REPORT

ON

TRAINING COURSES ORGANISED

By

THE HUMAN RESOURCE DEVELOPMENT DIVISION

For period: January to June 2014
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**Note:**
IC: Induction Course  
OT: Overseas Training  
T: Training  
W: Workshop  
P: Presentation  
Ps: Preparatory session  
M: Meeting
**Workshop:** Human Resource Management Information System (W1)

**Aims and objectives:**

To sensitize Officers of the HR Cadre on HRMIS Project

**Duration:** Half-day session (Both am & pm)

Batch 1 & 2: 06 January 2014  
Batch 3 & 4: 07 January 2014  
Batch 5 & 6: 08 January 2014  
Batch 7 & 8: 09 January 2014  
Batch 9 & 10: 10 January 2014  
Batch 11: 07 May 2014  
Batch 12: 12 May 2014  
Batch 13: 15 May 2014  
Batch 14: 16 May 2014  
Batch 15: 02 June 2014

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

**Category of officers:** Human Resource Cadre

**Number of officers trained:** 336
**Workshop:** Strategic Framework- Young Women Advocating For Gender Equality (W2)

**Aims and objectives:**

To sensitize Officers of the Ministry of Gender Equality, Child Development and Family Welfare on Gender Equality

**Duration:** 2-day session

Batch 1: 26-27 May 2014

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

**Category of officers:** Officers of the Ministry of Gender Equality, Child Development and Family Welfare

**Number of officers trained:** 48
Course: Empowerment Programme on Corruption Prevention (T 1)

Aims and objectives:

The course aims at:
- To create awareness among the participants that they all have a personal responsibility to put an end to corruption
- To engage them in several activities aimed at instigating a change in people’s mindset and behaviour
- To empower the participants in the fight against corruption.

Course contents:

- Corruption and Corruption Offences
- Anti-Corruption Policy, Corruption Risk Management and Public Sector Integrity Management
- Case Studies, Discussions (Questions & Answers)

Duration: 2 half-day session

Batch 1: 15 – 16 January 2014
Batch 2: 23 – 24 January 2014
Batch 3: 03 – 04 January 2014
Batch 4: 25 – 26 January 2014

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

Category of officers: Administrative and Human Resources Cadres

Number of officers trained: 86
Course: Training Programme on Legal Issues for officers of the Human Resources Cadre (T 2)

Aims and objectives:

The course aims at:

- To provide the officers of Human Resource Cadre with an overview of the legal issues pertaining to the Human Resource Management function
- To better prepare them to depone before the Public Bodies Appeal Tribunal, Employment Relation Tribunal and the Supreme Court
- To equip them with effective conciliation and mediation techniques

Course contents:

- Challenges of Workplace Dispute Resolution & Mediation Techniques
- Equal Opportunities & Gender Issues
- Overview of the Functioning Of State Law Office
- Duties of Disclosure in the Criminal Investigation
- Integrity Enhancement in the Public Service
- Pleas and Procedures of Trials before Subordinate Courts
- Summons and Pleading
- Drafting of Charges

Duration: 2 day session

Batch 1: 20 & 22 January 2014
Batch 2: 29 & 30 January 2014

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

Category of officers: Officers of Human Resource Cadre

Number of officers trained: 72
**Course:** 3 half-day Refresher Course in Information and Communication Technologies for Confidential Secretaries (T 3)

**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: 27-29 January 2014
- Batch 2: 03-05 February 2014
- Batch 3: 10-12 February 2014
- Batch 4: 17-19 February 2014
- Batch 5: 24-29 February 2014
- Batch 6: 03-05 March 2014
- Batch 7: 17-19 March 2014
- Batch 8: 24-26 March 2014
- Batch 9: 01-03 April 2014
- Batch 10: 07-09 April 2014
- Batch 11: 14-16 April 2014
- Batch 12: 21-23 April 2014
- Batch 13: 28-30 April 2014

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

**Category of officers:** Confidential Secretary

**Number of officers trained:** 128
**Course:** Training Programme on Legislative Drafting for Officers of the Administrative Cadre (T4)

**Aims and objectives:**

The course aims at:

- To sensitize participants on the role of the Instructing Officer and the Drafter.
- To help them formulate legislative drafting instructions.
- To guide them on how to peruse draft legislation effectively.

