

Ministry of Civil Service and Administrative Reforms
Circular Letter No. 13 of 2011
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03 March 2011

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

Training on Supervisory Skills

This Ministry is organizing a two-day training course on Supervisory Skills for public officers having a supervisory role to provide them with the necessary knowledge, skills and aptitude to help them perform their duties more efficiently in their representative organizations. The training sessions will be held for a maximum of 140 officers grouped in 4 batches, as from the last week of April 2011 at the Lecture Room, 6th Floor, Fooks House, Bourbon Street, Port Louis. Based on the feedback from trainees, the course may be replicated at a later stage.

2. Copy of the training programme with course content and objectives is at Annex 1.
3. In this context, Supervising Officers in charge of Ministries/Departments are invited to submit, in order of priority as per pro-forma at Annex 2, **the names of officers from the grades of Assistant Secretary, Office Management Executive, senior level officers from technical grades**. The proposed nominations should reach the Ministry of Civil Service and Administrative Reforms, Human Resource Development Division, 4th Floor, Atom House, Royal Street, Port Louis, in hard and soft copies **at latest by Monday 14 March 2011**.
4. I rely on your usual collaboration and support in our capacity building initiatives for a modern and efficient public service.

S. Seebaluck
Senior Chief Executive

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