



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS

MAURITIUS

1 July 2015

Ministry of Civil Service and Administrative Reforms

Circular Letter No. 12 of 2015

E/70/1/1/206

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

To: Supervising Officers i/c of Ministries/Departments

Training Programme on Training Needs Analysis (TNA)

A systematic approach to Training and Human Resource Development based on an appropriate TNA is essential for effective capacity building in the public service. TNA is a critical activity meant to ensure that appropriate training is dispensed to officers concerned at the right time with a view to maximize return on investment in staff development. This systematic analysis constitutes a diagnostic tool for determining the training needs of an organisation and subsequently in helping in the conception, planning and implementation of training programmes.

2. We would like to inform you that, with the support of the UNDP, this Ministry is in the process of developing an E-Learning System (ELS) so as to promote a culture of e-learning and provide universal access to learning solutions in the public service. As such, the ELS will help complement face-to-face training by providing specific on-line courses based on the training needs identified during the TNA and the Performance Appraisal exercises.

3. Officers of the HR Cadre have already been provided with basic training on TNA some years back. This Ministry, in collaboration with the Open University of Mauritius, is now proposing to run a training programme with a view to develop a comprehensive and in-depth approach to TNA. In this respect, it is planned to train some 60 officers (in 2 batches) on the basis of a 3-hour session per week over a period of seven (7) weeks. A copy of the proposed training programme specifying the course modules and their duration is at Annex I.

4. On completion of the course, TNA Facilitators would thus be empowered to:

- (a) identify the immediate/priority training needs in their respective organisations;
- (b) facilitate the TNA exercise; and
- (c) ensure a proper monitoring and evaluation of the TNA in their respective Ministries and Departments.

5. As you are aware, this Ministry is also in the process of operationalising the Civil Service College, Mauritius (CSCM) which will cater for the growing training and development needs of Public Officers at all levels, including those from local authorities and parastatal bodies. Moreover, the College is called upon to contribute in translating the vision of Government to bring about the transformational change through the continuous professional development of human resources in the Civil Service. The CSCM will focus on reforms oriented, performance based and needs-driven training crafted on the outcomes of TNAs to be conducted across the Ministries/Departments.

6. Supervising Officers are therefore invited to submit the names of three officers who are preferably members of the **Training Committees** or **Reforms cells** or **officers from the Administrative, Human Resource and Technical Cadres**, to attend the above course and who could subsequently be assigned the responsibility of TNA Facilitators. The nominations should be submitted, as per Pro-Forma at **Annex 2**, to reach this Ministry (Attn: Mr. S. Ramasawmy, Assistant Permanent Secretary), Human Resource Development Division, 4th floor, ATOM House, Royal Street, Port Louis, at latest by **Friday 10 July 2015**.

7. I rely on your usual collaboration and support in our capacity building initiatives for the public sector.



P. Jhugroo
Senior Chief Executive

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



Republic of Mauritius

Ministry of Civil Service and Administrative Reforms

ANNEX I

Training Programme on Sustainability in Managing Safety and Health



Dates:

Batch 1: 16-17 November 2015

Batch 2: 18, 25 November 2015

Batch 3: 26-27 November 2015

Batch 4: 02-03 December 2015

Venue:

Lecture Room
6th Floor, Bourbon Street
Port Louis

2- day Training Programme on Sustainability in

Managing Safety and Health

OBJECTIVES

The objectives of the course are, inter alia, to enable participants to:

- know the safety and health responsibilities at different levels
- determine ways of meeting safety and health responsibilities
- understand consequences of non-compliances
- take leadership in developing and implementing an OSH program
- exercise due diligence with respect to safety and health at work

PROGRAMME CO-ORDINATORS

- ❖ Mr S. COOLEN
Director, Safety and Health Unit
Tel: 405 4104 Fax: 210 8667
Email: scoolen@govmu.org
- ❖ Mrs A.B RAMJATTUN
Principal Safety and Health Officer
Tel: 405 4100 Ext: 10022 Fax: 208 8642
Email: abramjattun@govmu.org
- ❖ Miss V. MOLOAH
Principal Safety and Health Officer
Tel: 405 4100 Ext: 10024 Fax: 208 8642
Email: vmoloah@govmu.org
- ❖ Mr. S. S. MUNGROO
Management Support Officer
Tel: 405 4100 Ext: 10008 Fax: 208 8642
Email: smungroo@govmu.org

Dates:

Batch 1: 16-17 November 2015

Batch 2: 18, 25 November 2015

Batch 3: 26-27 November 2015

Batch 4: 02-03 December 2015

Venue:

Lecture Room

6th Floor, Bourbon Street

Port Louis

Programme

DAY ONE	
<i>08:45 hrs – 09:00 hrs</i>	Registration of Participants
<i>09:00 hrs – 09:30 hrs</i>	Welcome Address
<i>09:30 hrs – 09:45 hrs</i>	<i>Tea Break</i>
<i>09:45 hrs – 11:00 hrs</i>	Responsibility of Employer as a Basic Principle
<i>11:00 hrs- 12:15hrs</i>	Consequences of Non Compliances and Liabilities
<i>12:15 hrs – 13:00 hrs</i>	<i>Lunch – A networking opportunity</i>
<i>13:00 hrs – 14:15 hrs</i>	Evolution of Safety and Health in the Civil Service
<i>14:15 hrs – 14:30 hrs</i>	<i>Tea Break</i>
<i>14:30 hrs – 16:00 hrs</i>	Challenges of Managing Safety and Health

DAY TWO	
<i>09:00 hrs – 10:15 hrs</i>	Essential Principles of Safety and Health Governance
<i>10:15 hrs – 10:30 hrs</i>	<i>Tea Break</i>
<i>10:30 hrs – 12:00 hrs</i>	Strategies for Improving OSH Management Performance
<i>12:00 hrs – 13:00 hrs</i>	<i>Lunch – A networking opportunity</i>
<i>13:00 hrs – 14:15 hrs</i>	Measuring Performance of OSH for Continual Improvement
<i>14:15 hrs – 14:30 hrs</i>	<i>Tea Break</i>
<i>14:30 hrs – 15:45 hrs</i>	Delivering Best Practices
<i>15:45 hrs – 16:00 hrs</i>	Closing Remarks, Evaluation and Award of Certificates

Training Programme on Sustainability in Managing Occupational Safety and Health

Ministry/Department:

Sn	Title	Surname	Other Name/s	Designation	Contact Details
1.					Off: Mob: Fax: E-mail:
2.					Off: Mob: Fax: E-mail:
3.					Off: Mob: Fax: E-mail:
4.					Off: Mob: Fax: E-mail:
5.					Off: Mob: Fax: E-mail:
6.					Off: Mob: Fax: E-mail:
7.					Off: Mob: Fax: E-mail:

8.					Off: Mob: Fax: E-mail:
9.					Off: Mob: Fax: E-mail:
10.					Off: Mob: Fax: E-mail:

Certified by:

Name of officer:

Signature:

Designation:

Date:

