



**MINISTRY OF PUBLIC SERVICE, ADMINISTRATIVE AND INSTITUTIONAL REFORMS  
MAURITIUS**

**Date: 06 January 2022**

**Ministry of Public Service, Administrative and Institutional Reforms**

**Circular Letter No. 3 of 2022**

**E/439/317/04 TF2**

***From: Secretary for Public Service***

***To: Supervising Officers in charge of Ministries/Departments***

**Training Programme on duties of Human Resource Executive and Assistant Permanent Secretary**

The Civil Service College, Mauritius has devised specific training courses for the benefit of public officers with a view to providing them with a broad overview of the knowledge and skills required for the posts of Human Resource Executive and Assistant Permanent Secretary. These courses will be conducted through live sessions and will be delivered online via Microsoft Teams by experienced and qualified trainers.

2. Interested officers who wish to avail of this opportunity are invited to register online at: [http://www.cscm.mu/training/exam\\_courses.php](http://www.cscm.mu/training/exam_courses.php) .
3. Leaflets for both courses are at **Annexes I & II**.
4. It would be appreciated if the content of this Circular Letter could be brought to the attention of all officers serving in your respective Ministries/Departments.

**B. Boyramboli**  
**Secretary for Public Service**

***Copy to: Secretary to Cabinet and Head of the Civil Service  
Director General, Civil Service College Mauritius***

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Do you want to learn the how *Human Resource Executives* function in the Public Sector?  
 What are the challenges? What HREs need to know? Etc.  
 Then join this Fully Online Course by Experienced and Qualified Practitioners in the public sector

**Register online at: <http://www.cscm.mu/training/xxxxx>**

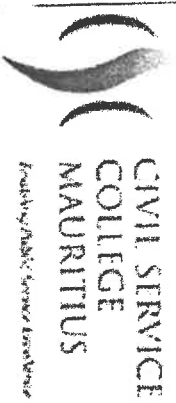
Human Resource Executives  
**Course Fees Package  
 Rs 4000 only!!**  
 For 25 hours + training materials



CSCM reserves the right not to run the course.

Topics	Dates	Time
1 Problem Solving and Goal Setting	Tuesday 25 January 2022	18 00 - 20 00
2 Current Affairs/General Knowledge in HR Practices	Thursday 27 January 2022	18 00 - 20 00
3 Human Resource Reforms	Saturday 29 January 2022	09 00 – 12 00
4 PSC Regulations and Disciplines	Saturday 05 February 2022	13 00 - 16 00
5 Conditions of Service	Saturday 12 & 19 February 2022	09 00 – 16 00
6 Scheme of Services	Saturday 05 March 2022	13 00 – 16 00

**Registration open till Monday 17 January 2022 by latest**



Do you want to aspire taking positions at managerial level in the public sector as Assistant Permanent Secretaries (APS)?  
 Then join this Fully Online Course by Experienced and Qualified Practitioners in the public sector  
**Register online at:**  
[http://www.cscm.mu/training/exam\\_courses.php](http://www.cscm.mu/training/exam_courses.php)

Assistant Permanent Secretaries (APS)  
 Course Fees Package  
 Rs 4000 only!!  
 For 26 hours + training materials

Limited Seats Available Register Now!

CSCM reserves the right not to run the course.

SN	Topics	Dates	Time
1	Problem Solving and Goal setting	2 February 2022	18.00 - 20.00
2	Fundamentals of Data Analysis	5 February 2022	09.00 - 12.00
3	Professional ethics and Integrity	11 February 2022	18.00 - 20.00
4	Essentials of Writing Skills: Parliamentary Questions and Cabinet documents	12 February 2022	09.00 - 12.00
5	Transformational Leadership	18 February 2022	18.00 - 20.00
6	Effective Policy Making	19 February 2022	09.00 - 12.00
7	Interpersonal Communication Skills	22 February 2022	18.00 - 20.00
8	Managerial and Supervisory Skills	4 March 2022	18.00 - 20.00
9	People Management (Incl. Motivation and Team work)	5 March 2022	09.00 - 12.00
10	Essentials of Project Management	8 March 2022	18.00 - 20.00
11	Government machinery	9 March 2022	18.00 - 20.00

Registration open till **Friday 14 January 2022** at noon by latest.



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contact@cscm.mu



www.cscm.mu