REPORT

ON

TRAINING COURSES ORGANISED

By

THE HUMAN RESOURCE DEVELOPMENT DIVISION

For period: January – November 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>6</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>7</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>8</td>
</tr>
<tr>
<td>IC4</td>
<td>Induction Course for Newly Appointed Confidential Secretaries</td>
<td>Confidential Secretaries</td>
<td>39</td>
<td>9</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>10</td>
</tr>
<tr>
<td>W2</td>
<td>Lecture on Knowledge Sharing and Capacity Building Programme for the Successful Implementation of the MID PSAP</td>
<td>Senior government officials</td>
<td>45</td>
<td>11</td>
</tr>
<tr>
<td>P1</td>
<td>Presentation Australia Awards</td>
<td>Assistant Manager Human Resources, Technical Grades, Assistant Permanent Secretaries, Senior Human Resource Executives</td>
<td>65</td>
<td>12</td>
</tr>
<tr>
<td>T1</td>
<td>2 Half Day Advanced Training on Excel for WPOs <em>(January – April 2013) (June-July 2013)</em></td>
<td>Word Processing Operators</td>
<td>298</td>
<td>13</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 2</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>14</td>
</tr>
<tr>
<td>T 3</td>
<td>Training Programme on Negotiation Skills</td>
<td>Officers of Technical/ Non-Technical Cadres</td>
<td>48</td>
<td>15</td>
</tr>
<tr>
<td>T 4</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>16</td>
</tr>
<tr>
<td>T 5</td>
<td>Training in Customer Care and Service Delivery for Prisons Officers</td>
<td>Prisons Officers</td>
<td>20</td>
<td>17</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>78</td>
<td>18</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>241</td>
<td>19</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>20</td>
</tr>
<tr>
<td>T 9</td>
<td>2 Half-day Basic Course in Information and Communication Technologies in collaboration with Ministry of Gender Equality, Child Development and Family Welfare</td>
<td>Office Field Assistant, Family Support Officer and Care workers</td>
<td>19</td>
<td>21</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 10</td>
<td>One Day Training Programme on The Elaboration of Customers’ Charter</td>
<td>Officers of the Technical and Managerial Grades</td>
<td>107</td>
<td>22</td>
</tr>
<tr>
<td>T 11</td>
<td>Training Programme on Planning for Performance.</td>
<td>Officers of Human Resource Section</td>
<td>81</td>
<td>23</td>
</tr>
<tr>
<td>T 12</td>
<td>Training Programme On Stress Management</td>
<td>Representatives of Staff Welfare Association - Officers of Ministries/Department</td>
<td>104</td>
<td>24</td>
</tr>
<tr>
<td>T 13</td>
<td>3 half-day Refresher Course in Information and Communication Technologies for Confidential Secretaries</td>
<td>Confidential Secretaries</td>
<td>93</td>
<td>25</td>
</tr>
<tr>
<td>T 14</td>
<td>2 Day Training Programme on Supervisory Skills for Head Office Care Attendants</td>
<td>Head Office Care Attendants</td>
<td>57</td>
<td>26</td>
</tr>
<tr>
<td>T 15</td>
<td>Training Programme on The 5 Ps in the Drafting of Scheme of Service (SOS) in the Public Sector</td>
<td>Officers of the HR Cadre in the Public Sector</td>
<td>100</td>
<td>27</td>
</tr>
<tr>
<td>T 16</td>
<td>Training Programme on Public Procurement Policy</td>
<td>Procurement and Supply Officer, Office Management Executive, Deputy Permanent Secretary, Senior Procurement and Supply Officer, Assistant Permanent Secretary</td>
<td>100</td>
<td>28</td>
</tr>
<tr>
<td>OT1</td>
<td>Overseas Training (On-going)</td>
<td>Officers of the Technical and Managerial Grades</td>
<td>38</td>
<td>29</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>Total</strong></td>
<td><strong>Total</strong></td>
<td><strong>2064</strong></td>
<td><strong>2064</strong></td>
</tr>
</tbody>
</table>
Note:
IC: Induction Course
OT: Overseas Training
T: Training
W: Workshop
P: Presentation
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,
Fookes 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 (IC3)

