REPORT

ON

TRAINING COURSES ORGANISED

By

THE HUMAN RESOURCE DEVELOPMENT DIVISION

For period: January-April 2015
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<th>Target group</th>
<th>No of Participants</th>
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**Note:**

IC: Induction Course  
OT: Overseas Training  
P: Presentation  
PS: Preparatory session  
T: Training (In-house/Customized/Focused)  
BS: Briefing Session  
W: Workshop  
SP: Sensitization Programme  
LC: Launching Ceremony
**Course:** Induction Course for New Recruits employed to give assistance at Management Support Officer Level (IC1)

**Aims and Objectives**

The objectives of the course are, inter alia, to:

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

**Course contents:**

- Government Machinery
- Roles and Functions Of MSO
- Conditions of Service
- Administrative Reforms in the Civil Service
- An Overview of Performance Management System
- Financial Operations in Government
- Prevention of Corruption
- Human Resource Management (Basic Functions)
- Basic Procurement Duties
- Occupational Safety and Health
- Importance of Communication within an Organisation
- Gender Equality-Concept
- Customer Care
- Registry Procedures
- Team Building and Team Work
- Security and Safe Keeping of official information

**Duration:** 4 day session

Batch 3: 15-19 January & 02 February 2015
Batch 4: 20-23 January 2015
Batch 5: 23-26 February 2015
Batch 6: 02-05 March 2015
Batch 7: 16-19 March 2015
Batch 8: 23-26 March 2015

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

**Category of officers:** Employed to give assistance at Management Support Level

**Number of officers trained:** 202
**Course:** Induction Programme for Newly Appointed Human Resource Executives (IC 2)

**Aims and Objectives**
- Facilitate the integration of newly appointed Human Resource Executives in the Human Resource Management Cadre;
- Introduce the participants to the procedures and practices in the management of human resources in the public service; and
- Familiarize participants with the tools required (Legislations, Documents) to perform their duties effectively;
- Expose participants to the new trends and challenges relating to human resource management in the public service

**Course contents:**
- Role of HR in Building a Customer Oriented Public Sector
- Public Sector Reforms (HRMIS, EAS, ISO)
- Trends and Challenges in Human Resource Management
- HR Planning (BUDGET PROPOSALS, PBB & CEO)
- Employee Relations in the Public Service
- Scheme of Service
- Condition of Service
- Retirement and Pension Scheme
- Recruitment, Appointment and Promotion
- Performance Management System
- Effective Interpersonal and Communication Skills
- Emotional Intelligence
- The Disciplinary Machinery
- Safety and Health in The Public Service

**Duration:** 4 day session

Batch 2: 26-29 January 2015
Batch 3: 09,10,11,13 March 2015

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

**Category of officers:** Newly Appointed Human Resource Executives

**Number of officers trained:** 70
Course: Training Programme on Customer Care and Communication skills for Office Care Personnel (T 1)

Aims and Objectives

The objectives of the course are, inter alia, to enable participants to:

- identify common communication problems that may be holding them back
- enhance their ability to handle difficult situations
- develop the skills and practices that are essential elements of a customer service front liner

Course contents:

- Customer Care and Public Relations
- Effective Interpersonal & Communication Skills

Duration: one day

Batch 10: 30 January 2015
Batch 11: 20 February 2015
Batch 12: 20 March 2015
Batch 13: 27 March 2015
Batch 14: 09 April 2015

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

Category of officers: Office Care Personnel

Number of officers trained: 151
**Course:** Training Programme for Confidential Secretaries (T2)

**AIMS AND OBJECTIVES**

- To equip the Confidential Secretaries with the required skills and competencies in order to perform their duties more efficiently and effectively;

- To enhance their interpersonal and communication skills for the provision of excellent services both to the internal and external customers; and

- To help them develop the right mindset and positive attitude at work.

**Course Contents:**

- Changing Roles and Functions of a confidential Secretary
- Security Consciousness
- Stress Management
- Gender Concept
- Office Operations/Procedures
- Dealing with appointments
- Effective Interpersonal and Communication skills
- Customer Care

**Duration:** Two days

Batch 7: 31 March 2015 & 01 April 2015
Batch 8: 2 & 3 April 2015
Batch 9: 29 & 30 April

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

**Category of officers:** Confidential Secretaries

**Number of officers trained:** 83
**Course:** Training Programme on Legal Issues for officers of the Human Resource Cadre (T3)

**AIMS AND OBJECTIVES:**

- To provide the officers of Human Resource Cadre with an overview of the legal issues pertaining to the Human Resource Management functions
- To better prepare them to depone before the Court, Tribunal and Conciliation and other regulatory bodies.

