REPORT

ON

TRAINING COURSES ORGANISED

By

THE HUMAN RESOURCE DEVELOPMENT DIVISION

For period: January to December 2014
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**Note:**
IC: Induction Course
OT: Overseas Training
T: Training *(In-house/Customized/Focused)*
W: Workshop
P: Presentation
PS: Preparatory session
BS: Briefing Session
LC: Launching Ceremony
SP: Sensitization Program
**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  
Batch 11: 07 May 2014  
Batch 12: 12 May 2014  
Batch 13: 15 May 2014  
Batch 14: 16 May 2014  
Batch 15: 02 June 2014

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

**Category of officers:**  Human Resource Cadre

**Number of officers trained:**  336
**Workshop: Strategic Framework- Young Women Advocating for Gender Equality (W2)**

**Aims and objectives:**

- To sensitize officers of the Ministry of Gender Equality, Child Development and Family Welfare on Gender Equality

**Duration:** 2-day session

Batch 1: 26-27 May 2014

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

**Category of officers:** Officers of the Ministry of Gender Equality, Child Development and Family Welfare

**Number of officers trained:** 48
**Workshop:** Leading your Company, Leading your Workforce by Tom Peters (W3)

**Duration:** 1-day session

Batch 1: 16 April 2014

**Venue:** SVICC, Pailles

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

**Number of officers trained:** 6
**Workshop:** The Balanced Scorecard by Robert Kaplan (W4)

**Duration:** 1-day session

Batch 1: 06 August 2014

**Venue:** Trianon Convention Centre

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

**Number of officers trained:** 8
**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 February 2014
Batch 4: 25 – 26 February 2014

**Venue:** Lecture Room, 6th Floor, Fook's 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 Resource 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 the 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  
Batch 6: 03-05 March 2014  
Batch 7: 17-19 March 2014  
Batch 8: 24-26 March 2014  
Batch 9: 01-03 April 2014  
Batch 10: 07-09 April 2014  
Batch 11: 14-16 April 2014  
Batch 12: 21-23 April 2014  
Batch 13: 28-30 April 2014

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

Category of officers: Confidential Secretary

Number of officers trained: 128
**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
Batch 2: 20 & 21 March 2014

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

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

**Number of officers trained:** 47
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 Assistants

Duration: Half day session

Session 1: 11 February 2014
Session 2: 04 March 2014
Session 3: 07 March 2014

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

Category of officers: Ward Manager, Charge Nurse, Nursing Officer

Number of officers trained: 75 (25 Trainers x 3 sessions)
**Course:** Training Sessions on Family Protection by Ministry of Gender Equality, Child Development and Family Welfare (T6)

**Duration:** 1 day

Session 1: 24 March. 2014  
Session 2: 10 April 2014  
Session 3: 17 April 2014  
Session 4: 18 April 2014

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

**Number of officers trained:** 60
**Course:** Training on Electronic Attendance (T7)

**Duration:** 1 day

Session 1: 05 & 06 March, 2014

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

**Number of officers trained:** 16
**Course:** Training Programme for Human Resource Management Information System (HRMIS) Support Staff (T8)

**Aims and Objectives**

- To provide the newly enlisted interns with an overview of the Government Machinery.
- To help them understand the functioning of the Public Service and the importance of the HRMIS project in the overall system.

**Course contents:**

- Meeting with Participants (Briefing sessions by HRM)
- An overview of the Human Resource Function (Basic)
- An Overview of the Mauritian Constitution (including Machinery of Government)
- Security and Confidentiality of official Documents
- Overview of Registry Operations
- The Human Resource Management Information System (HRMIS)

**Duration:** 2 day session

Batch 1: 28 & 29 May 2014

**Venue:** Open University Mauritius

[Ex Mauritius Broadcasting Cooperation Premises (MBC)]
Louis Pasteur Street
Forest Side