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
**Course:** 2-Day Induction Course For Confidential Secretaries (IC4)

**Aims and objectives:**

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

- sensitize the Confidential Secretaries on their new roles and functions;
- enable them to work effectively and efficiently; and
- help them develop the right mindset and positive attitude in their day to day duties

**Course contents:**

- New Roles and Functions of a Confidential Secretary (CS)
- Motivation
- Public Relations and Customer Care
- Effective Interpersonal and Communication Skills
- Integrity and Security Orientation
- Duties and Responsibilities of a Confidential Secretary
- Gender Concept
- Time and Stress Management

**Duration:** 2 day session

Batch 1: 25-26 November 2013

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

**Category of officers:** Newly Appointed Confidential Secretaries

**Number of officers trained:** 39
**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
Workshop: Knowledge Sharing and Capacity Building Programme for the Successful Implementation of the MID PSAP (W2)

Aims and objectives:

- to sensitize senior government officials to be at the centre of Sustainable Management of our country and that the concepts and norms underpinning MID be fully integrated into their policies

Course contents:

- To make Mauritius a model Sustainable Development

Duration: 2 ¼ hour session

Date: 28 August 2013

Venue: La Grande Cannelle,
Domaine Les Pailles,
Les Pailles

Category of officers: Senior Chief Executives, Permanent Secretaries, Supervising Officers,

Number of officers trained: 45
**Presentation: Australia Awards**

**Aims and objectives:**

- To further enhance awareness on Australia Awards across the Public Sector

**Course contents:**

- Presentation on Australia Awards

**Duration:** 1 ½ hour session

Date: 22 August 2013

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

**Category of officers:** Assistant Manager Human Resources, Technical Grades, Assistant Permanent Secretaries, Senior Human Resource Executives, Human Resource Executives

**Number of officers trained:** 65
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: 04 & 11 February 2013
Batch 4: 06 & 13 February 2013
Batch 5: 08 & 15 February 2013
Batch 6: 18 & 25 February 2013
Batch 7: 20 & 27 February 2013
Batch 8: 22 Feb & 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: 08 & 15 February 2013
Batch 16: 08 & 15 February 2013
Batch 17: 18 & 25 March 2013
Batch 18: 07 & 14 March 2013
Batch 19: 01 & 08 July 2013
Batch 20: 03 & 10 July 2013
Batch 21: 05 & 12 July 2013
Batch 22: 15 & 22 July 2013
Batch 23: 17 & 24 July 2013
Batch 24: 19 & 26 July 2013

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

Category of officers: Word Processing Operators

Number of officers trained: 298
**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
- Batch 3: 11 – 13 September 2013
- Batch 4: 02-03 October 2013

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

**Category of officers:** Drivers

**Number of officers trained:** 78
**Course:** 2- Day Training Programme for Registry Staff– (T7)

**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 – 07 June 2013  
Batch 2: 24 – 25 June 2013  
Batch 3: 01 – 02 July 2013  
Batch 4: 26 – 27 August 2013  
Batch 5: 29 – 30 August 2013  
Batch 6: 02 – 03 September 2013  
Batch 7: 12 – 13 September 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:** 241
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: 2 Half-day Basic Course in Information and Communication Technologies

in collaboration with
Ministry of Gender Equality, Child Development and Family Welfare-(T9)

Aims and objectives:

The course aims at:

- familiarizing the participants with Word 2007 to enable them to accomplish different tasks in Word like creating new document, entering and editing text, copying, cutting and pasting, formatting and saving, creating tables and printing documents;

- equipping and upgrading them with the competencies, skills and techniques required to operate Excel like formatting cell/worksheet/workbook, creating charts and graphs, filtering and sorting data, working with functions/formulas; and

- enhancing their knowledge with E-Mail and Internet search to enable them to accomplish different tasks using these applications

Course contents:

- Word 2007
- Excel
- Use of E-mail and Internet Search

Duration: 2 Half Day session

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

Category of officers: Office Field Assistant, Family Support Officer and Care workers

Number of officers trained: 19

Course: One-Day Training Programme on
The Elaboration of Customers’ Charter - (T10)

**Aims and objectives:**

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

- To guide Officers on the effective and consistent elaboration of Customers’ Charter in adopting a comprehensive and holistic approach with a view to ensuring better services to customers.
- To provide participants with the skills and competencies required to drive the design and implementation of a Customers’ Charter.

