

Ministry of Civil Service and Administrative Reforms
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From: Supervising Officer, Ministry of Civil Service & Administrative Reforms
To: Supervising Officers i/c Ministries/Departments

Training in Leadership and Supervision through the Open Distance Learning (ODL) Mode

To cater for the need of Ministries/Departments, it is proposed to organize a training programme on Leadership and Supervision for Officers at mid management level and above. The overall objective of this training programme is to enhance the leadership and supervisory skills of Public Officers who have the responsibility of leading and supervising the work of team/s of Officers within their respective organizations. It will also help to build capacity for a new breed of talented Managers/Leaders who will have the ability to provide directions, revisit organizational structures and systems and promote a performance and result-oriented culture in the public service.

2. In view of the large number of Officers from various grades and cadres who would have to be trained under this programme, it could be difficult to cater for the high demand for training with the existing resources and training facilities. This Ministry has therefore developed a training programme in collaboration with the MCA on "Leadership and Supervision" to be run through the Open Distance Learning (ODL) Mode. With the ODL method of learning, participants will have the advantage of learning at their own place and pace without disrupting their normal work. Experience gained so far with the course on Customer Care and Quality Management through the ODL Mode has proved that this method of learning is beneficial to officers and is also cost effective. Besides, the training programme on Leadership and Supervision will have the advantage of being serviced by Resource Persons from among experienced serving as well as retired senior Public Officers.

3. Some details of the training programme on Leadership and Supervision are as follows:

- (i) the duration of the course will span over a period of 16 to 18 weeks and it will be run for batches of 30 participants;
- (ii) the course will start with a first 2-hours face-to-face induction session at the MCA, Le Reduit, during which participants will be provided with the training materials on a CD or printed copy. This will be followed by 6 face-to-face tutorials of two hours each at regular intervals for interaction with the Resource Persons who will monitor the learning process and provide guidance and support to participants;

- (iii) assessment will be carried out by the Resource Persons through group works and presentations on case studies by participants;
- (iv) the MCA will charge a fee of Rs 1500 per participant to meet the cost of training materials, payment to resource persons and other related expenses.
- (v) Ministries/Departments will have to meet from their own budget the cost of participation of their officers in the training programme and payments will have to be channeled through the Ministry of Civil Service & AR by way of Departmental Warrant; and
- (vi) a certificate will be awarded to each participant on satisfactory completion of the course.

4. Supervising Officers of Ministries/Departments are invited to take advantage of this new learning opportunity and sponsor as many of their officers holding relatively important positions in their organizations and who need to be trained in “Leadership and Supervision”, so that they can enhance their leadership and supervisory skills and improve their performance.

5. The names of officers to be sponsored should be submitted to this Ministry, preferably in batches of thirty, as per attached proforma. For any information or clarification, **Mr. T. Appadu, Principal Assistant Secretary** (Phone no: 2087626) or **Mr. N. Lobind, Assistant Secretary**, (Phone no: 2087617) at the Human Resource Development (HRD) Division of this Ministry may be contacted.

6. We rely on your usual collaboration and support, for inculcating and nurturing a culture of continuous learning in the Public service.

(P. Jhugroo)
Supervising Officer

C.c: Secretary to Cabinet and Head of the Civil Service