**Course Contents:**

- Challenges Of Workplace Dispute Resolution & Mediation Techniques
- Equal Opportunities & Gender Issues
- Summons And Pleading
- Duties Of Disclosure In The Criminal Investigation
- Pleas And Procedures Of Trials Before Subordinate Courts
- Overview Of The Functioning Of State Law Office
- Integrity Enhancement In The Public Service
- Integrity Enhancement In The Public Service (Contd.)
- Psc Regulations 31 Onwards
- Psc Regulations 31 Onwards (Contd)
- Panel Discussion

**Duration:** Three days

Batch 3: 16, 17 & 20 April 2015
Batch 4: 24, 27 & 28 April 2015

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

**Category of officers:** Human Resource Cadre

**Number of officers trained:** 69
Course: Sensitization Programme on HIV & AIDS (T4)

Duration: one day
Batch 4: 10 April 2015
Batch 5: 22 April 2015

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

Category of officers: Officers of Civil Service

Number of officers trained: 62
Course: Refresher Course on LMS – 21-24 April 2015 (T5)

AIMS AND OBJECTIVES

❖ LMS administration including generation of reports and monitor learning activities and results and special attention to components of the MOODLE software:

• Access to server of the ‘GOC’
• LMS platform administration
• Content Integration
• Teaching and Tutoring

Duration: Four days
Dates: 21-24 April 2015

Venue: Computer Lab
ICT Academy,
EBENE

Category of officers: Officers of Technical, Administrative and Human Resource Cadre

Number of officers trained: 40
Course: 2-Day Induction Course for Head Office Care Attendants (T 6)

AIMS AND OBJECTIVES

❖ To help the newly appointed Head Office Care Attendants understand their roles and responsibilities.
❖ To help them develop the right mindset, positive attitude to enable them to adopt a performance-based and result-oriented approach.

Course Content

❖ Personal Grooming
❖ Supervisory Skills & Team Building
❖ Security & Safekeeping of Official Information
❖ Occupational Safety & Health Procedures
❖ Roles and Responsibilities of a Head Office Care Attendant
❖ Ethics in the Public Service
❖ Integrity & Good Governance in the Public Sector
❖ Gender Concept at Work

Duration: Two days

Batch 1: 04 -05 May 2015

Category of officers: Head Office Attendants

No. of officers trained: 30
Briefing Session with Officers of the HRM Cadre-(BS1)

Aims and objectives:
The objective is:

- To discuss Human Resource Issues

Duration: Half Day
Batch 1: 12 February 2015

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

Category of officers: Officers of the Human Resource Cadre

Number of officers trained: 100
Briefing Session with Officers of the HRM Cadre-(BS2)

Aims and objectives:

The objective is:

- To implement Data cleansing application/Data Input

Duration: Half Day

Batch 1: 08 January 2015

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

Category of officers: Interns of Ministry of Civil Service and AR

Number of officers trained: 27
**Workshop:** Talk on the Public Sector Innovation Mindset: Top Management (W1)

**Objectives:**

The Business of Governance and Citizen Centricity are two of the guiding principles critically influencing the core transformation objectives of vision-centric public sectors worldwide. In bringing these to live, it is critical that we are equipped with the skills, more importantly-the mindset, to engage our stakeholders through a common language.

**Duration:** Two Hours

**Venue:** Lunch Room, National Assembly

Batch 1: Wednesday 06 May 2015

**Category of officers:** Top Management and Officers of the MCSAR

**Number of officers trained:** 80
Demo on Training Needs Analysis

**Aims and objectives:**

The objective:

- A demonstration of the Integrated Performance Management System (IPMS) to facilitate the TNA exercise.