**Course contents:**

- Setting the Context
- Why is a Customers’ Charter important?
- Whom is the Customers’ Charter meant for?
- Discussions on Customers’ Charter (samples / case studies)

**Duration:** 1 Day session

- Batch 1: 24 September 2013
- Batch 2: 14 October 2013
- Batch 3: 16 October 2013
- Batch 4: 22 October 2013

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

**Category of officers:** Officers of the Technical and Managerial Grades

**Number of officers trained:** 107
**Course:** Training Programme on Planning for Performance (T 11)

**Aims and objectives:**

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

- To enrich participants’ knowledge and understanding of the concept of planning for performance,
- To enhance their skills in drafting the components of a work plan and
- To provide guidance in dealing with performance-related issues

**Course contents:**

- Planning For Performance
- Practical Exercise
- Group Presentation
- Performance-Related Issues

**Duration:** 1 Day session

- Batch 1: 23 September 2013
- Batch 2: 30 September 2013
- Batch 3: 07 October 2013

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

**Category of officers:** Officers of Human Resource Section

**Number of officers trained:** 81
**Course:** Training Programme on Stress Management (T 12)

**Aims and objectives:**

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

- understand stress and its mechanism;
- learn about the physiological, psychological and mental aspects of stress;
- acquire techniques enabling them to better manage their stress in their life in general and at the work place; and
- learn about what triggers stress, how to react to it and how to calm themselves

**Course contents:**

- What is stress?
- Coping with Stress
- Psychological Aspects of Stress
- Positive living and Suicide prevention at the workplace
- Medical Aspects of Stress

**Duration:** 2 Days session

Batch 1: 23 & 24 October 2013
Batch 2: 29 & 30 October 2013
Batch 3: 13 & 14 October 2013

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

**Category of officers:** Officers of Human Resource Section

**Number of officers trained:** 104

**Course:** 3 half-day Refresher Course in Information and
Communication Technologies for Confidential Secretaries (T 13)

**Aims and objectives:**

The course aims at:

- equipping and upgrading the participants with the competencies, skills and techniques required to operate Microsoft Office 2007 (Word, Outlook & PowerPoint); and
- enhancing their knowledge in the use of e-mail and Internet search to enable them to accomplish different tasks using these applications.

**Course contents:**

- Word 2007
- Microsoft Outlook
- PowerPoint
- Use of E-mail and Internet Search

**Duration:** 3 half-day session

Batch 1: 07 – 09 October 2013
Batch 2: 16 – 18 October 2013
Batch 3: 21 – 23 October 2013
Batch 4: 28 – 30 October 2013
Batch 5: 05 – 07 November 2013
Batch 6: 11 – 13 November 2013
Batch 7: 18 – 20 November 2013
Batch 8: 25 – 27 November 2013

**Venue:** Computer Lab

3rd Floor, Atom House
Royal Street
Port Louis

**Category of officers:** Officers of Human Resource Section

**Number of officers trained:** 93
**Course:** 2 Day Training Programme on Supervisory Skills for Head Office Care Attendants (T 14)

**Aims and objectives:**

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

- To equip Head Office Care Attendants with the managerial and supervisory skills necessary for them to adapt to changing work demands at their workplace;
- To improve their efficiency and effectiveness and help them to promote team spirit.
- To help them develop the right mindset towards their work.

**Course contents:**

- Supervisory Skills in a changing working environment.
- Importance of Leadership
- Planning & Organising skills
- Time and Stress Management
- Team Building
- Performance Management
- Maurice Ile Durable (MID)
- Interpersonal and Communication Skills

**Duration:** 2day session

Batch 1: 06 – 07 November 2013
Batch 2: 18 – 19 November 2013

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

**Category of officers:** Head Office Care Attendants

**Number of officers trained:** 57
Aims and objectives:

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

- To guide HR practitioners for efficient, effective and consistent SOS drafting.
- To help them adopt a comprehensive and holistic approach with a view to ensuring better performance in their overall HR Functions.

