

## Training Statistics – January 2023

<b>Number of public officers trained in January 2023</b>						
<b>SN</b>	<b>Training Programmes</b>	<b>Work men's Group</b>	<b>Support Staff</b>	<b>Frontline/ Supervisory/ Technical Grades</b>	<b>Middle Management</b>	<b>Sub-total</b>
<b>A</b>	<b>Capacity and Capability Development Programme (sponsored by Ministry of Public Service, Administrative and Institutional Reforms)</b>					
1	Training Courses	0	0	0	0	
<b>SUB-TOTAL (A)</b>						<b>0</b>
<b>B</b>	<b>Other Courses (sponsored by Ministry of Public Service, Administrative and Institutional Reforms)</b>					
1	Award Course in Effective Office Management & Supervision - Workshop on Managing Public Sector Organisations			26		
2	Award Course in Effective Office Management & Supervision - Workshop on Managing Public Sector Organisations			34		
3	Professional Development Programme for Word Processing Operators /Senior Word Processing Operators - Workshop on Introduction to Cyber Security		26			
4	Professional Development Programme for Word Processing Operators /Senior Word Processing Operators - Workshop on Mental Care and Wellness		25			
5	Professional Development Programme for Confidential Secretaries - Workshop on Using Internet and Email		26			
6	Advanced Secretarial Course for Confidential Secretaries - Workshop on Public Sector Management		26			
7	Award Course in Effective Office Management Supervision - Workshop on Finance, Procurement & Asset Management			45		
<b>SUB-TOTAL (B)</b>						<b>208</b>
<b>C</b>	<b>Customised Courses</b>					
<b>SN</b>	<b>Training Programmes</b>	<b>Work men's Group</b>	<b>Support Staff</b>	<b>Frontline/ Supervisory/ Technical Grades</b>	<b>Middle Management</b>	<b>Sub-total</b>
1	Advanced Microsoft Excel (Statistics Mauritius) -2 batches		29	29	1	
2	Performance Management System (Registrar General) – 2 batches			37	8	
3	Awareness AML/CFT		1	1	15	
4	Business Continuity Plan (Ministry of Arts and Cultural Heritage)				19	
<b>SUB-TOTAL (C)</b>						<b>140</b>

<b>D Competency-based Courses</b>						
<b>SN</b>	<b>Training Programmes</b>	<b>Work men's Group</b>	<b>Support Staff</b>	<b>Frontline/ Supervisory/ Technical Grades</b>	<b>Middle Management</b>	<b>Sub-total</b>
<b>1</b>	Advanced Microsoft Excel		22	6	4	
<b>SUB-TOTAL (D)</b>						<b>32</b>
<b>E E-learning Courses on iTrain/Online courses</b>						
<b>SN</b>	<b>Training Programmes</b>	<b>Work men's Group</b>	<b>Support Staff</b>	<b>Frontline/ Supervisory/ Technical Grades</b>	<b>Middle Management</b>	<b>Sub-total</b>
<b>1</b>	i-train		4	2		
<b>SUB-TOTAL (E)</b>						<b>6</b>
<b>TOTAL(A+B+C+D+E)</b>						<b>386</b>

## 2. Action Plan Deployment – January 2023

In line with the approved Strategic Plan of the College, the table at **Annex 1** provides details pertaining to the training courses, output and outcomes under each of the seven identified thrusts.

3. For the current Financial Year, that is, from July 2022 to 31 January 2023, the CSCM has trained 3,540 public officers.

Thrust Areas	Training Courses	Output	Outcomes
1.Improve Efficiency and Effectiveness	1.Using Internet and Email	26	<ul style="list-style-type: none"> <li>• Prior to the training, the level of understanding the topics on a scale of 1 to 10 (10 being “Understand very well”) was 6.6, after the training it was 9.3;</li> <li>• At least 43.8% agreed that their knowledge increased after the training;</li> <li>• 87.6% of participants mentioned that the training was work related;</li> <li>• 100% stated that the training is applicable and useful to their work;</li> </ul>
	2. Finance, Procurement & Asset Management	45	<i>*Workshop organised in relations Award Courses</i>
	3. Advanced Microsoft Excel	91	<ul style="list-style-type: none"> <li>• Before the training, the level of understanding of the topics on a scale of 1 to 10 (10 being “Understand very well”) was 5.24, after the training it was 8.07;</li> <li>• At least 90.6% of participants agreed that their knowledge had improved as a result of the training;</li> <li>• According to 85.3% of participants, the training was connected to their jobs;</li> <li>• 91.1% of participants said they could use the training to their jobs and find it valuable;</li> </ul>
	4. Performance Management System	45	<ul style="list-style-type: none"> <li>• Prior to the training, the level of understanding of the topics on a scale of 1 to 10 (10 being “Understand very well”) was 5.1, after the training it was 8.2;</li> <li>• 67.7% agreed that the training was effective;</li> <li>• 96.8% of participants mentioned that the training was work related;</li> <li>• 96.8% stated that the training is applicable and useful to their work;</li> </ul>
	5. Managerial Skills (iTrain)	1	
	6. Quality Management (iTrain)	1	

2. Develop a culture of change	1. Managing Public Sector Organisations	86	*Workshop organised in relations Award Courses
	2. Introduction to Cyber Security	26	<ul style="list-style-type: none"> <li>• Prior to the training, the level of understanding of the topics on a scale of 1 to 10 (10 being “Understand very well”) was 5.6, afterwards it was 8.5;</li> <li>• At least 68.8% agreed that the training was effective;</li> <li>• 93.8% of participants stated that the training was related to their duties;</li> <li>• 100% stated that the training is applicable and useful to their work;</li> </ul>
	3. Awareness AML/CFT	17	<ul style="list-style-type: none"> <li>• Previously, the level of understanding of the topics on a scale of 1 to 10 (10 being “Understand very well”) was 7.5, afterwards it became 8.5;</li> <li>• At least 31.3% agreed that the training was effective;</li> <li>• 25% of participants mentioned that the training was work related;</li> <li>• 25% stated that the training is applicable and useful to their work;</li> </ul>
	4. Business Continuity Plan	19	<ul style="list-style-type: none"> <li>• Prior to the training, the level of understanding of the topics on a scale of 1 to 10 (10 being “Understand very well”) was 6.6, after the training it was 9.3;</li> <li>• A majority of 75% agreed that the training was effective;</li> <li>• 100% of participants mentioned that the training was work related;</li> <li>• 100% stated that the training is applicable and useful to their work;</li> </ul>
3. Create a Lean and Smarter Workforce	1. Basics of ICT Security (iTrain)	1	
4. Enhance Customer Experience		0	
5. Foster Accessibility		0	
6. Promote Sustainability	1. Mental Care and Wellness	25	<ul style="list-style-type: none"> <li>• Before the training, the level of understanding of the topics on a scale of 1 to 10 (10 being “Understand very well”) was 5.6, after the training it was 8.5;</li> <li>• At least 68.8% agreed that the training was effective;</li> <li>• 93.8% of participants mentioned that the training was work related;</li> <li>• 100% stated that the training is applicable and useful to their work;</li> </ul>

	2. Indicators for an Inclusive Green Economy (iTrain)	2	
	3. Introduction to Green Economy (iTrain)	1	
7. Enhance Collaboration			
<b>Total</b>		<b>386</b>	