



# *REPORT*

ON

## ***TRAINING COURSES ORGANISED***

By

**THE HUMAN RESOURCE  
DEVELOPMENT DIVISION**

**For period: January 2012**

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<b>Code</b>	<b>Course</b>	<b>Target group</b>	<b>No of Participants</b>	<b>Page No</b>
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IC2	Induction Course for Newly Recruited Office Management Executives	Newly recruited Office Management Executives	27	4
OT1	Overseas Training <i>(On-going)</i>	Officers of the Technical and Managerial Grades	7	5
<b>Total</b>			<b>71</b>	

**Note:**

**IC: Induction Course**

**OT: Overseas Training**

## **Course: Induction Course for New Recruits Employed to give assistance at Officer Level (IC1)**

### **Aims and objectives:**

- ❖ render the newly recruited Officers multi-skilled and polyvalent as recommended in the Pay Research Bureau Report 2008
- ❖ equip them with the necessary knowledge and skills to enable them to perform their duties more efficiently
- ❖ facilitate their integration in the Civil Service

### **Course contents:**

- + Roles and responsibilities devolving on the post of Officer
- + Importance of Communication within an Organisation
- + Basic Store Duties
- + Human Resource Management (Basic Functions)
- + Security and Safe Keeping of official information
- + Code of Ethics and Good Governance
- + Machinery of Government
- + Administrative Reforms in the Civil Service
- + Financial Operations in Government
- + Registry Procedures
- + Code of Ethics and Good Governance
- + Prevention of Corruption
- + Gender Equality – Concept
- + Customer Care
- + Occupational Safety and Health
- + Team Building and Team Work
- + Secretarial Duties

### **Duration: 5 day session**

Batch 7: 16-20 January 2012

**Venue:** Lecture Room,  
6th Floor,  
Fooks House,  
Bourbon St, Port Louis

**Category of officers:** Newly recruited Officer to give assistance at Officer Level

**Number of officers trained: 37**

## **Course: Induction Course for Newly Recruited Office Management Executives (IC2)**

### **Aims and objectives:**

- ❖ Sensitize the Office Management Executives on their role and responsibilities in their new post
- ❖ Equip participants with the required knowledge and skills to enable them to perform their tasks in an effective and efficient manner
- ❖ Help them develop the right mindset and attitude to operate in the challenging work environment
- ❖ Provide the participants with the necessary skills to solve workplace problems efficiently.

### **Course contents:**

- ✚ Events Management
- ✚ Procurement in the Public Sector
- ✚ Basic Human Resource Management
- ✚ Code of Ethics and Good Governance
- ✚ Assets Management
- ✚ Gender Equality-Concept
- ✚ Housekeeping and Hygiene
- ✚ Transport Management
- ✚ Occupational Safety and Health Management System in the Civil Service
- ✚ Problem Solving and Decision Making
- ✚ Prevention of Corruption

**Duration:** 5 day session

Batch 1: 24-27 January 2012

**Venue:** Lecture Room,  
6th Floor,  
Fooks House,  
Bourbon St, Port Louis

**Category of officers:** Newly recruited Office Management Executives

**Number of officers trained:** 27

## Course: Overseas Training

SN	Name, Designation & Ministry	Description of Course
1.	<b>Mr Dharam KOONJUL</b> Planning Officer, Black River District Council	<b>Master of Arts in Sustainable Urban Regional Planning</b> at Murdoch University from 16 January 2012 to 31 December 2013
2.	<b>Mr Prithiviraj BOONEEADY</b> Meteorologist, Meteorological Services	<b>Master of Climate Change</b> at the Australian National University from 11 January 2012 to 31 December 2013
3.	<b>Mrs Rose MARIE JEANNE</b> Technical Officer, Ministry of Agro Industry and Food Security (Animal Production Div)	<b>Master in Agricultural Science</b> at the University of Western Australia from 03 January 2012 to 31 December 2013
4.	<b>Mr Soodesh RAMPHUL</b> Senior Officer Cadet, Mauritius Prisons Service	<b>Master of Security Management</b> at Edith Cowan University from 23 January 2012 to 15 July 2013
5.	<b>Mrs Nasim AUCHOYBUR</b> Acting Manager, Human Resources, Ministry of Education and Human Resources	<b>Master's in Human Resource Management</b> at Monash University from 03 January 2012 to 31 July 2013
6.	<b>Miss Nundini PERTAUB</b> Acting First Secretary, Ministry of Foreign Affairs, Regional Integration and International Trade	<b>Master's in International Relations</b> at Monash University from 03 January 2012 to 31 July 2013
7.	<b>Ms Anusha Ruby RAMASAMY</b> Customs Officer, Mauritius Revenue Authority	<b>Master of Public Administrations in Border Management</b> at the University of Canberra from January 2012 to 30 June 2013

### Category of officers:

- ❖ Officers of the Administrative and Technical Cadre

**Number of officers trained: 7**