**Course contents:**

- The Law In Force
- The Law Making Process
- Legislative Drafting
- Drafting Instructions
- Case Studies And Practical Sessions
- Questions & Comments

**Duration:** 2 day session

Batch 1: 18 & 19 Feb. 2014
Batch 2: 20 & 21 March 2014

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

**Category of officers:** Officers of the Administrative Cadre

**Number of officers trained:** 47
**Course:** Training of Trainers (TOT) on Customer Care and Communication Skills (T5)

**Aims and objectives:**

The course aims at:

- Equipping Officers of the Health Sector with the necessary delivery skills and competencies to act as Trainer/ Facilitator for the Training Programme on Customer Care for Health Care Assistant

**Duration:** Half day session

Session 1: 11 February, 2014
Session 2: 04 March 2014
Session 3: 07 March 2014

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

**Category of officers:** Ward Manager, Charge Nurse, Nursing Officer

**Number of officers trained:** 75 (25 Trainer x 3 sessions)
**Course:** Training Sessions on Family Protection by Ministry of Gender Equality, Child Development and Family Welfare (T6)

**Duration:** 1 day session

Session 1: 24 March. 2014  
Session 2: 10 April 2014  
Session 3: 17 April 2014  
Session 4: 18 April 2014

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

**Number of officers trained:** 60
Course: Training on Electronic Attendance (T7)

Duration: 1 day session
Session 1: 05 & 06 March. 2014

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

Number of officers trained: 16
**Course:** Training Programme for Human Resource Management Information System (HRMIS) Support Staff (T8)

**Aims and Objectives**

- To provide the newly enlisted interns with an overview of the Government Machinery.
- To help them understand the functioning of the Public Service and the importance of the HRMIS project in the overall system.

**Course contents:**
- Meeting with Participants (Briefing sessions by HRM)
- An overview of the Human Resource Function (Basic)
- An Overview of the Mauritian Constitution
  (including Machinery of Government)
- Security and Confidentiality of official Documents
- Overview of Registry Operations
- The Human Resource Management Information System (HRMIS)

**Duration:** 2 day session

Batch 1: 28 & 29 May 2014

**Venue:** Open University Mauritius
[Ex Mauritius Broadcasting Cooperation Premises (MBC)]
Louis Pasteur Street
Forest Side

**Category of officers:** Human Resource Management Information System (HRMIS) Support Staff

**Number of officers trained:** 42
Course: 2 day Training Programme for Confidential Secretaries (T9)

Aims and Objectives

- To equip the Confidential Secretaries with the required skills and competencies in order to perform their duties more efficiently and effectively;
- To enhance their knowledge and communication skills for the provision of excellent services both to the internal and external customers; and
- To help them develop the right mindset and positive attitude at work.

Course contents:

- Security Consciousness
- Customer Care
- Dealing with appointments
- Filing and Records Management
- Integrity enhancement in the Public Service
- Effective Interpersonal and Communication Skills
- Stress Management
- Proper Business Etiquette

Duration: 2 day session

Batch 1: 02 and 03 June 2014
Batch 2: 16 and 17 June 2014

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

Category of officers: Confidential Secretaries

Number of officers trained: 64
Preparatory session: Application for L’ENA Sponsorship (Ps 1)

Aims and objectives:

The objective of the course is:

- To better prepare the applicants for the Interview and Written Test in relations to the sponsored courses at L’ENA, France.

