

CIVIL SERVICE COLLEGE, MAURITIUS

Training courses (Statistics/updates)

Training Courses

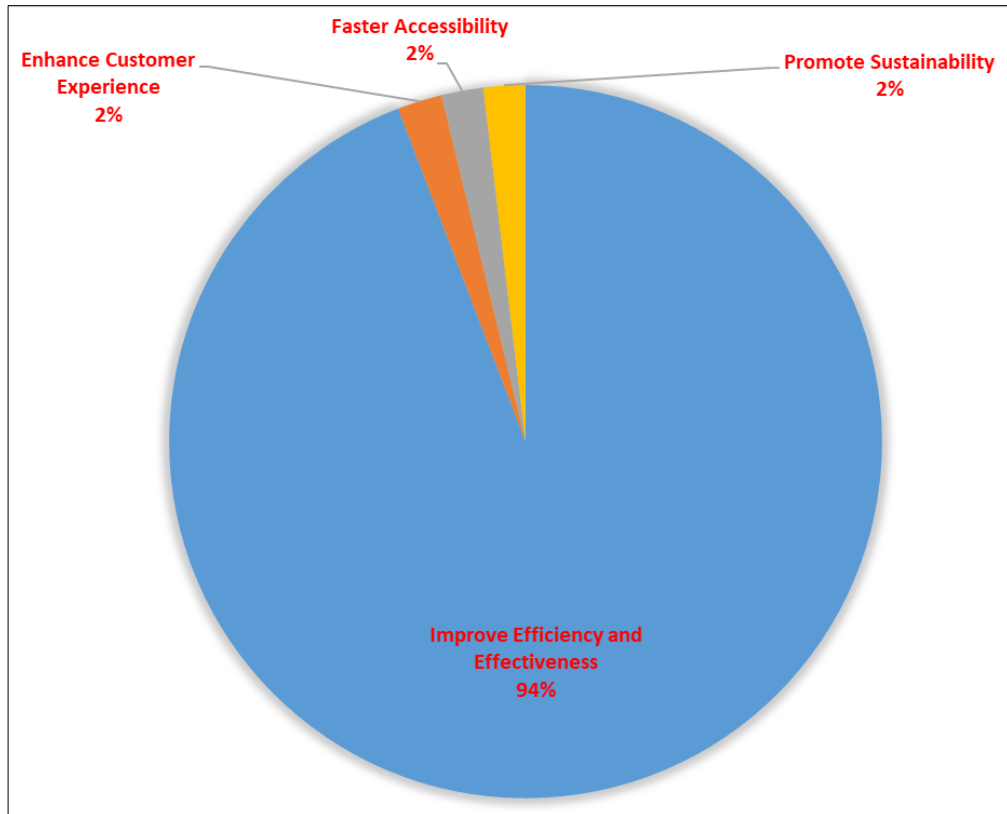
For the month of September 2023, a total of **791 officers** have attended training courses organised by CSCM as detailed in the table below:

Number of public officers trained in September 2023						
SN	Training Programmes	Workmen's Group	Support Staff	Frontline/Supervisory/Technical Grades	Middle Management	Sub-total
A	Capacity and Capability Development Programme (sponsored by Ministry of Public Service, Administrative and Institutional Reforms)					
1	Training Programme on Improving Communication & Productivity (Level 1) – 1 Batch	16	-	-	-	16
2	Operations and Processes Management Training Programme for Support Staff (Level 2) – 3 Batches	-	80	-	-	80
3	Training Programme on Leadership & Management (Level 3) – 3 Batches	-	-	72	-	72
4	Training Programme on Strategic Management & Leadership (Level 4) – 2 Batches	-	-	-	58	58
SUB-TOTAL (A)						226
B	Other Courses (sponsored by Ministry of Public Service, Administrative and Institutional Reforms)					
1	Half Day Workshop on Effective Training Committees for Chairpersons of Training Committees and Training Managers in Ministries/Departments – 1 Batch	-	-	-	84	84
2	Training Needs Assessment for Training Managers (MPSAIR) – 1 Batch	-	-	-	9	9
SUB-TOTAL (B)						93
C	Customised Courses requested by Ministries/Departments/Parastatal Bodies & State-Owned Companies					
SN	Training Programmes	Workmen's Group	Support Staff	Frontline/Supervisory/Technical Grades	Middle Management	Sub-total
1	Implementation of PMS System at Human Resource Development Council (Phase 2 & 3)	6	41	1	19	67
2	Implementation of PMS System at Mauritius Oceanography Institute (Phase 2,3 & 4)	5	32	12	14	63
3	Effective Performance Appraisal (Ministry of Education, Tertiary Education, Science & Technology and Ministry of Finance, Economic Planning and Development) - 1 batch for each ministry	-	-	4	51	55

