Ministry of Civil Service Affairs and Administrative Reforms

27 August, 2004

Circular Letter No. 46 of 2004
8/427/8/01

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.

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

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

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

4. 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

6th Floor, New Government Centre, Port Louis, Republic of Mauritius
Tel: (230) 201 1045, Fax: (230) 201 3815 E-mail: civser@mail.gov.mu
LOCATION PLAN
Lecture Theatre
Ministry of Civil Service Affairs and Administrative Reforms
6th Floor, Fooks House, Bourbon Street, Port Louis

First City Bank

Sir William Newton Street

FOOKS HOUSE

Bank of Mauritius

Mauritius Commercial Bank Ltd

South East Asian Bank

Laville L'Homme Street

Royal Street

Bourbon Street

Corner House
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, 6th Floor, Nom House, 16, Royal Street, Port Louis or by Fax No. 208-6659.