Ministry of Civil Service and Administrative Reforms
Circular Letter No. 12 of 2015
E/70/1/1/206

From: Senior Chief Executive, Ministry of Civil Service and Administrative Reforms

To: Supervising Officers i/c of Ministries/Departments

Training Programme on Training Needs Analysis (TNA)

A systematic approach to Training and Human Resource Development based on an appropriate TNA is essential for effective capacity building in the public service. TNA is a critical activity meant to ensure that appropriate training is dispensed to officers concerned at the right time with a view to maximize return on investment in staff development. This systematic analysis constitutes a diagnostic tool for determining the training needs of an organisation and subsequently in helping in the conception, planning and implementation of training programmes.

2. We would like to inform you that, with the support of the UNDP, this Ministry is in the process of developing an E-Learning System (ELS) so as to promote a culture of e-learning and provide universal access to learning solutions in the public service. As such, the ELS will help complement face-to-face training by providing specific on-line courses based on the training needs identified during the TNA and the Performance Appraisal exercises.

3. Officers of the HR Cadre have already been provided with basic training on TNA some years back. This Ministry, in collaboration with the Open University of Mauritius, is now proposing to run a training programme with a view to develop a comprehensive and in-depth approach to TNA. In this respect, it is planned to train some 60 officers (in 2 batches) on the basis of a 3-hour session per week over a period of seven (7) weeks. A copy of the proposed training programme specifying the course modules and their duration is at Annex 1.

4. On completion of the course, TNA Facilitators would thus be empowered to:

(a) identify the immediate/priority training needs in their respective organisations;
(b) facilitate the TNA exercise; and
(c) ensure a proper monitoring and evaluation of the TNA in their respective Ministries and Departments.
5. As you are aware, this Ministry is also in the process of operationalising the Civil Service College, Mauritius (CSCM) which will cater for the growing training and development needs of Public Officers at all levels, including those from local authorities and parastatal bodies. Moreover, the College is called upon to contribute in translating the vision of Government to bring about the transformational change through the continuous professional development of human resources in the Civil Service. The CSCM will focus on reforms oriented, performance based and needs-driven training crafted on the outcomes of TNAs to be conducted across the Ministries/Departments.

6. Supervising Officers are therefore invited to submit the names of three officers who are preferably members of the Training Committees or Reforms cells or officers from the Administrative, Human Resource and Technical Cadres, to attend the above course and who could subsequently be assigned the responsibility of TNA Facilitators. The nominations should be submitted, as per Pro-Forma at Annex 2, to reach this Ministry (Attn: Mr. S. Ramasawmy, Assistant Permanent Secretary), Human Resource Development Division, 4th floor, ATOM House, Royal Street, Port Louis, at latest by Friday 10 July 2015.

7. I rely on your usual collaboration and support in our capacity building initiatives for the public sector.

P. Jhugroo
Senior Chief Executive

Copy to: Secretary to Cabinet and Head of the Civil Service