**Category of officers:** Human Resource Management Information System (HRMIS) Support Staff

**Number of officers trained:** 42
Course: 2 day Training Programme for Confidential Secretaries (T9)

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 knowledge 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 (CS)
- Security Consciousness
- Customer Care
- Dealing with appointments
- Office Operations / Procedures
- Gender Concept
- Effective Interpersonal and Communication Skills
- Stress Management

Duration: 2 day session

Batch 1: 02 and 03 June 2014
Batch 2: 16 and 17 June 2014
Batch 3: 17 and 18 July 2014
Batch 4: 24 and 25 July 2014
Batch 5: 18 and 19 August 2014
Batch 6: 01 and 02 September 2014

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

Category of officers: Confidential Secretaries

Number of officers trained: 196
Course: Learning Management System Technical Training Course (T10)

Aims and Objectives

The primary objective of this LMS Technical Training Course is to build the technical and pedagogical competencies of IT and professional staff in MCSAR, CISD and other public institutions through an intensive 12-day training seminar.

Course contents:

- E-learning technologies and challenges
- System administration
- LMS platform administration
- Content integration
- Teaching and tutoring skills

Duration: 12 days session

From 24 June to 09 July 2014

Venue: Lecture Room, And ICT Academy,
6th Floor, 2nd Floor
Fooks House, Cyber Tower 1,
Bourbon St, Port Louis, Ebene

Category of officers: HRDD Officers, CISD Officers, Training managers and Officers of the GOC

Number of officers trained: 52
Course: 3 Half-day Training Programme for Human Resource Executive on Reforms Oriented Training Needs Analysis (T11)

Aims and Objectives

- To equip the participants with the necessary skills and competencies for the identification of training needs in their respective Ministries/Departments.
- To help them formulate their training action plan.

Course contents:

- Rationale behind Training Needs Analysis (TNAs)
- Implementation of a gap analysis
- Identification of causes of performance problems or performance opportunities
- Identification of priorities & importance
- Identification of possible solutions and development opportunities
- Sources of information & analytical methods defining & prioritizing training objectives
- Defining & prioritizing non-training objectives
- Who can perform TNAs?
- Mail distribution

Duration: 3 days
From 04 to 06 August 2014

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

Category of officers: Human Resource Executive
Number of officers trained: 27
Course: 2-day Training Programme on Customer/Compassionate Care for Health Care Assistants in collaboration with Ministry of Health and Quality of Life (T12)

Aims and Objectives

The objectives of the course are interalia, to:

- Provide Health Care Assistants with an in-depth knowledge of customer care and compassionate care in the Health Sector;
- Equip them with the necessary tools to better assume their responsibilities towards customers; and
- Sensitize them on the importance of Code of Ethics and the humane touch

Course contents:

- Introduction on Core Values
- Knowing your responsibility within the Ministry
- Customer/Compassionate Care in Health sector
- Compassionate Care in Health sector

Duration: 2 days

Batch 1: 11 & 12 August 2014
Batch 2: 18 & 19 August 2014
Batch 3: 13 & 14 October 2014

Venue: Conference Room, Conference Room 1
1st Floor, Victoria Hospital
Brown Sequard Hospital, Quatre Bornes
Beau Bassin.

Category of officers: Health Care Assistants
Number of officers trained: 130
Course: Basic ICT Security Awareness for OMEs and HRMIS Staff (T13)

Aims and Objectives

The course aims at:

- sensitizing OMEs and HRMIS Staff on existing threats in today’s world;
- empowering the participants by showing various security measures and guidelines which can be applied to safeguard against these threats; and
- providing the officers with the necessary knowledge and skills to help them take necessary steps to mitigate their ICT Security exposure.