Course contents:

- Setting the Scene
- Reforms in the Processing of S.O.S (Refer to Circulars)
- Prescription of S.O.S
- Layout of S.O.S
- Inclusion of other items in the Scheme of Service
- Other Features
- S.O.S for Parastatal and other Statutory Bodies
- Role of the Ministry of Civil Service and AR as catalyst for Parastatal and other Statutory Bodies
- Changes and challenges ahead the Job Analysis exercise/Staffing process and its impact on S.O.S

Duration: 3 hours (Half Day)

Batch 1: 31 October 2013

Venue: Lunch Room
National Assembly

Category of officers: Officers of the HR Cadre in the Public Sector

Number of officers trained: 100
**Course:** Training Programme on Public Procurement Policy (T 16)

**Course contents:**
- Changes in Public Procurement Act, Regulations 2012/2013
- Recent Circulars Directives
- Changes in SBDs
- Public Procurement Policies

**Duration:** 3 hours (Half Day)

Batch 1: 12 November 2013
Batch 2: 15 November 2013
Batch 3: 20 November 2013
Batch 4: 22 November 2013
Batch 5: 27 November 2013

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

**Category of officers:** Procurement and Supply Officer, Office Management Executive,
Deputy Permanent Secretary,
Senior Procurement and Supply Officer, Assistant Permanent Secretary

**Number of officers trained:** 100
### Course: Overseas Training – (OT1)

<table>
<thead>
<tr>
<th>SN</th>
<th>Name, Designation &amp; Ministry</th>
<th>Description of Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>JANKEE Madhoosingh, General Service Executive 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 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 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>
</tr>
<tr>
<td>5.</td>
<td>GOPAUL Chandrani (Miss), Analyst 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 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>
</tr>
<tr>
<td>7.</td>
<td>BANGAROO Vijay Pyranah, Planning Officer 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 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>
</tr>
<tr>
<td>9.</td>
<td>JAUNBOCUS Janick Marie-Anne (Mrs), 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>
</tr>
<tr>
<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>
</tr>
<tr>
<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>
</tr>
<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>
</tr>
<tr>
<td>14.</td>
<td><strong>SAMLALL 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>
</tr>
<tr>
<td>15.</td>
<td><strong>BAHADOOR 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>
</tr>
<tr>
<td>16.</td>
<td><strong>BEERACHEE Bhaguthsing (Mr)</strong> Deputy Director Ministry of Local Government and Outer Islands</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>17.</td>
<td><strong>GONPOT Tara Kumari (Mrs)</strong> Temporary Human Resource Officer Ministry of Youth and Sports</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>Name</td>
<td>Position</td>
</tr>
<tr>
<td>---</td>
<td>---------------------------</td>
<td>-----------------------------------</td>
</tr>
<tr>
<td>18.</td>
<td><strong>REEGA Indranee (Mrs)</strong></td>
<td>Assistant Manager, Human Resources</td>
</tr>
<tr>
<td>19.</td>
<td><strong>ANGATEEAAH Laxmi Devi (Mrs)</strong></td>
<td>Educator</td>
</tr>
<tr>
<td>20.</td>
<td><strong>PERRINE Michael (Mr)</strong></td>
<td>Training Officer</td>
</tr>
<tr>
<td>21.</td>
<td><strong>BEDACEE-DINDOYAL Hansa Devi (Mrs)</strong></td>
<td>Assistant Permanent Secretary</td>
</tr>
<tr>
<td>22.</td>
<td><strong>PARAOOUTY Nusrullah (Mr)</strong></td>
<td>Assistant Manager</td>
</tr>
<tr>
<td>23.</td>
<td><strong>BUCKTOWAR Rajwantee (Mrs)</strong></td>
<td>Assistant Permanent Secretary</td>
</tr>
<tr>
<td>24.</td>
<td><strong>RAMJUTTON Sarla Devi (Mrs)</strong></td>
<td>Assistant Permanent Secretary</td>
</tr>
<tr>
<td>25.</td>
<td><strong>CALLYCHURN Gyaneswaree (Mrs)</strong></td>
<td>Assistant Permanent Secretary</td>
</tr>
<tr>
<td>No.</td>
<td>Name</td>
<td>Designation</td>
</tr>
<tr>
<td>-----</td>
<td>-------------------------------</td>
<td>------------------------------------------</td>
</tr>
<tr>
<td>26.</td>
<td>MOOLOO Shailendre (Mr)</td>
<td>Engineer</td>
</tr>
<tr>
<td>27.</td>
<td>EMRITH Rakesh (Mr)</td>
<td>Assistant Permanent Secretary</td>
</tr>
<tr>
<td>28.</td>
<td>RAMSURN Maneesha Sandiana (Mrs)</td>
<td>Assistant Permanent Secretary</td>
</tr>
<tr>
<td>29.</td>
<td>RUPEAR Lakshmi Devi (Mrs)</td>
<td>Assistant Permanent Secretary</td>
</tr>
<tr>
<td>30.</td>
<td>BUTON Santosh (Mr)</td>
<td>Assistant Permanent Secretary</td>
</tr>
<tr>
<td>31.</td>
<td>UTEEBRIROVA Anoopah (Mrs)</td>
<td>Educator</td>
</tr>
<tr>
<td>32.</td>
<td>BAWAMIA Sayeenazbee (Ms)</td>
<td>Senior Human Resource Officer</td>
</tr>
</tbody>
</table>
### Category of Officers

