Ministry of Civil Service and Administrative Reforms
Circular Letter No. 41 of 2011
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01 August 2011

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

To: Supervising Officers i/c Ministries/Departments

Training Programme on Effective Communication Skills

This Ministry is resuming the Training Programme on Effective Communication Skills for officers of the Administrative/Human Resource/Analyst cadres and General Services from the level of Senior Officers and above.

2. The objectives of the course are, inter alia, to enable participants to:
   (i) communicate effectively using simple, concise and direct language;
   (ii) enhance active listening skills to anticipate and avoid common misunderstandings;
   (iii) foster cross-cultural understanding at the workplace;
   (iv) eliminate the roadblocks that undermine the ability to communicate effectively; and
   (v) use French language effectively in communication.

3. Please note that officers who previously followed this training programme (in 2009 and 2010 cohorts) should not be re-nominated.

4. It would be appreciated if you could submit a list of your nominees in order of priority for this training as per pro-forma at Annex. The list, in soft copy, should be sent to trainingmcsar@mail.gov.mu at latest by Wednesday 10 August 2011.

5. Relying on your usual support in our capacity building initiative.

I.M. Oree (Mrs)
Supervising Officer

Copy to: Secretary to Cabinet and Head of the Civil service

Enc.