REPORT

ON

TRAINING COURSES

ORGANISED

By

THE HUMAN RESOURCE

DEVELOPMENT DIVISION

For period: January – December 2013
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**Total** | **2140** |
**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,
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 (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
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: 04 & 08 April 2013  
Batch 16: 17 & 24 June 2013  
Batch 17: 19 & 26 June 2013  
Batch 18: 21 & 28 June 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
Batch 4: 04 & 05 December 2013
Batch 5: 12 & 13 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: 174
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
**Course:** Training Programme: on The 5 Ps in the Drafting of Scheme of Service (SOS) in the Public Sector (T 15)

**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
<table>
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| 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  
10. **MOORADKHAN Bibi Jasbeen (Mrs)**, Technical Assistant Ministry of Agro Industry and Food Security (Food Technology Laboratory) Master of Biotechnology (Food Science and Technology) at RMIT University from 7 Jan 2013 to 31 Dec 2014.


12. **COOBLALL Varuna (Mrs)**, Laboratory Technologist Ministry of Agro Industry and Food Security (Division of Veterinary Services) Master of Biotechnology (Clinical Microbiology) at RMIT University from 7 Jan 2013 to 31 Dec 2014.

13. **KALLYDIN Hemlata**, Assistant Research Scientist Agricultural Research Scientist She will join Queensland University of Technology, Brisbane in the 2nd Semester which will start on 24 June 2013 for a Master of Biotechnology.

14. **SAMLALL Keerunduth** Principal Assistant Secretary Ministry of Civil Service and Administrative Reforms Training Course on “Productivity Management for Government Officials” Singapore 25 February 2013 to 07 March 2013

15. **BAHADOOR Savitree** Assistant Secretary Ministry of Public Infrastructure, National Development Unit, Land Transport & Shipping (Public Infrastructure Div) Training Programme on “General Management Skills” at International Management Institute of India, New Delhi, India from 25 March 2013 to 30 April 2013

16. **BEERACHEE Bhaguthsing (Mr)** Deputy Director Ministry of Local Government and Outer Islands 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.

