REPORT
ON
TRAINING COURSES ORGANISED
By
THE HUMAN RESOURCE DEVELOPMENT DIVISION
For period: February 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

**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 (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

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

**Category of officers:** Confidential Secretary

**Number of officers trained:** 47
**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

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

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

**Number of officers trained:** 32
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

Batch 1: 11 February, 2014

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

Category of officers: Health Care Assistant

Number of officers trained: 25
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 relation 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: Middle Managers/Technical Officers and above

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

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

**Category of officers:** Human Resource Cadre

**Number of officers trained:** 125
**Course**: Overseas Training – (OT1)

<table>
<thead>
<tr>
<th>SN</th>
<th>Name, Designation &amp; Ministry</th>
<th>Description of Course</th>
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| 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 |

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

**Number of officers trained:** 2