Course contents:

- ICT Security Essentials
- What is Malware and how to protect against it?
- Importance of password and how to safeguard it
- How to use my E-mail securely?
- Phishing attacks
- Safe Internet surfing
- Social Engineering and Identity Theft
- Risk of Social Media
- Securing Mobile Devices
- Why is Data Encryption important?
- Why should I back-up my data?
- ICT Procedures and Guidelines in Government (Level 1)
- Reporting an ICT Security Incident

Duration: ½ day

Batch 1: 26 August 2014
Batch 2: 08 & 09 October 2014 (2 half days)

Venue: Lecture Room, Victoria House
       6th Floor,
       Fooks House,
       Bourbon St, Port Louis
       6th Floor,
       Line Barracks Street,
       Port Louis

Category of officers: OMEs and HRMIS Staff

Number of officers trained: 63
**Course:** Training Programme on Victim Empowerment and Abuser Rehabilitation Policy (VEARP) for the HR Cadre (T14)

**Aims and Objectives**

The course aims at:

- To promote and make available VEARP services to stakeholders engaged in the fight against gender-based violence to assist both victims and abusers;
- To set up guidelines in the establishment of workplace initiatives to fight gender-based violence.

**Course contents:**

- Gender Based Violence
- Gender Based Violence And The Workplace
- The Vearp Framework
- Warning Signs Of Gender Based Violence
- Legislations – Protection From Domestic Violence Act
- Management Of Gender Based Violence Cases

**Duration:** one day

Batch 1: 28 August 2014

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

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

**Number of officers trained:** 20
**Course: Training Programme For Integrity Officers (T15)**

**Aims and Objectives**

To provide the participants:

- with an overview of the fight against corruption and integrity of the public/private interface;
- help them promote public sector ethics; and
- facilitate the enhancement, consolidation of public sector integrity and contribution to the establishment of an enduring ethical culture.

**Course contents:**

- The present state of the public sector in Mauritius
- Implementation of the Public Sector Anti-Corruption Framework
- Promoting public sector ethics
- Integrity of public/private interface
- Integrity in practice
- Enhancing public service delivery
- Consolidating public sector integrity

**Duration:** Four half days

Batch 1: 22, 24, 26 & 29 September 2014
Batch 2: 01, 03, 06 & 08 October 2014

**Venue:** Conference Room
Human Resource Development Council
4th Floor, NG Tower
Ebène

**Category of officers:** Administrative, Technical, Managerial and Financial Cadre

**Number of officers trained:** 64
**Course:** Training Programme on Customer Care and Communication skills for Office Care Personnel (T 16)

**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 1: 20 October 2014  
Batch 2: 24 October 2014  
Batch 3: 30 October 2014  
Batch 4: 03 November 2014  
Batch 5: 10 November 2014  
Batch 6: 11 November 2014  
Batch 7: 15 December 2014  
Batch 8: 17 December 2014  
Batch 9: 19 December 2014

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

**Category of officers:** Office Care Personnel  
**Number of officers trained:** 285
**Course:** Training Programme on Protocol (T 17)

**Aims and Objectives**

The objectives of the course are to:

- Understand the foundations of Protocol
- Explain the importance of national symbols
- Understand protocol observations when hosting conferences, seminars, VIPs and other events

**Course contents:**

- Protocol
- Activities undertaken by the Protocol Dept
- Services solicited/provided by/to other Ministries
- Ceremonials
- Visits
- Other Issues
- Functions

**Duration:** 3 day

Batch 1:10-12 November 2014

**Venue:** 14th Floor, Newton Tower,
 Ministry of Foreign Affairs,
 Regional Integration and International Trade

**Category of officers:** Administrative, Technical, and Managerial Cadre

**Number of officers trained:** 33
Course: Training Programme on Quality Management (T 18)

Aims and objectives:

The course aims at:
- To create awareness on the cultural values that support and sustain quality management practices
- To engage the successful long term implementation of quality initiatives.

Course contents:

- Overview of ISO 9001:2008
- Writing Procedures
- Conducting Internal Audits

Duration: 1 full-day session

Batch 1: 14 November 2014

Venue: Lecture Room,
2nd Floor,
Victoria House,
Barrack Street, Port Louis.

Category of officers: Officers dealing with Quality Management in their Ministry/Organization

Number of officers trained: 24
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 relations to the sponsored courses at L’ENA, France.

Duration: 3 hours (Half Day)

Year 2014-2015: 29 January 2014

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

Category of officers: Eligible Candidates (Administrative and Technical Grades)

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
Briefing Session with Officer in Charge of Human Resource Section of Min/Dept / Human Resource Management Officers (BS1)

Aims and objectives:
The objective is:

- To discuss Human Resource Matters

Duration: 3 hours (Half Day)
Batch 1: 05 February 2014
Batch 2: 30 April 2014
Batch 3: 07 May 2014
Batch 4: 06 June 2014

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

Category of officers: Human Resource Cadre

Number of officers trained: 310
**Briefing Session on Customer Service – Training Needs Analysis (BS2)**

**Aims and objectives:**

The objective is:

- To discuss Training Needs Analysis

**Duration:** Half Day

Batch 1: 22 September 2014

Batch 2: 23 September 2014

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

**Category of officers:** Officers of the Technical and Managerial Grades

**Number of officers trained:** 20
Briefing Session with Officers of the Technical and Managerial Grades (BS3)

**Aims and objectives:**

The objective is:

- To discuss Learning Management System

**Duration:** Half Day

Batch 1: 12 September 2014

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

**Category of officers:** Officers of the Technical and Managerial Grades

**Number of officers trained:** 16
Briefing Session on Australia Awards (BS4)

Objectives of the session:

- to further enhance awareness on Australia Awards across the Public Sector; and
- to better prepare prospective candidates, both in the application and interview process

Duration: Half Day

Batch 1: 17 October 2014

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

Category of officers: Officers of the Administrative and Technical Grades

Number of officers trained: 100
Launching: Award Courses for Office Management Assistants, Confidential Secretaries and Word Processing Operators

**Aims and objectives:**

**Course Objectives for Office Management Assistants**
- To enable them to be more efficient and effective in the performance of their duties
- To equip them with the necessary supervising and managerial competencies to better adapt to the changing working environment
- To render them multi skilled and polyvalent

**Course Objectives for Confidential Secretaries**
- To enhance their interpersonal and communication skills for the provision of excellent services both to the internal and external customer
- To help them develop the right mindset and positive attitude at work
- To help them adapt to the changing working environment and technological advances

**Course Objectives for Word Processing Operators**
- To facilitate their integration in the new grade of Management Support Officer (MSO)
- To equip them with the necessary knowledge and skills to enable them to perform at the level of MSO
- To render them multi skilled and polyvalent

**Date:** 29 September 2014

**Venue:** Sir Harilal Vaghjee Hall, New Government Centre, Port Louis

**Category of officers:** Office Management Assistants, Confidential Secretaries and Word Processing Operators

**Number of officers trained:** 275
Course: Induction Programme for Office Care Attendants (OCA) (IC1)

AIMS AND OBJECTIVES

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

Course contents:

- The Roles and Responsibilities of Office Care Attendants (OCA)
- Conditions of Service
- Interpersonal and Communication Skills
- Occupational Safety & Health Programme
- Customer Care and Public Relations
- Gender Equality-Concept
- Major Government Projects
- Team Building

Duration: 2 Days

Batch 1: 27 & 28 March 2014
Batch 2: 08 & 09 April 2014
Batch 3: 14 & 15 April 2014
Batch 4: 22 & 23 April 2014
Batch 5: 28 & 29 April 2014
Batch 6: 05 & 06 May 2014

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

Category of officers: Office Care Attendants

Number of officers trained: 206
**Course:** 3 day Induction Course for Confidential Secretaries (IC2)

**Aims and Objectives**

The objectives of the course are:

- to sensitize the Confidential Secretaries on their new roles and functions;
- to enable them to work effectively and efficiently; and
- to help them develop the right mindset and positive attitude in their day to day duties.

