

19 April 2011

From: *Senior Chief Executive, Ministry of Civil Service and Administrative Reforms*
To: *Supervising Officer i/c Ministries/Departments*

Workshop on Negotiation Skills

Effective Negotiation Skills are becoming increasingly important in today's world – a survival skill for individuals, organisations and nations. Having a corps of effective negotiators is an asset to any organisation and nation, to negotiate for the organisational and national benefit, as well as represent their interests confidently in the domestic and global arena.

2. Against this backdrop, this Ministry is organising a 2 full-day workshop on Negotiation Skills for officers from mid-career to top level management at Domaines Les Pailles from **28 to 29 April 2011**.

3. The workshop will be conducted by Mrs. S. Nagendrum, a renowned international consultant who will be in Mauritius during the last week of April 2011.

4. A subsidised fee of Rs 2,000 per participant will be charged for the workshop. Ministries/Departments sponsoring their officers are requested to issue a Departmental Warrant in favour of this Ministry to the tune of Rs 2,000 per participant.

5. In this context, it would be appreciated if you could submit the names of two participants from your Ministry/Department to attend the workshop. Please note that the number of seats is very limited and will be offered on a first come first served basis.

6. The designated officer/s is/are required to fill in the enclosed participation form and forward it to this office by **15:00 hrs on Friday 22 April 2011 at latest**.

S. Seebaluck
Senior Chief Executive

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

Ministry of Civil Service and Administrative Reforms

Workshop on Principles of Negotiations

28 & 29 April 2011 at Domaine Les Pailles

Kindly fill in this form to confirm your participation and fax it on **213 7187** to the Human Resource Development Division, Ministry of Civil Service and Administrative Reforms, ATOM House, Royal Street, Port Louis.

Surname: Mr/Mrs/Miss

Other Name (s):

Ministry/Department:

Designation:

Posting Address:

Tel. No.: (Office) (Mobile)

Fax No. :

E-mail:

Signature:

Date:

***For further information contact
Mrs. V. Veerahoo or Mrs. S. Ujoodha
Human Resource Development Division
Tel. No. 208 7623 / 208 7646***