

14 March 2011

**Ministry of Civil Service and Administrative Reforms**  
**Circular Letter No. 17 of 2011**  
**E/70/1/1/101**

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

To: Supervising Officers i/c of Ministries/Departments

**Training Programme on Knowledge Management**

This Ministry is proposing to mount and organize a two-day training programme on Knowledge Management for senior and middle level officers from both technical and non-technical cadres including Human Resource Management. The training sessions will be held for around 140 officers grouped in 4 batches, as from the second week of April 2011 at the Lecture Room, 6<sup>th</sup> floor, Fooks House, Bourbon Street, Port Louis.

2. The training programme aims at:
  - Helping participants to create and maintain a knowledge base to solve problems and how knowledge best practices can improve service levels to customers.
  - Managing intellectual capital and intellectual assets with a view to developing the skills and processes to build Knowledge Management solutions that leverage organizational and individual knowledge.
3. A copy of the course content is at Annex 1.
4. In this context, Supervising Officers of Ministries/Departments are invited to submit **in order of priority** as per pro-forma at Annex 2, the names of officers who would be nominated for the training programme. 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 **Friday 01 April 2011**.
5. 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 in the public sector.

*S. Seebaluck*  
*Senior Chief Executive*

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