17. **GONPOT Tara Kumari (Mrs)** Temporary Human Resource Officer Ministry of Youth and Sports 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.
<table>
<thead>
<tr>
<th></th>
<th>Name</th>
<th>Organization and Position</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>18</td>
<td>REEGA Indranee (Mrs)</td>
<td>Assistant Manager, Human Resources</td>
<td>Organizational and Employee Development Course at University of Queensland,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ministry of Civil Service and Administrative Reforms</td>
<td>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>ANGATEEAH Laxmi Devi (Mrs)</td>
<td>Educator</td>
<td>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></td>
<td></td>
<td>Ministry of Education and Human Resources</td>
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<tr>
<td>20</td>
<td>PERRINE Michael (Mr)</td>
<td>Training Officer</td>
<td>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>
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<td></td>
<td></td>
<td>Mauritius Institute of Training and Development</td>
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<tr>
<td>21</td>
<td>BEDACEE-DINDOYAL Hansa Devi (Mrs)</td>
<td>Assistant Permanent Secretary Prime Minister’s Office (Rodrigues Division)</td>
<td>Seminar on ‘Innovation in Government Structure and Public Administration’ Shanghai, China from 16 to 30 May 2013</td>
</tr>
<tr>
<td>22</td>
<td>PARAOUTY Nusrullah (Mr)</td>
<td>Assistant Manager</td>
<td>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>
<tr>
<td></td>
<td></td>
<td>Mauritius Institute of Training and Development</td>
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</tr>
<tr>
<td>23</td>
<td>BUCKTOWAR Rajwantee (Mrs)</td>
<td>Assistant Permanent Secretary</td>
<td>Seminar in Global Economic Governance Reform for Developing Countries in 2013, Beijing, China from 05 June- 25 June</td>
</tr>
<tr>
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<td></td>
<td>Local Government Service Commission</td>
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<tr>
<td>24</td>
<td>RAMJUTTON Sarla Devi (Mrs)</td>
<td>Assistant Permanent Secretary</td>
<td>Leadership Development Programme for enhanced Public Service Delivery, Hyderabad, India from 15-26 July 2013</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ministry of Health and Quality of Life</td>
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<tr>
<td>25</td>
<td>CALLYCHURN Gyaneswaree (Mrs)</td>
<td>Assistant Permanent Secretary</td>
<td>Leadership Development Programme for enhanced Public Service Delivery, Hyderabad, India from 15-26 July 2013</td>
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<td></td>
<td>Ministry of Tourism and Leisure</td>
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<tr>
<td>#</td>
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<tr>
<td>26</td>
<td>MOOLOO Shailendre (Mr)</td>
<td>Engineer Irrigation Authority</td>
<td>Water Harvesting and Small Scale Irrigation Course at University of New England (UNE), Armidale, Australia from 16 August-22 September 2013 and Improved Management of Agricultural Water in Eastern and Southern Africa (IMAWESA), Pretoria from February 2014</td>
</tr>
<tr>
<td>27</td>
<td>EMRITH Rakesh (Mr)</td>
<td>Assistant Permanent Secretary</td>
<td>Specialized Programme on E-Government Application and Development, India</td>
</tr>
<tr>
<td>28</td>
<td>RAMSURN Maneesha Sandiana (Mrs)</td>
<td>Assistant Permanent Secretary Ministry of Energy and Public Utilities</td>
<td>Specialized Programme on E-Government Application and Development, India</td>
</tr>
<tr>
<td>29</td>
<td>RUPEAR Lakshmi Devi (Mrs)</td>
<td>Assistant Permanent Secretary</td>
<td>Certificate Course In Corporate Governance, India</td>
</tr>
<tr>
<td>30</td>
<td>BUTON Santosh (Mr)</td>
<td>Assistant Permanent Secretary</td>
<td>Productivity Management for Government Officials’, Singapore, 30 September – 11 October 2013</td>
</tr>
<tr>
<td>31</td>
<td>UTEEBRIROVA Anoopah (Mrs)</td>
<td>Educator</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>32</td>
<td>BAWAMIA Sayeenazbee (Ms)</td>
<td>Senior Human Resource Officer</td>
<td>Organizational &amp; Employee Development course at University of Queensland, Brisbane, Australia from 16-20 September 2013, 23 September-18 October 2013 and University of Pretoria, Pretoria, South Africa from 18-22 November 2013</td>
</tr>
<tr>
<td>No.</td>
<td>Name</td>
<td>Position</td>
<td>Institution/Program</td>
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<tr>
<td>33</td>
<td>RAMJUTTON Krishan (Mr)</td>
<td>Training Officer</td>
<td>Technical and Vocational Education and Training Teacher Skills Upgrade Course at Mauritius Institute of Training &amp; Development, Mauritius from <strong>09-20 September 2013</strong>, Chisholm Institute, Melbourne, Australia from <strong>23 September – 04 October 2013</strong> and Monash University, Johannesburg, South Africa from <strong>11-22 November 2013</strong>.</td>
</tr>
<tr>
<td>34</td>
<td>RAMASAMY Marveen (Mr)</td>
<td>Assistant Chief Executive</td>
<td>Organizational Development Course at University of Queensland, Brisbane, Australia and Pretoria, South Africa from <strong>16-20 September</strong> and University Pretoria, South Africa from <strong>18-22 November 2013</strong>.</td>
</tr>
<tr>
<td>35</td>
<td>KALLOO Leeshvee Danee (Miss)</td>
<td>Analyst</td>
<td>Trade Policy, Analysis and Negotiation Course at University of Adelaide, Adelaide from <strong>23 September-08 November 2013</strong> and TRALAC, Cape Town from <strong>11 November to 13 December 2013</strong>.</td>
</tr>
<tr>
<td>36</td>
<td>RAMTOHUL Premlata (Mrs)</td>
<td>Research and Development Officer</td>
<td>Technical and Vocational Education and Training Reform Course at Monash University, Johannesburg, South Africa from <strong>16-27 September 2013</strong> and Chisholm Institute, Melbourne, Australia from <strong>30 September-25 October 2013</strong>.</td>
</tr>
<tr>
<td>37</td>
<td>CASTEL Marc (Mr)</td>
<td>Training Officer</td>
<td>Technical and Vocational Education and Training Reform Course at Monash University, Johannesburg, South Africa from <strong>16-27 September 2013</strong> and Chisholm Institute, Melbourne, Australia from <strong>30 September-25 October 2013</strong>.</td>
</tr>
<tr>
<td>38</td>
<td>AWOTAR Ranjeeta Surdharam (Mrs)</td>
<td>Training Officer</td>
<td>Technical and Vocational Education and Training Teacher Skills Upgrade Course at Mauritius Institute of Training &amp; Development, Mauritius from <strong>09-20 September 2013</strong>, Chisholm Institute, Melbourne, Australia from <strong>23 September – 04 October 2013</strong> and Monash University, Johannesburg, South Africa from <strong>11-22 November 2013</strong>.</td>
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<tr>
<td>39</td>
<td>RANMONDHUR- RUGGOO Khuroona Devi (Mrs)</td>
<td>Assistant Permanent Secretary Prime Minister’s Office</td>
<td>Training Programme on E-Governance for Executives, India.</td>
</tr>
<tr>
<td>No.</td>
<td>Name</td>
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<tr>
<td>40</td>
<td>BHEEKOO Shamira (Mrs)</td>
<td>Assistant Permanent Secretary Prime Minister’s Office (External Communication Division)</td>
<td>Training Programme on E- Governance for Executives, India.</td>
</tr>
<tr>
<td>41</td>
<td>MEEAJANE Suraiya (Ms)</td>
<td>Assistant Permanent Secretary Ministry of Tourism and Leisure</td>
<td>Training Course on Public Service Reform and Innovation for Developing Countries from 07 to 27 Nov 2013, China</td>
</tr>
<tr>
<td>42</td>
<td>GOOLOOA Neeru D. (Mrs)</td>
<td>Assistant Permanent Secretary Ministry of Industry, Commerce and Consumer Protection</td>
<td>Training Course on Public Service Reform and Innovation for Developing Countries from 07 to 27 Nov 2013, China</td>
</tr>
<tr>
<td>43</td>
<td>PADARUTH-RUCHAIA Indira (Mrs)</td>
<td>Ag Deputy Permanent Secretary Ministry of Business, Enterprise and Cooperatives</td>
<td>Training Course on Social Public Administration for Developing Countries from 07 to 27 Nov 2013, China</td>
</tr>
<tr>
<td>44</td>
<td>MOHESH Seela (Mrs)</td>
<td>Temporary Assistant Permanent Secretary Ministry of Tertiary Education, Science, Research &amp; Technology</td>
<td>Training Course on Social Public Administration for Developing Countries from 07 to 27 Nov 2013, China</td>
</tr>
</tbody>
</table>

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

**Number of officers trained:** 44