



Ministry of Civil Service and Administrative Reforms

25 June 2009

Ministry of Civil Service and Administrative Reforms  
Circular Letter No. 18 of 2009  
E70/193/01V2

From : Supervising Officer, Ministry of Civil Service and Administrative Reforms

To : Supervising Officers i/c Ministries/Departments

SUBJECT: **Training Programme on Effective Communication Skills**

This Ministry is proposing to resume implementation of the training programme in Effective Communication Skills for officers of the General Services from the level of Executive Officers/Senior Officers and above as well as for officers of the Administrative and Technical Cadres.

2. The objectives of the course are to:
  - (i) equip the participants with essential skills and techniques of effective writing;
  - (ii) provide them with appropriate guidelines and acquaint them with the major forms of correspondence and written communication; and
  - (iii) help them perform their duties in a more professional and excellent manner in order to project an effective corporate image.
3. It would be appreciated if you could indicate the number of officers of your Ministry/Department who need to follow the above training programme and submit the relevant information in order of priority as per Pro-forma at Annex. The required information (both in hard and soft copy) should reach the Ministry of Civil Service and Administrative Reforms, Human Resource Development Division, 4<sup>th</sup> Floor, Atom House, Royal Road, Port Louis, **at latest by Friday 03 July 2009.**
4. An urgent consideration would oblige.

  
**S.K. Pather**  
Supervising Officer

Enc.

