



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS  
MAURITIUS

Date: 17 March 2017

Ministry of Civil Service and Administrative Reforms  
Circular Letter No 20 of 2017  
E/439/317/04

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

*To: Supervising Officers, in Charge of Ministries/ Departments*

Training Courses run by the Civil Service College, Mauritius

Please refer to this Ministry's Circular Letter No. 35 of 2016 inviting the nomination of appropriate officers to follow generic competency-based training courses run by the Civil Service College, Mauritius and sponsored by this Ministry.

2. The Civil Service College, Mauritius has informed that owing to an insufficient number of nominations on certain courses, the dispensing of these courses was not cost effective. It has, therefore, been decided that the following four courses would no longer be dispensed.

**Training Courses removed**

SN	Training Courses	Target Audience	Duration
1.	Managing Resources	Top Management	2 days
2.	Managing Change for Transformation	Top Management	2 days
3.	Leadership and Strategic Thinking	Top Management	2 days
4.	Training Needs Analysis (TNA)	Supervisory	2 days

/2.....

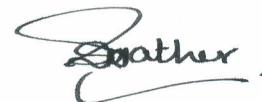
3. Consequently, the following courses which assume a priority ranking in terms of training requirements, are being introduced:

<b>SN</b>	<b>Training Courses</b>	<b>Target Audience</b>	<b>Duration</b>
1.	Statutory Interpretation	Top/ Middle Management	2 days
2.	Quality Management: Towards ISO 9001:2015	Top/ Middle Management	2 days
3.	Leadership: Making a Difference	Middle Management	2 days
4.	Strategic Thinking	Top Management	2 days

4. Details regarding the training courses, including course outlines, objectives and target groups can be accessed from the website of the Civil Service College, Mauritius on: [www.cscm.mu](http://www.cscm.mu).

5. Supervising Officers are accordingly invited to submit to the Civil Service College, Mauritius, **in order of priority** and as per proforma at **Annex I**, the names of officers who should follow these new training courses.

6. I rely on the collaboration and support of all my colleagues, Supervising Officers, to ensure that officers are continuously and appropriately trained with a view to providing a quality service to the public.



**S. K. Pather**  
**Senior Chief Executive**

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

**Civil Service College, Mauritius (CSCM)**  
Nominations for Training courses

*Annex I*

**Name of Organisation:** .....

**Training Course:** .....

S.N.	Title	Full Name	Designation	Mobile No.*	Telephone No.	Fax No.	Email
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

**Submitted by:**

**Name:** *Mr/Mrs/Miss/Ms* .....

**Designation:** .....

**Tel:**..... **Fax :** ..... **Email:** .....

**Signature:** .....

**Date:** .....

**Note:** Fax No. will be used to send nomination letters. Mobile numbers will be used in case we urgently need to contact participants.  
 All information provided in this form will be treated in confidentiality by CSCM  
 A soft copy of this form can be downloaded at [www.cscm.mu/downloads](http://www.cscm.mu/downloads). CSCM Fax number: 213-7187; Email: [contact@cscm.mu](mailto:contact@cscm.mu)