**Course contents:**

- Roles and Functions of a Confidential Secretary (CS)
- Duties and Responsibilities of a CS
- Integrity and Security Orientation
- Gender Concept
- Stress Management
- Effective Interpersonal and Communication Skills
- Dealing with appointments
- Occupational Safety and Health Programme
- Public Relations and Customer Care
- Office Operations / Procedures
- Managing your Job / Boss
- Developing Confidence and Motivation

**Duration:** 3 day session

Batch 1: 30 June, 01 & 02 July 2014

**Venue:** Lecture Room,

6th Floor,

Fooks House,

Bourbon St, Port Louis

**Category of officers:** Confidential Secretaries

**Number of officers trained:** 31
Course: Induction Course for Word Processing Operators (IC3)

Aims and Objectives

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

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

Course contents:

- Government Machinery
- Roles & Functions of a Word Processing Operator
- Conditions of Service
- An Overview of Performance Management System In The Civil Service
- Security / Safe Keeping Of Official Documents
- Registry Procedures
- Secretarial Duties
- Occupational Safety And Health
- Customer Care
- Code of Ethics
- Word 2007
- Prevention of Corruption
- Gender Equality Concept
- Effective Communication Skills
- Team Building and Interpersonal Skills

Duration: 4 day session

Batch 1: 06-09 October 2014
Batch 2: 13-16 October 2014

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

Category of officers: Word Processing Operators

Number of officers trained: 48
**Course:** Induction Course for New Recruits Employed to give assistance at Management Support Officer Level (IC4)

**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 1: 04-07 November 2014
Batch 2: 11-14 November 2014

**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:** 67
**Course:** Induction Programme for Newly Appointed Human Resource Executives (IC5)

**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 1: 17-20 November 2014

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

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

**Number of officers trained:** 36
Sensitization Programme on HIV AIDS (SP1)

Course contents:

- HIV Epidemic in Mauritius
- Brief on HIV & AIDS Act
- Sexually Transmitted Infections
- Vulnerabilities of Women
- HIV & AIDS / Modes of Transmissions
- Prevention of Mother to Child Transmission
- Prevention Strategies
- Female Condoms
- Service Available
- Discussion

