16 August 2013

From: Senior Chief Executive, Ministry of Civil Service and Administrative Reforms

To: Supervising Officers i/c of Ministries/Departments

SUBJECT: 3 half-day Refresher Course in Information and Communication Technologies (ICT)

This Ministry is proposing to mount a 3 half-day Refresher Course in Information and Communication Technologies (ICT) for Confidential Secretaries, focusing on Microsoft Office 2007 (Word, Outlook and PowerPoint), E-mail and Internet.

2. The training programme, which we are expecting to launch in October 2013 at our Computer Lab, 3rd Floor, Atom House, Royal Street, Port Louis, aims at:

   ♦ equipping and upgrading the participants with the competencies, skills and techniques required to operate Microsoft Office 2007; and

   ♦ enhancing their knowledge in the use of e-mail and Internet search to enable them to accomplish different tasks using these applications.

3. It would be appreciated if you could nominate Confidential Secretaries of your Ministry/Department who are willing to follow the Refresher Course.

4. In light of the above, you are kindly requested to submit the relevant information, both in hard and soft copies and in order of priority, as per enclosed proforma. The required information should reach the Human Resource Development Division, Ministry of Civil Service and Administrative Reforms, 4th Floor, Atom House, Royal Street, Port Louis by Monday 02 September 2013, at latest.

/S, This Circular Letter...
5. This Circular Letter together with the application form may be accessed on the website of the Ministry at the following address: http://civilservice.gov.mw.

6. Should you need any additional information, do not hesitate to contact Mr. B. Coondeah on phone numbers 208 7647/ 208 7653.

Signed
S. Sebaluck
Senior Chief Executive

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

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For Confidential Secretaries
3 half-day Refresher Course in Information and Communication Technologies