4	Advanced Microsoft Excel (Ministry of Education, Tertiary Education, Science & Technology) - 2 Batches	-	5	10	44	59
5	Effective Board Report Writing for Central Electricity Board – 1 Batch	-	-	-	23	23
6	Procurement (Ministry of Health and Wellness) – 1 Batch	-	-	-	25	25
SUB-TOTAL (C)						292
D	Courses based on TNA					
SN	Training Programmes	Workmen's Group	Support Staff	Frontline/Supervisory/Technical Grades	Middle Management	Sub-total
1	Effective Performance Appraisal – 2 Batches	2	1	10	40	53
2	Public speaking – 1 Batch					16
3	Public Sector Financial Management – 1 Batch	-	-	-	37	37
4	Tea Making and Service – 1 Batch	16	-	-	-	16
5	Microsoft Advanced Excel – 1 Batch		20	8	-	28
6	First Aid – 1 Batch	8	5	2	-	15
SUB-TOTAL (D)						165
E	E-learning Courses on iTrain/Online courses					
SN	Training Programmes	Workmen's Group	Support Staff	Frontline/Supervisory/Technical Grades	Middle Management	Sub-total
1	Basic Microsoft Excel	-	3	-	1	4
2	Basic Microsoft PowerPoint	-	2	-	1	3
3	Basic Microsoft Word	-	1	-	-	1
4	Basics of ICT Security	-	1	-	-	1
5	Coastal Zone Management and Protection	-	-	-	1	1
6	Leadership in a Changing Society	-	-	-	1	1
7	Managing Self: A Confucian Approach	-	-	-	1	1
8	Personal Grooming and Body Language	-	-	-	1	1
9	Using Internet and Email(Outlook) at Work	-	2	-	-	2
SUB-TOTAL (E)						15
TOTAL(A+B+C+D+E)						791

3. Action Plan Deployment –September 2023

In line with the approved Strategic Plan of the College, the table at **Annex 3** provides details pertaining to the training courses, output and outcomes under each of the seven identified thrusts.



4. For this Financial Year 2023/2024, that is, from 01 to 30 September 2023, the CSCM has trained 791 public officers.
4. The Board will be kept informed of the activities of the College.

11 October 2023

Gender Distribution Per Category – September 2023

A: Capacity and Capability Development Programme (sponsored by Ministry of Public Service, Administrative and Institutional Reforms)	Male	Female
Training Programme on Improving Communication & Productivity (Level 1) – 1 Batch	9	7
Operations and Processes Management Training Programme for Support Staff (Level 2) – 3 Batches	24	56
Training Programme on Leadership & Management (Level 3) – 3 Batches	22	50
Training Programme on Strategic Management & Leadership (Level 4) – 2 Batches	33	25
B: Other Courses (sponsored by Ministry of Public Service, Administrative and Institutional Reforms)	Male	Female
Half Day Workshop on Effective Training Committees for Chairpersons of Training Committees and Training Managers in Ministries/Departments – 1 Batch	30	54
Training Needs Assessment for Training Managers (MPSAIR) – 1 Batch	1	8
C: Customised Courses requested by Ministries/Departments/Parastatal Bodies & State-Owned Companies	Male	Female
Implementation of PMS System at Human Resource Development Council (Phase 2 & 3)	26	41
Implementation of PMS System at Mauritius Oceanography Institute (Phase 2,3 & 4)	24	39
Effective Performance Appraisal (Ministry of Education, Tertiary Education, Science & Technology and Ministry of Finance, Economic Planning and Development) - 1 batch for each ministry	12	32
Advanced Microsoft Excel (Ministry of Education, Tertiary Education, Science & Technology) - 2 Batches	17	42
Effective Board Report Writing for Central Electricity Board – 1 Batch	17	6
Procurement (Ministry of Health and Wellness) – 1 Batch	19	6
D: Courses based on TNA	Male	Female
Effective Performance Appraisal – 2 Batches	22	31
Public speaking – 1 Batch	3	13
Public Sector Financial Management – 1 Batch	10	27
Tea Making and Service – 1 Batch	6	10
Microsoft Advanced Excel – 1 Batch	8	20
First Aid – 1 Batch	9	6
E: E-learning Courses on iTrain/Online courses	Male	Female
iTrain (9 Online Courses)	3	12

