons Officers

**Number of officers trained:** 20
**Course:** A 2-day Customized Training Programme for Drivers in collaboration with Very Important Persons Security Unit (VIPSU) of the Mauritius Police Force (T6)

**Aims and objectives:**
- to enhance the personal effectiveness of Drivers in the discharge of their duties;
- to groom them in reception duties, good stewardship and passenger care; and
- to get them acquainted with practical security and preventive driving techniques.

**Course contents:**
- Safe Driving
- Protocol / Etiquette
- Know your Vehicle / Daily Routine Check
- Basic Driving Techniques
- Practical Session at Grand Bassin
- Debriefing Session and Evaluation

**Duration:** 2 Day session

Batch 1: 29 – 30 May 2013
Batch 2: 10 – 11 June 2013

**Venue:** VIPSU Headquarters, Farquhar Street, Vacoas.

**Category of officers:** Drivers

**Number of officers trained:** 40
**Course:** 2- Day Training Programme for Registry Staff– (T1)

**Aims and objectives:**

The objectives of the course are, inter alia, to:

- to provide the Registry Staff with the required principles, procedures and practical hints for the successful execution of their tasks; and
- to help them develop an efficient and effective approach to Registry management.

**Course contents:**

- Registry Management and Supervision
- Registry Procedures and Practical Hints
- Security Consciousness
- Integrity Enhancement in the Public Service
- An Overview of the Computerised Registry System
- Role and Functions of Registry within the Management Information System
- Interactive Discussion Panel

**Duration:** 2- Day session

Batch 1: 06 – 06 June 2013
Batch 2: 24 – 25 June 2013

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

**Category of officers:** Officers in charge of Registry / Registry Staff

**Number of officers trained:** 71
Course: 2½- Day Training Programme on Effective Communication Skills (Write It Right) – (T8)

Aims and objectives:
The objectives of the course are, inter alia, to:

- Communicate effectively using simple, concise and direct language;
- Enhance active listening skills to anticipate and avoid common misunderstandings;
- Foster cross-cultural understanding in the workplace;
- Eliminate the roadblocks that undermine the ability to communicate effectively; and
- Use French language effectively in communication.

Course contents:

- Written Communication in the Public Service
- Technical Writing Skills
- Importance of Effective Communication
- Report Writing (Write It Right)
- Board Minutes and Notes – Recording Minutes
- La Communication écrite