**Duration:** Half Day

Date: 23 April 2015

**Venue:** Lecture Room,

6th Floor,

Fooks House,

Bourbon St, Port Louis

**Category of officers:** Human Resource Officers

**Number of officers trained:** 16
# Course: Overseas Training – (OT1)

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<th>Name, Designation &amp; Ministry</th>
<th>Description of Course</th>
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| 1. | **N. POONYE (Mr)**  
Deputy Permanent Secretary  
Ministry of Public Infrastructure and Land Transport | Public Service Innovation and Change.  
From 12 to 16 January 2015  
Singapore |
| 2. | **CHING KEE CHEONG. M (Mrs)**  
Assistant Permanent Secretary  
Ministry of Local Government and Outer Islands | Public Service Innovation and Change.  
From 12 to 16 January 2015  
Singapore |
| 3. | **AUSGUR BHEEMA (Mr)**  
Public Health and Food Safety Inspector  
Ministry of Health and Quality of Life | Master of Public Health  
(University of Queensland)  
From: 19 Jan 2015 to 31 December 2016  
Australia Awards Scholarship |
| 4. | **CHOONEEA YUCKMILA (Mrs)**  
Agricultural Support Officer  
Ministry of Agro-Industry and Food Security | Master of Plant Protection  
(University of Queensland)  
From: 19 Jan 2015 to 07 December 2016  
Australia Awards Scholarship |
| 5. | **GAUNGOO YOUSOUF (Mr)**  
Senior Public Health and Food Safety Inspector  
Ministry of Health and Quality of Life | Master of Food Science  
(University of Melbourne)  
From: 19 Jan 2015 to 31 Dec 2016  
Australia Awards Scholarship |
| 6. | **SOOBEN NESHEN (Mr)**  
Senior Development Control Officer  
Ministry of Housing and Lands | Master of Urban Planning  
(Curtin University)  
27 Jan 2015-27 Feb 2016  
Australia Awards Scholarship |
| 7. | **SOOKARAH RISHIDEV (Mr)**  
Manager (Civil Engineering)  
Road Development Authority | Master of Engineering Science in Civil Engineering  
(University of New South Wales)  
Australia Awards Scholarship |
| 8. | **VEERASAMY YOVEN (Mr)**  
ANALYST  
Ministry of Finance and Economic Development | Master of International Tax  
(Univesity of Melbourne)  
19 Jan 2015-01 Mar 2016  
Australia Awards Scholarship |
| 9. | **ISSARSING Sanjiv (Mr)**  
Acting Principal Electrical Engineer  
Ministry of Public Infrastructure and Land Transport (Energy Services Division) | Training Course On Infrastructure Planning and Construction from 09-28 April 2015, Beijing, China. |
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| 10.| **CHAUNDEE Preetam (Mr)**  
   Electrical Engineer/ Senior Electrical Engineer | Training Course On Infrastructure Planning and Construction from 09-28 April 2015, Beijing,China |
| 11.| **BOODOO Sajaad (Mr)**  
   Electrical Engineer/ Senior Electrical Engineer | Training Course On Infrastructure Planning and Construction from 09-28 April 2015, Beijing,China |
| 12.| **PURMANUND Ashley (Mr)**  
   Electrical Engineer/ Senior Electrical Engineer | Training Course On Infrastructure Planning and Construction from 09-28 April 2015, Beijing,China |
| 13.| **BALLOO Pravesh (Mr)**  
   Head, Public Infrastructure Department | Training Course On Infrastructure Planning and Construction from 09-28 April 2015, Beijing,China |
| 14.| **SEECHURN Shakti Kumar**  
   Civil Engineer | Training Course On Infrastructure Planning and Construction from 09-28 April 2015, Beijing,China |
| 15.| **RAMDEWOR Vrikodar (Mr)**  
   Senior Regional Development Officer Prime Minister’s Office (National Development Unit) | Training Course On Infrastructure Planning and Construction from 09-28 April 2015, Beijing,China |
| 16.| **HOOLASH Sheik Muhammad Muzaffar (Mr)**  
   Facilities and Maintenance Officer Prime Minister’s Office | Training Course On Infrastructure Planning and Construction from 09-28 April 2015, Beijing,China |
| 17.| **UJOODHA Indira Devi (Mrs)**  
   Chief Town and Country Planning Officer  
   Ministry of Housing and Lands | Training Course On Infrastructure Planning and Construction from 09-28 April 2015, Beijing,China |
| 18.| **CHOORAMUN C (Mr)**  
   Deputy Director (Architecture)  
   Ministry of Public Infrastructure and Land Transport (PI Division) | Training Course On Infrastructure Planning and Construction from 09-28 April 2015, Beijing,China |
| 19.| **RAMJIT R (Mr)**  
   Principal Architect  
   Ministry of Public Infrastructure and Land Transport (PI Division) | Training Course On Infrastructure Planning and Construction from 09-28 April 2015, Beijing,China |
| 20.| **SEEENEVATHEAN .N**  
   Engineer/Senior Engineer (Civil)  
   Ministry of Public Infrastructure and Land Transport (PI Division) | Training Course On Infrastructure Planning and Construction from 09-28 April 2015, Beijing,China |
| 21.| **SEEVATHEAN S GAYA (Mrs)**  
   Engineer/Senior Engineer (Civil)  
   Ministry of Public Infrastructure and Land Transport (PI Division) | Training Course On Infrastructure Planning and Construction from 09-28 April 2015, Beijing,China |
| 22.| **DOMUN Anwar (Mr)**  
   Deputy Director (Quantity Surveying) | Training Course On Infrastructure Planning and Construction from 09-28 April 2015, Beijing,China |
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<td></td>
<td>Ministry of Public Infrastructure and Land Transport (PI Division)</td>
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| 23. | **SUMPUT Shakeel (Mr)**  
Chief Quantity Surveyor  
Ministry of Public Infrastructure and Land Transport (PI Division) | Training Course On Infrastructure Planning and Construction from 09-28 April 2015, Beijing, China |
| 24. | **PADDIA Sanjiv (Mr)**  
Chief Inspector of works  
Ministry of Local Government | Training Course On Infrastructure Planning and Construction from 09-28 April 2015, Beijing, China |
| 25. | **REEMUL Mohamad Nasser**  
Chief Inspector of works  
Ministry of Local Government | Training Course On Infrastructure Planning and Construction from 09-28 April 2015, Beijing, China |
| 26. | **PERMALA Somduth (Mr)**  
Head Public Infrastructure Department  
Ministry of Local Government | Training Course On Infrastructure Planning and Construction from 09-28 April 2015, Beijing, China |
| 27. | **JEETUN Sobhanand (Mr)**  
Head, Public Infrastructure Department  
Ministry of Local Government | Training Course On Infrastructure Planning and Construction from 09-28 April 2015, Beijing, China |

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

**Number of officers trained:** 27