



Ministry of Civil Service and Administrative Reforms

Ministry of Civil Service and Administrative Reforms
Circular Letter No. 13 of 2006
E/70/173/01

31 March, 2006

From: Supervising Officer

To: Supervising Officers i/c Ministries/ Departments

Pool of Trainers/Resource Persons

One of the main objectives of this Ministry is to facilitate the development of human resources and enhancement of competencies to enable public officers to improve their performance and provide a quality service to the public. In this context, the Human Resource Development Division of this Ministry has the responsibility to organize training programmes for public officers, including those in the General Services grades.

2. The success of any training programme depends, to a large extent, on the availability of a pool of qualified Trainers/Resource Persons. This Ministry is, therefore, carrying out an exercise to reconstitute and update the pool of Trainers/Resource Persons from among public officers who wish to assist in the mounting and delivering training courses.

3. Trainers/Resource Persons should, besides holding the relevant qualifications, have the following qualities and aptitudes:

- (i) leadership skills;
- (ii) effective interpersonal and communication skills;
- (iii) good listening abilities;
- (iv) an outgoing personality; and
- (v) willingness to work in team.

4. An indicative list of training programmes, as recommended in the Report of the Training Needs Assessment prepared by this Ministry, is enclosed for your information.

5. Public Officers willing to serve as Trainer/Resource Person are kindly requested to submit their applications by filling in the enclosed enrolment

(2)

form. Those who have previously applied should submit fresh applications along with an updated curriculum vitae.

6. The enrolment form, duly filled, should be transmitted through your Ministry/Department, so as to reach this Ministry at latest by Friday 28 April, 2006 at the following address:

*The Supervising Officer,
Ministry of Civil Service & Administrative Reforms
(Attn: Mr. T. Appadu),
Human Resource Development Division,
3rd Floor, Atom House,
Royal Street,
Port Louis*

7. This Circular Letter together with the application form is also available on the website of the Ministry at the following address:
<http://civilservice.gov.mu>


(P. Jhugroo)
Supervising Officer

List of Subjects important for common training courses

Training Techniques

- Delivery Skills for Trainers
- Design of Training
- Designing Flexi-time Learning Modules (Distance Learning, e-learning, on-line learning, etc.)
- Evaluation of Training
- Training Needs Assessment
- Management of Training
- Presentation Skills
- ToT on Gender Issues

Management Courses

- Supervisory & Management Skills
- Policy Formulation
- Project Management
- Public Private Partnership
- Knowledge Management
- Performance Management
- Process Re- engineering
- Project Evaluation and Review Technique
- Project Appraisal including financial modeling
- Time Management

- Negotiation Skills
- Tripartite Negotiation Skills
- Decision Making Skills
- Contract Management
- Stores Management and Record keeping
- Organizational skills: *Organizing Training
*Organizing Meetings
- Report writing skills
- Analysis of Reports
- Combating corruption
- Drafting of Terms of Reference for Consultancy
- Benchmarking
- Publicity /Public Awareness Campaign

Behavioral Courses

- Interpersonal Skills
- Communication skills
- Leadership Skills
- Team Building
- Conflict Management Skills.
- Public Relations
- Customer Care
- Motivation
- Stress Management
- Ethics for Public Officers

- Counseling Skills

Acts, Rules & Procedures

- Office procedures
- Rules and procedures regarding establishment matters viz

*Appointment, Promotion, CR, Increment, Transfer & retirement.

*Conduct & Discipline

*Allowances

*Leave & Passages

*Misc. provisions relating to conditions of service.

- Conditions of service

- Registry Procedures

- Duties of Office Attendants

- Drafting of communications/notes

- Purchase procedures / Disposal and Tendering

- Occupational Safety, Health and Welfare Legislation

- Administrative Reforms

- ISO Certification Procedure

Finance

- Financial Management

- Financial Rules

- Skills in Treasury Accounts system

- Interviewing Techniques for valuation

- Data Collection

- Analysis of Data

- Interpretation of Data
- Book keeping & Accountancy
- Interpretation of Financial Statements
- Risk Management

Legal

- Procedure for Conducting Domestic Enquiry
- Handling Court Cases (litigation)
- Prosecution procedures
- Investigation Techniques
- Techniques of drafting legislations & regulations
- Training of Trainers in interpretation of Statutory provisions

Information Technology

- Basic Computer Skills
 - *MS Word
 - *Excel
 - *Power point
 - *Working in Network
 - *Intranet
 - *E-mail
- Advanced Training in Office Productivity tools
 - *advanced commands in Word and Excel,
 - *voice recorder,
 - *Scanning of documents and conversion into PDF Document,
 - *Web Page design
- Database Management- MS ACCESS

- Database Management-ORACLE
- Visual Basic Programming or other programming
- Statistical Analysis using software like
 - *SPSS
 - *IMPS
- Information Systems Management
- Use of design soft-wares like
 - *Auto Cad
 - *Arc view / Map info
- ToT on General Troubleshooting of hardware by the users
- Operating computerized registry system
- Geographical Information System & Remote Sensing

Enrolment as Trainer/Resource Person
Courses/Programmes Organised by the Ministry of Civil Service
& Administrative Reforms

I

Surname (*ivir/ivirs/iviss*)

Other Names:

Date of Birth: Age:

Address:

Telephone No. (Office)..... (Res)..... (Fax No.)

(mobile) E-mail.....

Designation:

Posting:

Date joined service:

Date of present appointment:

Years of service in the present grade:

QUALIFICATIONS

(Indicate Name of Examining Body and Date obtained)

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Teaching Experience

Please list the subjects you have taught within the past 5 years and nature of the course (s) on which this teaching took place.

| <u>Subjects</u> | <u>Type of Course</u> |
|-----------------|-----------------------|
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The Ministry of Civil Service & Administrative Reforms is running courses for Top Management (Chief Executives and Deputies), Middle Management (Professional, Administrative, Senior Technical Cadres) and Operational Management (Executives, Clerical, Secretarial, etc)

(i) Up to what level would you be prepared to give training programs?

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(ii) In which subjects would you be prepared to lecture?

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Trainers will be encouraged to make use of multi-media equipment during training programmes. Please indicate whether you have hands-on experience in the use of multi-media equipment.

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Please give the name of someone familiar with your recent teaching experience whom we could contact if necessary.

Name:

Job Title:

Organization & Address and Tel Number:

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Signature

Part II (to be completed by an Officer of the Establishment Division)

Verify that the information have been checked and found correct.

Date: Signature

Signature

Part III (to be completed by Supervising Officer)

Recommend / do not recommend the officer for the reasons stated below:

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Date: Signature

Signature

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Designation

Date: 27 March, 2006