Total

315

476

Annex 2**Trainer/s Per Training Course – September 2023**

A: Capacity and Capability Development Programme (sponsored by Ministry of Public Service, Administrative and Institutional Reforms)	Trainer/s
Training Programme on Improving Communication & Productivity (Level 1) – 1 Batch	Mr Hennequin, Mrs Millien & Mrs Ramsurrin
Operations and Processes Management Training Programme for Support Staff (Level 2) – 3 Batches	Mr Ganoo, Mr Juwaheer, Mr Ramgolam & Mr Dorasami
Training Programme on Leadership & Management (Level 3) – 3 Batches	Dr Appasamy, Mr Goolamally, Mr Dorasami, Mr Ganoo, Dr Abacousnac & Dr Sreekeessoon,
Training Programme on Strategic Management & Leadership (Level 4) – 2 Batches	Dr Appasamy, Dr Aubeeluck, Dr Ancharaz & Dr Abacousnac
B: Other Courses (sponsored by Ministry of Public Service, Administrative and Institutional Reforms)	Trainer/s
Half Day Workshop on Effective Training Committees for Chairpersons of Training Committees and Training Managers in Ministries/Departments	Mr Janoo & Prof Durbarry, G.O.S.K.
Training Needs Assessment for Training Managers (MPSAIR)	Mr Juwaheer
C: Customised Courses requested by Ministries/Departments/Parastatal Bodies & State-Owned Companies	Trainer/s
Implementation of PMS System at Human Resource Development Council (Phase 2 & 3)	Mrs Kaleechurn
Implementation of PMS System at Mauritius Oceanography Institute (Phase 2,3 & 4)	Mrs Kaleechurn
Effective Performance Appraisal (Ministry of Education, Tertiary Education, Science & Technology and Ministry of Finance, Economic Planning and Development) - 1 batch for each ministry	Dr Luckeenarain & Dr Doobree
Advanced Microsoft Excel (Ministry of Education, Tertiary Education, Science & Technology) - 2 Batches	Mrs Jeeban
Effective Board Report Writing for Central Electricity Board – 1 Batch	Mr Hennequin
Procurement (Ministry of Health and Wellness) – 1 Batch	Mr Mudhoo, Mr Tahalooa & Mr Soobratty
D: Courses based on TNA	Trainer/s
Effective Performance Appraisal – 2 Batches	Dr Doobree

Public speaking – 1 Batch	Mr Ramlugun
Public Sector Financial Management – 1 Batch	Mr Ramnauth
Tea Making and Service – 1 Batch	Hotel School Ebene
Microsoft Advanced Excel – 1 Batch	Mrs Jeeban
First Aid – 1 Batch	St John Ambulance
E: E-learning Courses on iTrain/Online courses	Trainer/s
iTrain	N/A

Thrust Areas	Training Courses	Output	Outcomes
1.Improve Efficiency and Effectiveness	Training Programme on Improving Communication & Productivity (Level 1) – 1 Batch	16	<ul style="list-style-type: none"> • Before the training, the level of understanding of the topics on a scale of 1 to 10 (10 being “Understand very well”) was 2.65, after the training it was 7; • At least 96.0% of participants agreed that their knowledge had improved as a result of the training; • According to 80.2 % of participants, the training was connected to their jobs
	Operations and Processes Management Training Programme for Support Staff (Level 2) – 3 Batches	80	<ul style="list-style-type: none"> • At least 96.0% agreed that the training was effective; • 98.0% of participants stated that the training was related to their duties; • 100.0% of participants said they could use the training to their jobs and find it valuable;
	Training Programme on Leadership & Management (Level 3) – 3 Batches	72	<ul style="list-style-type: none"> • At least 98.0% agreed that the training was effective; • 96.0% of participants stated that the training was related to their duties; • 99.0% of participants said they could use the training to their jobs and find it valuable;
	Training Programme on Strategic Management & Leadership (Level 4) – 2 Batches	58	<ul style="list-style-type: none"> • Prior to the training, the level of understanding of the topics on a scale of 1 to 10 (10 being “Understand very well”) was 6, afterwards it was 7.7; • At least 98.3% agreed that the training was effective; • 96.7% stated that the training is applicable and useful to their work;
	Half Day Workshop on Effective Training Committees for Chairpersons of Training Committees and Training Managers in Ministries/Departments	84	<ul style="list-style-type: none"> • At least 91.0% agreed that the training was effective; • 95.0% stated that the training is applicable and useful to their work; • 98.0% of participants said they could use the training to their jobs and find it valuable;

