



## Ministry of Civil Service and Administrative Reforms

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Circular Letter No. 25 of 2009

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28 August 2009

*From: Supervising Officer, Ministry of Civil Service and Administrative Reforms*

*To: Supervising Officers i/c Ministries/Departments*

#### Training on Team Building and Motivation

As you are aware, the trend in management nowadays is to encourage team work with a view to achieving the goals of organizations in a more efficient and effective manner. Besides, the Training Needs Analysis carried out by the ITEC experts in 2004-2006 has also revealed that there is strong need for team work and fostering of team spirit among employees at different levels.

2. In this context and in line with the above findings, this Ministry is proposing to mount and run a 2-day training programme for Office Superintendents, Higher Executive Officers and Office Supervisors.
3. The training programme is scheduled for October/November 2009 and will target a maximum of three batches.
4. The training programme will cover the following modules:
  - (i) Team Building, Team Work and Group Dynamics
  - (ii) Motivation – Concepts, Motivators and Demotivators
  - (iii) Conflict Management at the Workplace
  - (iv) Stress Management
5. Supervising Officers of Ministries/Departments are invited to submit the names of officers in the grades mentioned at paragraph (2) above in order of priority as per pro-forma at Annex. The proposed nominations should reach the Ministry of Civil Service and Administrative Reforms, Human Resource Development Division, 4<sup>th</sup> Floor, Atom House, Royal Street, Port Louis, at latest by **Monday 21 September 2009**.
6. I rely on your usual collaboration and support to help us in our capacity building initiative and to further the development of our human resources.

(S.K. Pather)  
Supervising Officer

*C.c: Secretary to Cabinet and Head of the Civil Service*

MINISTRY OF CIVIL SERVICE & ADMINISTRATIVE REFORMS

Training Programme on Team Building and Motivation for Public Officers

Ministry/Department: .....

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