REPORT

ON

TRAINING COURSES ORGANISED

By

THE HUMAN RESOURCE DEVELOPMENT DIVISION

For period: January to March 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 Resources Cadre</td>
<td>300</td>
<td>3</td>
</tr>
<tr>
<td>T1</td>
<td>Empowerment Programme on Corruption Prevention</td>
<td>Administrative and Human Resources Cadres</td>
<td>86</td>
<td>4</td>
</tr>
<tr>
<td>T2</td>
<td>Training Programme on Legal Issues for officers of the Human Resources Cadre</td>
<td>Human Resources Cadre</td>
<td>72</td>
<td>5</td>
</tr>
<tr>
<td>T3</td>
<td>3 half-day Refresher Course in Information and Communication Technologies for Confidential Secretaries</td>
<td>Confidential Secretaries</td>
<td>82</td>
<td>6</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>7</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>8</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>9</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>10</td>
</tr>
<tr>
<td>M1</td>
<td>Meeting with Officer in Charge of Human Resource Section of Min/Dept</td>
<td>Human Resources Cadre</td>
<td>125</td>
<td>11</td>
</tr>
<tr>
<td>IC1</td>
<td>Induction Programme for Office Care Attendants (OCA)</td>
<td>Office Care Attendants</td>
<td>33</td>
<td>12</td>
</tr>
<tr>
<td>OT1</td>
<td>Overseas Training (On-going)</td>
<td>Officers of the Technical and Managerial Grades</td>
<td>4</td>
<td>13</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td></td>
<td><strong>840</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

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

Category of officers: Human Resource Cadre

Number of officers trained: 300
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 (T3)

**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

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

**Category of officers:** Confidential Secretary

**Number of officers trained:** 82
**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
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:** 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

**Course contents:**

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

**Category of officers:** Human Resource Cadre

**Number of officers trained:** 125
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

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

Category of officers: Office Care Attendants

Number of officers trained: 33
**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><strong>DABEEDYAL Rajesswarsingh (Mr)</strong> Assistant Permanent Secretary</td>
<td>General Management Programme for Senior Executives, India. From 06.01.14-31.01.14</td>
</tr>
<tr>
<td></td>
<td>Ministry of Agro Industry and Food Security</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td><strong>MOORUTH Partima (Mrs)</strong> Assistant Permanent Secretary</td>
<td>General Management Programme for Senior Executives, India. From 06.01.14-31.01.14</td>
</tr>
<tr>
<td></td>
<td>Ministry of Finance and Economic Development</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td><strong>HUMATH Rajesh (Mr)</strong> Assistant Permanent Secretary</td>
<td>Training Course on Public administration for Civil Servants of African English</td>
</tr>
<tr>
<td></td>
<td>Ministry of Environment and Sustainable Development</td>
<td>Speaking Countries in Beijing, China From 10 to 30 March 2014</td>
</tr>
<tr>
<td>4.</td>
<td><strong>RAMPADARATH Phoolranee (Mrs)</strong> Assistant Permanent Secretary</td>
<td>Training Course on Public administration for Civil Servants of African English</td>
</tr>
<tr>
<td></td>
<td>Ministry of Industry, Commerce and Consumer Protection</td>
<td>Speaking Countries in Beijing, China From 10 to 30 March 2014</td>
</tr>
</tbody>
</table>

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

**Number of officers trained:** 4