Duration: 2½ - Day session

Batch 1: 17 – 19 June 2013

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

Category of officers: Officers of technical / non-technical staff

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

<table>
<thead>
<tr>
<th>SN</th>
<th>Name, Designation &amp; Ministry</th>
<th>Description of Course</th>
</tr>
</thead>
</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. |
| 9. | JAUNBOCUS Janick Marie-Anne (Mrs),  
Principal Assistant Secretary  
<table>
<thead>
<tr>
<th></th>
<th>Name</th>
<th>Position/Role</th>
<th>Additional Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.</td>
<td><strong>MOORADKHAN Bibi Jasbeen (Mrs)</strong>,</td>
<td>Technical Assistant</td>
<td>Master of Biotechnology (Food Science and Technology) at RMIT University from 7 Jan 2013 to 31 Dec 2014.</td>
</tr>
<tr>
<td></td>
<td>Ministry of Agro Industry and Food</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Security (Food Technology Laboratory)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td><strong>JANGI Keerandeo,</strong></td>
<td>Technical Assistant</td>
<td>Master of Agricultural Studies at the University of Queensland from 14 Jan 2013 to 31 July 2014.</td>
</tr>
<tr>
<td></td>
<td>Farmers Service Corporation – Beau</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Champs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td><strong>COOBLALL Varuna (Mrs),</strong></td>
<td>Laboratory Technologist</td>
<td>Master of Biotechnology (Clinical Microbiology) at RMIT University from 7 Jan 2013 to 31 Dec 2014.</td>
</tr>
<tr>
<td></td>
<td>Ministry of Agro Industry and Food</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Security (Division of Veterinary Services)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td><strong>KALLYDIN Hemlata,</strong></td>
<td>Assistant 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>
</tr>
<tr>
<td></td>
<td>Agricultural Research Scientist</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td><strong>SAMLALL Keerunduth</strong></td>
<td>Principal Assistant Secretary</td>
<td>Training Course on “Productivity Management for Government Officials” Singapore 25 February 2013 to 07 March 2013</td>
</tr>
<tr>
<td></td>
<td>Ministry of Civil Service and Administrative Reforms</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15.</td>
<td><strong>BAHADOOR Savitree</strong></td>
<td>Assistant Secretary</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>
</tr>
<tr>
<td></td>
<td>Ministry of Public Infrastructure,</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>National Development Unit, Land Transport &amp; Shipping (Public Infrastructure Div)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16.</td>
<td><strong>BEERACHEE Bhaguthsing (Mr)</strong></td>
<td>Deputy Director</td>
<td>Public Private Partnerships Course at University of Queensland, Brisbane, Australia from 22-27 April 2013, 29 April-24 May 2013 and at University of Pretoria, South Africa from 01-05 July 2013.</td>
</tr>
<tr>
<td></td>
<td>Ministry of Local Government and Outer</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Islands</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17.</td>
<td><strong>GONPOT Tara Kumari (Mrs)</strong></td>
<td>Temporary Human Resource Officer</td>
<td>Organizational and Employee Development Course at University of Queensland, Brisbane, Australia from 22-27 April 2013, 29 April-24 May 2013 and at University of Pretoria, South Africa from 24-28 June 2013.</td>
</tr>
<tr>
<td></td>
<td>Ministry of Youth and Sports</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Name</strong></td>
<td><strong>Role</strong></td>
<td><strong>Details</strong></td>
</tr>
<tr>
<td>---</td>
<td>--------------------------------------------</td>
<td>-----------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>18</td>
<td><strong>REEGA Indranee (Mrs)</strong></td>
<td>Assistant Manager, Human Resources</td>
<td>Ministry of Civil Service and Administrative Reforms Organizational and Employee Development Course at University of Queensland, Brisbane, Australia from 22-27 April 2013, 29 April-24 May 2013 and at University of Pretoria, South Africa from 24-28 June 2013.</td>
</tr>
<tr>
<td>19</td>
<td><strong>ANGATEEAH Laxmi Devi (Mrs)</strong></td>
<td>Educator</td>
<td>Ministry of Education and Human Resources Technical and Vocational Education and Training Teacher Skills Upgrade Course at Mauritius Institute of Training &amp; Development, Mauritius from 06-17 May 2013, Chisholm Institute, Melbourne, Australia from 20-31 May 2013 and Monash University, Johannesburg, South Africa from 08-19 July 2013.</td>
</tr>
<tr>
<td>20</td>
<td><strong>PERRINE Michael (Mr)</strong></td>
<td>Training Officer</td>
<td>Mauritius Institute of Training and Development Technical and Vocational Education and Training Teacher Skills Upgrade Course at Mauritius Institute of Training &amp; Development, Mauritius from 06-17 May 2013, Chisholm Institute, Melbourne, Australia from 20-31 May 2013 and Monash University, Johannesburg, South Africa from 08-19 July 2013.</td>
</tr>
<tr>
<td>21</td>
<td><strong>BEDACEE-DINDOYAL Hansa Devi (Mrs)</strong></td>
<td>Assistant Permanent Secretary</td>
<td>Prime Minister’s Office (Rodrigues Division) Seminar on ‘Innovation in Government Structure and Public Administration’ Shanghai, China from 16 to 30 May 2013</td>
</tr>
<tr>
<td>22</td>
<td><strong>PARAOUTY Nusrullah (Mr)</strong></td>
<td>Assistant Manager</td>
<td>Mauritius Institute of Training and Development Technical and Vocational Education and Training Reform Course at Monash University, Johannesburg, South Africa from 03-04 June 2013 and Chisholm Institute, Melbourne, Australia from 17 June-12 July 2013</td>
</tr>
</tbody>
</table>

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

**Number of officers trained:** 22