	Training Needs Assessment for Training Managers (MPSAIR)	9	<ul style="list-style-type: none"> • Prior to the training, the level of understanding of the topics on a scale of 1 to 10 (10 being “Understand very well”) was 6.4, afterwards it was 9.7; • At least 98.3% agreed that the training was effective; • 95.0% stated that the training is applicable and useful to their work;
	Implementation of PMS System at Human Resource Development Council (Phase 2 & 3)	67	* Part of PMS System implementation
	Effective Board Report Writing for Central Electricity Board	23	<ul style="list-style-type: none"> • Prior to the training, the level of understanding of the topics on a scale of 1 to 10 (10 being “Understand very well”) was 8.7, afterwards it was 9.60; • At least 94.0% agreed that the training was effective; • 96.4% stated that the training is applicable and useful to their work;
	Implementation of PMS System at Mauritius Oceanography Institute (Phase 2,3 & 4)	63	* Part of PMS System implementation
	Procurement (Ministry of Health and Wellness)	25	<ul style="list-style-type: none"> • At least 95.0% agreed that the training was effective; • 96.2% stated that the training is applicable and useful to their work; • 98.0% of participants said they could use the training to their jobs and find it valuable;
	Advanced Microsoft Excel - 3 Batches	87	<ul style="list-style-type: none"> • Prior to the training, the level of understanding of the topics on a scale of 1 to 10 (10 being “Understand very well”) was 7.4, afterwards it was 9.7; • At least 95.8% agreed that the training was effective; • 96.7% stated that the training is applicable and useful to their work;
	Effective Performance Appraisal – 4 Batches	108	<ul style="list-style-type: none"> • Before the training, the level of understanding of the topics on a scale of 1 to 10 (10 being “Understand very well”) was 4.0, after the training it was 8.9; • 94.5% of participants agreed that their knowledge had improved as a result of the training;

			<ul style="list-style-type: none"> 96.7% of participants stated that the training was connected to their jobs; 97.5% of participants said they could use the training to their jobs and find it valuable;
	Public Sector Financial Management – 1 Batch	37	<ul style="list-style-type: none"> At least 92.0% agreed that the training was effective; 97.2% stated that the training is applicable and useful to their work; 95.0% of participants said they could use the training to their jobs and find it valuable;
	Tea Making and Service – 1 Batch	16	<ul style="list-style-type: none"> Prior to the training, the level of understanding of the topics on a scale of 1 to 10 (10 being “Understand very well”) was 6.4, afterwards it was 9.7; At least 98.0% agreed that the training was effective; 99.0% stated that the training is applicable and useful to their work;
2. Develop a culture of change		-	
3. Create a Lean and Smarter Workforce		-	
4. Enhance Customer Experience	Public Speaking	16	<ul style="list-style-type: none"> Prior to the training, the level of understanding of the topics on a scale of 1 to 10 (10 being “Understand very well”) was 7.2, afterwards it was 9.0; At least 90.0% agreed that the training was effective; 80.0% of participants stated that the training was related to their duties; 85% stated that the training is applicable and useful to their work;
5. Foster Accessibility	iTrain	15	
6. Promote Sustainability	First Aid	15	<ul style="list-style-type: none"> Before the training, the level of understanding of the topics on a scale of 1 to 10 (10 being “Understand very well”) was 7.6, after the training it was 9.0;

			<ul style="list-style-type: none"> • 94.0% of participants agreed that their knowledge had improved as a result of the training; • 95.7% of participants stated that the training was connected to their jobs; • 98.0% of participants said they could use the training to their jobs and find it valuable;
7. Enhance Collaboration		-	
	Total	791	