**Duration:** 1 day session

Batch 1: 21 November 2014
Batch 2: 16 December 2014
Batch 2: 19 December 2014

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

**Category of officers:** All Officers of Civil Service

**Number of officers trained:** 108
### 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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<tbody>
<tr>
<td>1.</td>
<td><strong>DABEEDYAL Rajesswarsingh (Mr)</strong> Assistant Permanent Secretary Ministry of Agro Industry and Food Security</td>
<td>General Management Programme for Senior Executives, India. From 06 to 31 January 2014</td>
</tr>
<tr>
<td>2.</td>
<td><strong>MOORUTH Partima (Mrs)</strong> Assistant Permanent Secretary Ministry of Finance and Economic Development</td>
<td>General Management Programme for Senior Executives, India. From 06 to 31 January 2014</td>
</tr>
<tr>
<td>3.</td>
<td><strong>HUMATH Rajesh (Mr)</strong> Assistant Permanent Secretary Ministry of Environment and Sustainable Development</td>
<td>Training Course on Public administration for Civil Servants of African English Speaking Countries in Beijing, China From 10 to 30 March 2014</td>
</tr>
<tr>
<td>4.</td>
<td><strong>RAMPADARATH Phoolranee (Mrs)</strong> Assistant Permanent Secretary Ministry of Industry, Commerce and Consumer Protection</td>
<td>Training Course on Public administration for Civil Servants of African English Speaking Countries in Beijing, China From 10 to 30 March 2014</td>
</tr>
<tr>
<td>5.</td>
<td><strong>CODADEEN Bibi Tasliman (Mrs)</strong> Assistant Permanent Secretary Ministry of Education and Human Resources</td>
<td>Certificate Course in General Management, International Management Institute, India From 27 January to 08 March 2014</td>
</tr>
<tr>
<td>6.</td>
<td><strong>SEERUTTUN Yashraj (Mr)</strong> Assistant Permanent Secretary Ministry of Health and Quality of Life</td>
<td>Certificate Course in General Management, International Management Institute, India From 27 January to 08 March 2014</td>
</tr>
<tr>
<td>7.</td>
<td><strong>GUNESS-GOOLBAR Zeenat Kaushar (Mrs)</strong> Deputy Permanent Secretary Ministry of Education and Human Resources</td>
<td>Seminar on Innovation in Social Construction and Management for African Minister- level Leaders, China From 05 to 11 May 2014</td>
</tr>
<tr>
<td>8.</td>
<td><strong>VINKTAREMDOO Oumah (Mrs)</strong> Assistant Permanent Secretary Ministry of Civil Service and Administrative Reforms</td>
<td>Training Course on Public administration, China From 12 to 31 July 2014</td>
</tr>
<tr>
<td>9.</td>
<td><strong>BABAJEE Kantabye (Mrs)</strong> Assistant Permanent Secretary Ministry of Finance and Economic Development</td>
<td>General Management Programme for Senior Executives, India. From 06 to 31 January 2014</td>
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</table>
| 10. | **MOHESH Seela (Mrs)**  
      Assistant Permanent Secretary  
      Ministry of Tertiary Education,  
      Science, Research and Technology | Specialized Programme on E-Governance Application and Development, India  
From 28 July to 17 October 2014 |
| 11. | **BEDACE- DINDOYAL Hansa Devi (Mrs)**  
     Assistant Permanent Secretary  
     Prime Minister’s Office | Specialized Programme on E-Governance Application and Development, India  
From 28 July to 17 October 2014 |
| 12. | **BULDAWOO SHALINI (Mrs)**  
     Assistant Permanent Secretary  
     Prime Minister’s Office | Certificate Course in Strategic Management for Emerging Market, International Management Institute, India.  
From 03 to 30 August 2014 |
| 13. | **SEEWOOCHURN Nandkumar (Mr)**  
     Assistant Permanent Secretary  
From 03 to 30 August 2014 |
| 14. | **MEETOOK Ravi (Mr)**  
     Permanent Secretary  
     Ministry of Education and Human Resources | Seminar on Government Structure and Public Administration Innovation for Ministers in African Countries from 25 to 31 August 2014 held in Shanghai, China |
| 15. | **BHEENICK Nirmala (Mrs)**  
     Permanent Secretary  
     Ministry of Civil Service and Administrative Reforms | Seminar on Government Structure and Public Administration Innovation for Ministers in African Countries from 25 to 31 August 2014 held in Shanghai, China |
| 16. | **RAMASAWMY Swaraj (Mr)**  
     Assistant Permanent Secretary  
     Ministry of Civil Service and Administrative Reforms | Course on Public Sector Administration and Financial Management  
