Republic of Mauritius
Ministry Of Civil Service & Administrative Reforms

REPORT
ON
TRAINING PROGRAMMES

Organised By
The Human Resource Development Division

July – September 2016
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Course: 3-Day Induction Programme for Newly Appointed Office Management Assistants [OMA] (IC1)

Aims and objectives:
- To sensitize the newly appointed Office Management Assistants on their roles and functions;
- To equip them with the necessary skills and competencies; and
- To help them develop the right mindset and attitude to perform their job with a customer focussed and performance oriented approach.

Course contents:
- Duties and Responsibilities of an Office Management Assistant and Conditions of Service
- Prevention of Corruption
- Financial Operations in Government and Basic Procurement Duties
- Registry Procedures and Safekeeping of Official Documents
- Calendar Management and Use of Microsoft Tools
- Occupational Safety and Health
- Customer Care in the Public Service
- Change Management, Team Work and Motivation
- Administrative Reforms in the Civil Service and Major Government Projects
- Note Taking and Report Writing Skills/ Secretary to Meeting
- Effective Communication and Interpretation Skills
- Events Management

Duration: 3 days

Batch 10: 11-13 July 2016

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

Category of officers: Newly Appointed Office Management Assistants

Number of officers trained: 21
Course: 3-Day Induction Course for New Recruits employed to give assistance at Management Support Officer [MSO] Level (IC2)

Aims and Objectives:

- To equip the newly recruited Management Support Officer with the necessary knowledge and skills to enable them to perform their duties efficiently and effectively
- To render them multi-skilled and team oriented
- To facilitate their integration in the Civil Service

Course content:

- Government Machinery
- Roles and functions of MSO
- Security and Safe Keeping of official information
- Human Resource Management (Basic Functions)
- Occupational Safety and Health
- Registry procedures
- Basic Procurement Duties
- Prevention of Corruption
- Importance of Communication within an Organisation
- Team Building and Team Work and Customer care
- Financial operations in Government
- Administrative reforms in the Civil Service

Duration: 3 days

Batch 1: 23, 24 & 26 August 2016
Batch 2: 08, 09 & 12 September 2016

Venue: Lecture room,
6th floor,
Fooks House,
Bourbon St., Port-Louis

Category of officers: New recruits employed to give assistance at Management Support Level

Number of Officers trained: 67
Launching Ceremony: Launching of Induction Course for Office Care Attendants/ Senior Office Care Attendants (OCAs/ SOCAs) (LC1)

Aims and objectives:
- To sensitize the newly recruited OCAs/SOCAs on their roles, functions and responsibilities;
- To equip them with effective communication skills and team building techniques; and
- To help them develop the right mindset and ethical behavior in order to perform their job with a customer and performance oriented approach.

Date: 13 September 2016

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

Category of officers: Newly Appointed Office Care Attendants/ Senior Office Care Attendants (OCAs/ SOCAs)

Number of officers: 70
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<th>SN</th>
<th>Name, Designation and Ministry</th>
<th>Description of Course</th>
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| 1. | Mr E. BUHOOA  
Assistant Permanent Secretary  
Ministry of Agro Industry and Food Security | General Management programme for Senior Executives Course  
Administrative Staff College of India,  
Under the ITEC/SCAAP programme of the Ministry of External Affairs,  
Government of India  
11 July 2016 - 05 August 2016  
India |
| 2. | Mr V. JOYSUREE  
Assistant Permanent Secretary  
Ministry of Public Infrastructure and Land Transport | 3 Tier Programme: Emerging Leaders’ Programme  
Indian Institute of Management,  
Under the ITEC/SCAAP programme of the Ministry of External Affairs,  
Government of India  
25 July 2016 – 20 August 2016  
India |
| 3. | Mrs. S. MEEAJANE  
Assistant Permanent Secretary  
Ministry of health and Quality of Life | Leadership Development Programme for Enhanced Public Service Delivery  
Administrative Staff College of India  
Under the ITEC/SCAAP programme of the Ministry of External Affairs,  
Government of India  
19 September 2016 – 30 September 2016  
India |

**Category of officers:** Officers of the Administrative, Technical and Managerial Cadres

**Number of officers trained:** 3