REPORT ON TRAINING COURSES ORGANISED

By

THE HUMAN RESOURCE DEVELOPMENT DIVISION

For period: January to May 2014
<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>W1</td>
<td>HRMIS Workshop</td>
<td>Human Resource Cadre</td>
<td>324</td>
<td>4</td>
</tr>
<tr>
<td>W2</td>
<td>Strategic Framework- Young Women Advocating For Gender Equality</td>
<td>Officers of the Ministry of Gender Equality, Child Development and Family Welfare</td>
<td>48</td>
<td>5</td>
</tr>
<tr>
<td>T1</td>
<td>Empowerment Programme on Corruption Prevention</td>
<td>Administrative and Human Resources Cadres</td>
<td>86</td>
<td>6</td>
</tr>
<tr>
<td>T2</td>
<td>Training Programme on Legal Issues for officers of the Human Resource Cadre</td>
<td>Human Resources Cadre</td>
<td>72</td>
<td>7</td>
</tr>
<tr>
<td>T3</td>
<td>3 half-day Refresher Course in Information and Communications Technologies for Confidential Secretaries</td>
<td>Confidential Secretaries</td>
<td>128</td>
<td>8</td>
</tr>
<tr>
<td>T4</td>
<td>Training Programme on Legislative Drafting for Officers of the Administrative Cadre</td>
<td>Officers of the Administrative Cadre</td>
<td>47</td>
<td>9</td>
</tr>
<tr>
<td>T5</td>
<td>Training of Trainers for Training Programme on Customer Care and Communication Skills</td>
<td>Health Care Assistant</td>
<td>75</td>
<td>10</td>
</tr>
<tr>
<td>T6</td>
<td>Training Sessions for Family Protection by Ministry of Gender Equality, Child Development and Family Welfare</td>
<td>Officers of the Ministry of Gender Equality, Child Development and Family Welfare</td>
<td>60</td>
<td>11</td>
</tr>
<tr>
<td>T7</td>
<td>Training on Electronic Attendance System</td>
<td>Officers of the HR Section</td>
<td>16</td>
<td>12</td>
</tr>
<tr>
<td>Ps1</td>
<td>Preparatory session for L’ENA Scholarship</td>
<td>Eligible Candidates (Administrative and Technical Grades)</td>
<td>6</td>
<td>14</td>
</tr>
<tr>
<td>P1</td>
<td>Presentation on Eco Track tool for Training of Eco Driving Skills for Drivers</td>
<td>Officers of MCSAR, PMO and EEMO</td>
<td>10</td>
<td>15</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>M1</td>
<td>Meeting with Officers in Charge of Human Resource Section of Min/Dept</td>
<td>Human Resources Cadre</td>
<td>185</td>
<td>16</td>
</tr>
<tr>
<td>IC1</td>
<td>Induction Programme for Office Care Attendants (OCA)</td>
<td>Office Care Attendants</td>
<td>206</td>
<td>17</td>
</tr>
<tr>
<td>OT1</td>
<td>Overseas Training (On-going)</td>
<td>Officers of the Technical and Managerial Grades</td>
<td>7</td>
<td>18</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td></td>
<td><strong>1312</strong></td>
<td></td>
</tr>
</tbody>
</table>

**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

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

Category of officers: Human Resource Cadre

Number of officers trained: 324
**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

<table>
<thead>
<tr>
<th>Batch</th>
<th>Dates</th>
<th>Batch</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>27-29 January 2014</td>
<td>8</td>
<td>24-26 March 2014</td>
</tr>
<tr>
<td>2</td>
<td>03-05 February 2014</td>
<td>9</td>
<td>01-03 April 2014</td>
</tr>
<tr>
<td>3</td>
<td>10-12 February 2014</td>
<td>10</td>
<td>07-09 April 2014</td>
</tr>
<tr>
<td>4</td>
<td>17-19 February 2014</td>
<td>11</td>
<td>14-16 April 2014</td>
</tr>
<tr>
<td>5</td>
<td>24-29 February 2014</td>
<td>12</td>
<td>21-23 April 2014</td>
</tr>
<tr>
<td>6</td>
<td>03-05 March 2014</td>
<td></td>
<td>28-30 April 2014</td>
</tr>
<tr>
<td>7</td>
<td>17-19 March 2014</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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: Health Care Assistant

Number of officers trained: 75
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
**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/Dept / 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

**Course contents:**

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

**Category of officers:** Human Resource Cadre

**Number of officers trained:** 185
**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)

<table>
<thead>
<tr>
<th>SN</th>
<th>Name, Designation &amp; Ministry</th>
<th>Description of Course</th>
</tr>
</thead>
</table>
| 1   | **DABEEDYAL Rajesswarsingh (Mr)**  
Assistant Permanent Secretary  
Ministry of Agro Industry and Food Security | General Management Programme for Senior Executives, India.  
From 06.01.14-31.01.14 |
| 2   | **MOORUTH Partima (Mrs)**  
Assistant Permanent Secretary  
Ministry of Finance and Economic Development | General Management Programme for Senior Executives, India.  
From 06.01.14-31.01.14 |
| 3   | **HUMATH Rajesh (Mr)**  
Assistant Permanent Secretary  
Ministry of Environment and Sustainable Development | Training Course on Public administration for Civil Servants of African English Speaking Countries in Beijing, China  
From 10 to 30 March 2014 |
| 4   | **RAMPADARATH Phoolranee (Mrs)**  
Assistant Permanent Secretary  
Ministry of Industry, Commerce and Consumer Protection | Training Course on Public administration for Civil Servants of African English Speaking Countries in Beijing, China  
From 10 to 30 March 2014 |
| 5   | **CODADEEN Bibi Tasliman (Mrs)**  
Assistant Permanent Secretary  
Ministry of Education and Human Resources | Certificate Course in General Management,  
International Management Institute, India  
From 27.01.14 to 08.03.14 |
| 6   | **SEERUTTUN Yashraj (Mr)**  
Assistant Permanent Secretary  
Ministry of Health and Quality of Life | Certificate Course in General Management,  
International Management Institute, India  
From 27.01.14 to 08.03.14 |
| 7   | **GUNESS-GOOLBAR Zeenat Kaushar (Mrs)**  
Deputy Permanent Secretary  
Ministry of Education and Human Resources | Seminar on Innovation in Social Construction and Management for African Minister- level Leaders, China  
05-11 May 2014 |

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

**Number of officers trained:** 7