From 25 to 29 August 2014  
Singapore |
| 17. | **GOODUR Uttamsingh (Mr)**  
     Second Secretary  
     Ministry of Foreign Affairs, Regional Integration & International Trade | Trade Policy Design, Analysis and Negotiation  
University of Adelaide, Australia  
21/07 – 05/09/14 – Australia  
08/09 – 03/10/14 (4 weeks) Cape Town, SA |
| 18. | **JHOTTEE Nand (Mr)**  
     Senior Human Resource Executive  
     Ministry of Civil Service and Administrative Reforms (posted at Treasury) | Organisational Development  
University of Queensland  
11/08-05/09-Australia  
20-31/10/2014 Pretoria |
| 19. | **JULHA Kishan (Mr)**  
     Customs Officer  
     Mauritius Revenue Authority | Trade Policy Design A & N  
University of Adelaide, Australia  
21/07-05/09-Australia |
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</table>
| 20. | **KEESONNY Avinash (Mr)**  
Research Scientist/Senior Research  
Agricultural Research and Extension Unit | Livestock  
University of New England, Australia  
22/08-29/09/14-Australia  
Feb/March 2015 (1 week) in Nairobi, Kenya |
| 21. | **KUTWAROO Prateema (Mrs)**  
Analyst  
Ministry of Finance & Economic Development | Trade Policy Design A & N  
University of Adelaide, Australia  
21/07-05/09-Australia  
08/09-03/10/2014-TRALAC |
| 22. | **PUTTOO Gantee (Mrs)**  
Extension Officer  
Agricultural Research and Extension Unit | Soil & Water Conservation  
University of Queensland, Australia  
7-15 Aug 2014- Australia  
29/9-17/10/2014-Africa  
27/10-05/12/2014-Australia  
19/01/2015-06/02/2015-Africa |
| 23. | **RAMKHELAWON Premajit (Mr)**  
Assistant Manager, Human Resources  
Ministry of Civil Service & AR (posted at Education & HR) | Organisational Development  
University of Queensland, Australia  
11-17/08/14-Australia  
18/08-05/09/14- Australia  
20-31/10/14  in Pretoria, SA |
| 24. | **JUHOOR Ferhan Khan(Mr)**  
Assistant Permanent Secretary  
Ministry of Agro Industry and Food Security | Cycle International de Perfectionnement (CIP), Administration et Management Public, L’ENA  
From 01 Sept 2014 to 30 April 2015 |
| 25. | **BISSESSUR Renuka Devi (Mrs)**  
Assistant Permanent Secretary  
Ministry of Social Security, National Solidarity and Reforms Institutions | Certificate Course in Excellence in Public Services through Market Orientation  
From 27 October to 22November 2014  
India |
| 26. | **RUGHOO Dushyant (Mr)**  
Assistant Permanent Secretary  
Prime Minister’s Office | Certificate Course in Excellence in Public Services through Market Orientation  
From 27 October to 22November 2014  
India |
| 27. | **VINKTAREMDOO Oumah (Mrs)**  
Assistant Permanent Secretary  
Ministry of Civil Service and Administrative Reforms | Training Course on Leadership Engagement and Development (LEAD), India  
From 20 to 31 October 2014 |
| 28. | **HUMATH Rajesh (Mr)**  
Assistant Permanent Secretary  
Ministry of Environment and Sustainable Development | Training Course on Leadership Engagement and Development (LEAD), India  
From 20 to 31 October 2014 |
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| 29. | **KHODABUX Shameema (Mrs)**  
Senior Human Resource Executive  
Ministry of Youth and Sports  | Training Course on Organizational Development  
11-17/08/14 Australia  
18/08-05/09/14- Australia  
20-31/10/14- (2 weeks) in Pretoria, SA |
| 30. | **KIOW SAN Foon Siong (Miss)**  
Ag regional Health Services Adm  
Ministry of Health and Quality of Life  | Training Course on Organizational Development  
11-17/08/14 Australia  
18/08-05/09/14- Australia  
20-31/10/14- (2 weeks) in Pretoria, SA |
| 31. | **PUTCHAY. A (Mr)**  
Deputy Permanent Secretary  
Ministry of Finance and Economic Development  | Public Governance and Administration, Singapore  
From 24 Nov to 05 Dec 2014 |
| 32. | **VYDELINGUM.F (Mr)**  
Assistant Permanent Secretary  
Public Bodies Appeal Tribunal  | Public Governance and Administration, Singapore  
From 24 Nov to 05 Dec 2014 |
| 33. | **BUCKTOWAR Dooshant Kumar (Mr)**  
Second Secretary  
Ministry of Foreign Affairs, Regional Integration and International Trade  | Cycle International de Perfectionnement  
2014-2015, Relations Internationales, Strasbourg, France  
From December 2014 to July 2015 |

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

**Number of officers trained:** 33