- Officers of the Administrative and Technical Cadre

### Number of Officers Trained: 38

<table>
<thead>
<tr>
<th>No.</th>
<th>Name and Designation</th>
<th>Details of Training Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>33.</td>
<td>RAMJUTTON Krishan (Mr) Training Officer</td>
<td>Technical and Vocational Education and Training Teacher Skills Upgrade Course at Mauritius Institute of Training &amp; Development, Mauritius from 09-20 September 2013, Chisholm Institute, Melbourne, Australia from 23 September – 04 October 2013 and Monash University, Johannesburg, South Africa from 11-22 November 2013.</td>
</tr>
<tr>
<td>34.</td>
<td>RAMASAMY Marveen (Mr) Assistant Chief Executive</td>
<td>Organizational Development Course at University of Queensland, Brisbane, Australia and Pretoria, South Africa from 16-20 September and University Pretoria, South Africa from 18-22 November 2013.</td>
</tr>
<tr>
<td>35.</td>
<td>KALLOO Leeshvee Danee (Miss) Analyst</td>
<td>Trade Policy, Analysis and Negotiation Course at University of Adelaide, Adelaide from 23 September-08 November 2013 and TRALAC, Cape Town from 11 November to 13 December 2013.</td>
</tr>
<tr>
<td>36.</td>
<td>RAMTOHUL Premlata (Mrs) Research and Development Officer</td>
<td>Technical and Vocational Education and Training Reform Course at Monash University, Johannesburg, South Africa from 16-27 September 2013 and Chisholm Institute, Melbourne, Australia from 30 September-25 October 2013.</td>
</tr>
<tr>
<td>37.</td>
<td>CASTEL Marc (Mr) Training Officer</td>
<td>Technical and Vocational Education and Training Reform Course at Monash University, Johannesburg, South Africa from 16-27 September 2013 and Chisholm Institute, Melbourne, Australia from 30 September-25 October 2013.</td>
</tr>
<tr>
<td>38.</td>
<td>AWOTAR Ranjeeta Surdharam (Mrs) Training Officer</td>
<td>Technical and Vocational Education and Training Teacher Skills Upgrade Course at Mauritius Institute of Training &amp; Development, Mauritius from 09-20 September 2013, Chisholm Institute, Melbourne, Australia from 23 September – 04 October 2013 and Monash University, Johannesburg, South Africa from 11-22 November 2013.</td>
</tr>
</tbody>
</table>