Duration: 3 hours (Half Day)

Batch 1: 29 January 2014

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

Category of officers: Eligible Candidates (Administrative and Technical Grades)

Number of officers trained: 6
Presentation: Presentation on Eco Track tool for Training of Eco Driving Skills for Drivers (P1)

Aims and objectives:

The objective is:

- To reduce fuel consumption;
- To reduce noise and air pollution; and
- To improve road safety

Duration: 3 hours (Half Day)

Batch 1: 28 February 2014

Venue: Lecture Room,

6th Floor,

Fooks House,

Bourbon St, Port Louis

Category of officers: Officers of PMO, MCSAR and EEMO

Number of officers trained: 10
Meeting with Officer in Charge of Human Resource Section of Min/Dep't / Human Resource Management Officers (M1)

**Aims and objectives:**

The objective is:

- To discuss Human Resource Matters

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

Batch 1: 05 February 2014
Batch 2: 30 April 2014
Batch 3: 07 May 2014
Batch 4: 06 June 2014

**Course contents:**

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

**Category of officers:** Human Resource Cadre

**Number of officers trained:** 310
**Course:** Induction Programme for Office Care Attendants (OCA) (IC1)

**AIMS AND OBJECTIVES**

- To sensitize the newly recruited OCAs on their roles, functions and responsibilities.
- To equip them with effective communication skills and team building techniques.
- To help them develop the right mindset and ethical behavior in order to perform their job with a customer and performance oriented approach.

**Course contents:**

- The Roles and Responsibilities of Office Care Attendants (OCA)
- Conditions of Service
- Interpersonal and Communication Skills
- Occupational Safety & Health Programme
- Customer Care and Public Relations
- Gender Equality-Concept
- Major Government Projects
- Team Building

**Duration:** 2 Days

Batch 1: 27 & 28 March 2014
Batch 2: 08 & 09 April 2014
Batch 3: 14 & 15 April 2014
Batch 4: 22 & 23 April 2014
Batch 5: 28 & 29 April 2014
Batch 6: 05 & 06 May 2014

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

**Category of officers:** Office Care Attendants

**Number of officers trained:** 206
# Course: Overseas Training – (OT1)

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<th>Description of Course</th>
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<td>DABEEDYAL Rajesswarsingh (Mr) Assistant Permanent Secretary Ministry of Agro Industry and Food Security</td>
<td>General Management Programme for Senior Executives, India. From 06.01.14-31.01.14</td>
</tr>
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<td>2.</td>
<td>MOORUTH Partima (Mrs) Assistant Permanent Secretary Ministry of Finance and Economic Development</td>
<td>General Management Programme for Senior Executives, India. From 06.01.14-31.01.14</td>
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<td>3.</td>
<td>HUMATH Rajesh (Mr) Assistant Permanent Secretary Ministry of Environment and Sustainable Development</td>
<td>Training Course on Public administration for Civil Servants of African English Speaking Countries in Beijing, China From 10 to 30 March 2014</td>
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<td>4.</td>
<td>RAMPADARATH Phoolranee (Mrs) Assistant Permanent Secretary Ministry of Industry, Commerce and Consumer Protection</td>
<td>Training Course on Public administration for Civil Servants of African English Speaking Countries in Beijing, China From 10 to 30 March 2014</td>
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<td>5.</td>
<td>CODADEEN Bibi Tasliman (Mrs) Assistant Permanent Secretary Ministry of Education and Human Resources</td>
<td>Certificate Course in General Management, International Management Institute, India From 27.01.14 to 08.03.14</td>
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<td>6.</td>
<td>SEERUTTUN Yashraj (Mr) Assistant Permanent Secretary Ministry of Health and Quality of Life</td>
<td>Certificate Course in General Management, International Management Institute, India From 27.01.14 to 08.03.14</td>
</tr>
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<td>7.</td>
<td>GUNESS-GOOLBAR Zeenat Kaushar (Mrs) Deputy Permanent Secretary Ministry of Education and Human Resources</td>
<td>Seminar on Innovation in Social Construction and Management for African Minister- level Leaders, China 05-11 May 2014</td>
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**Category of officers:**
- Officers of the Administrative and Technical Cadre

**Number of officers trained:** 7