



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



25 August 2023

Circular Letter No. 40 of 2023

E/70/133/12/04

From: Secretary for Public Service

To: Supervising Officers in charge of Ministries/Departments

Half- day Workshop on Effective Training Committees

In its previous Reports, the Pay Research Bureau recommended the setting up of Training Committees to ensure that Ministries/Departments/Organisations engage themselves in identifying their training needs, come up with proper training plans and approach the Civil Service College, Mauritius (CSCM) to mount training programmes for the benefit of their staff.

2. With a view to ensuring that Training Committees are fully functional and achieve their objectives, this Ministry, in collaboration with the CSCM, is organising a half- day Workshop on Effective Training Committees for the Training Managers and Chairpersons of Training Committees in Ministries/Departments as mentioned below:

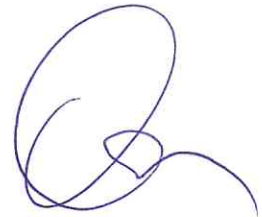
DATE: Monday 04 September 2023
TIME: 09 00 hours to 12 00 hours
VENUE: Caudan Arts Centre, Port Louis

3. The objectives of the Workshop are to –

- (i) assess the expenditure incurred for the last year's training budget;
- (ii) provide feedback on the challenges faced by Training Managers and Chairpersons of Training Committees during the Financial Year 2022-2023;
- (iii) consider the training budget allocated in the Estimates 2023-2024;
- (iv) discuss ways to enhance collaboration with the CSCM in managing the training budget ; and
- (v) discuss how to develop a training plan.

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4. Supervising Officers in charge of Ministries/Departments are, therefore, kindly requested to nominate the Training Manager and Chairperson of the Training Committee of their organisation to participate in the abovementioned Workshop.
5. The Training Managers and Chairpersons of Training Committees have to submit their duly completed participation forms to the CSCM on email jviolette@cscm.mu or by fax on 213 7187 by **Wednesday 30 August 2023** (the blank participation forms are enclosed, herewith).
6. For any additional information, you may wish to liaise with the following officers:
 - Mrs J. Narayanasami Reddi, Office Management Assistant on tel no. 405 5420 or on email address jnarayanasami@govmu.org
 - Mr J. Violette, Training Manager, CSCM on tel no. 208 7653 or on email address jviolette@cscm.mu
7. We look forward to your usual collaboration and support.



K. Conhye
for Secretary for Public Service

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

Ministry of Public Service, Administrative and Institutional Reforms

Half-day Workshop for Chairpersons of Training Committees and
Training Managers in Ministries/ Departments

Monday 04 September 2023

09 00 hours to 12 00 hours

Caudan Arts Centre, Port Louis

Kindly fill in this form to confirm your participation and submit it to the Civil Service College, Mauritius on fax number: 213 7187 by Monday 28 August 2023.

Surname: Mr/Mrs/Miss:.....

Other Name(s):

Designation:

Ministry/Department where posted:

.....

Kindly tick (✓)

Chairperson, Training Committee

Training Manager

Tel. No: (Office) (Mobile)

Fax No.: E-mail:

Signature:

Date:

Certified by HR Section:

Name:

Designation:

Signature:

Date:

**For further information, please contact
Mr J. Violette, Training Manager
Civil Service College, Mauritius
Tel: 208 7653**