REPORT

ON

TRAINING COURSES

ORGANISED

By

THE HUMAN RESOURCE
DEVELOPMENT DIVISION

For period: January 2014
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<tr>
<th>Code</th>
<th>Course</th>
<th>Target group</th>
<th>No of Participants</th>
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<td>W1</td>
<td>HRMIS Workshop</td>
<td>Human Resources Cadre</td>
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<td>T1</td>
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<td>T3</td>
<td>3 half-day Refresher Course in Information and Communication Technologies for Confidential Secretaries</td>
<td>Confidential Secretaries</td>
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<td>Ps1</td>
<td>Preparatory session for L'ENA</td>
<td>Officers of the Managerial Grade</td>
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<td>OT1</td>
<td>Overseas Training (On-going)</td>
<td>Officers of the Technical and Managerial Grades</td>
<td>2</td>
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**Total** 432

**Note:**
IC: Induction Course
OT: Overseas Training
T: Training
W: Workshop
P: Presentation
Ps: Preparatory session
**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

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

**Category of officers:** Administrative and Human Resources Cadres

**Number of officers trained:** 41
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 Resources 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

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

Category of officers: Confidential Secretary

Number of officers trained: 11
Interview: Preparatory session for L’ENA (I 1)

Aims and objectives:

The objective of the course is:

- To better prepare the applicants for the Interview and Written Test.

Duration: 3 hours (Half Day)

Batch 1: 29 January 2014

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

Category of officers: Officers of the Managerial Grade

Number of officers trained: 6
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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<tr>
<td>1.</td>
<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>
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<tr>
<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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Category of officers:
- Officers of the Administrative and Technical Cadre

Number of officers trained: 2