



21

MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS  
MAURITIUS

15 April 2010

Ministry of Civil Service and Administrative Reforms  
Circular Letter No. 21 of 2010  
E/70/200/01

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

To: Supervising Officers i/c of Ministries/Departments

Training Programme on Negotiations on Contract

This Ministry is proposing to mount and organize a two-day training programme for public officers who are involved in contract negotiations. The training sessions will be held for around 120 officers grouped in 3 batches, as from the first week of May 2010 at the Lecture Room, 6<sup>th</sup> Floor, Fooks House, Bourbon Street, Port Louis.

2. The training programme aims at:
- discussing the skills, tools and best practices needed to become a good contract negotiator;
  - studying the most effective strategies, tactics and counter-tactics to achieve success in contract negotiations;
  - finding out ways of dealing with obstacles the participants face when planning or conducting contract negotiations; and
  - learning how to build a better relationship while conducting complex contract negotiations.

3. In this context, Supervising Officers of Ministries/Departments are invited to submit in order of priority as per pro-forma at Annex, the names of officers who in the exercise of their duties are involved in negotiating contracts. The proposed nominations should reach the Ministry of Civil Service and Administrative Reforms, Human Resource Development Division, 4<sup>th</sup> Floor, Atom House, Royal Street, Port Louis, at latest by **Monday 26 April 2010**.

4. I rely on your usual collaboration and support to help us in our capacity building initiative and to further the development of our human resources.

*I.M. Oree (Mrs)*  
*Ag Permanent Secretary*  
*for Senior Chief Executive*

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

