



Library

Ministry of Civil Service Affairs and Administrative Reforms

27 August, 2004

**Ministry of Civil Service Affairs and Administrative Reforms**  
**Circular Letter No. 46 of 2004**  
**E/427/8/01**

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

To: Supervising Officers in charge of Ministry/Department

**Training in Communication/Public Speaking Skills**

The Public Officers' Welfare Council has informed this Ministry that it has been able to secure the services of Ms Mollie Macleod, a consultant in Communication Skills from Australia through partnership arrangements with the Private Sector, the Employees' Welfare Fund and the Australian High Commission.

2. As you know, the Public Officers' Welfare Council organises every year literary competitions, e.g debates and elocution contests. Public Officers need to acquire communication skills to participate effectively in these competitions.

3. In this context, a training session is scheduled for Public Officers in the Training Centre of this Ministry on the 6<sup>th</sup> Floor at Fooks House, Bourbon Street, Port Louis on Monday 04 October, 2004 from 9.00 a.m to noon (Site plan enclosed).

4. Enclosed also is a participation form which should be filled in and forwarded to the Secretary, POWC, 6<sup>th</sup> Floor, Atom House, 16, Royal Street, Port Louis or by Fax No. 208-6659 at latest by Friday 17 September 2004.

5. Kindly bring the contents of this letter to the attention of all staff of your Ministry/Department including the Chairman of Staff Welfare Association.

The Secretary of POWC, may be contacted on Tel No. 208-6658 for additional information.

(K. Ponnusamy)  
Senior Chief Executive

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

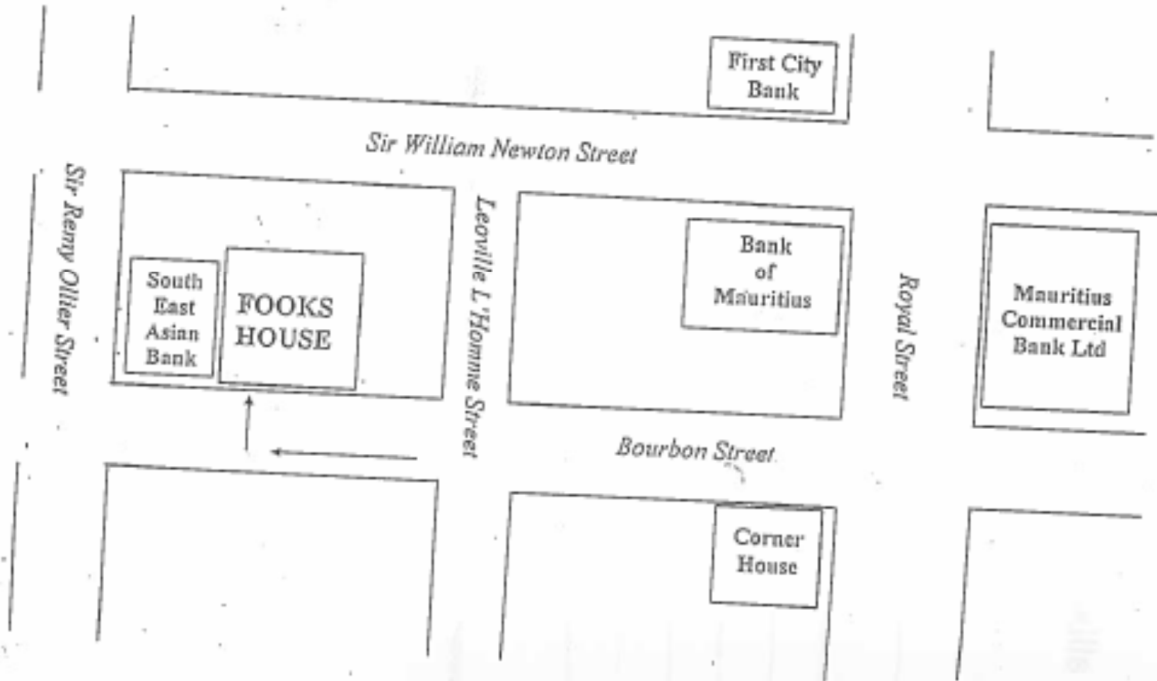
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LOCATION PLAN

Lecture Theatre

Ministry of Civil Service Affairs and Administrative Reforms

6<sup>th</sup> Floor, Fooks House, Bourbon Street, Port Louis



**Public Officers' Welfare Council**  
**Training in Communication/Public Speaking Skills**

**Monday 04 October 2004**

**PARTICIPATION FORM**

Ministry/Department: .....

Name of Participant: .....

Post held: .....

Address: .....

Tel No. (Office): ..... Fax No: ..... Tel No. (Residence): .....

Veg  Non-Veg

Date: .....

Signature: .....

*Note: Please complete and return to the Secretary, Public Officers' Welfare Council, 6<sup>th</sup> Floor, Atom House, 16, Royal Street, Port Louis or by Fax No. 208-6659.*