

**June 2021**

<b>SN</b>	<b>Training Courses</b>	<b>Number of trainees</b>	<b>Total</b>
	<b>Number of Officer trained from November 2015 to May 2021</b>		<b>45,288</b>
	<b>(A) Customised courses</b>		
	Mental Health and Wellbeing at workplace	49	
	Conflict Management ( <i>Prime Minister's Office-Rehabilitation Youth Centers</i> )	26	
	Writing Effective Minutes of Meetings ( <i>Mauritius Family Planning and Welfare Association</i> )	9	
	Performance Management System ( <i>Fashion and Design Institute</i> )	44	
	Performance Management System ( <i>Higher Education Commission</i> )	40	
	Election Process and Procedures ( <i>Office of Electoral Commissioner</i> )	14	
	Effective Time Management and Goal Setting ( <i>Office of Electoral Commissioner</i> )	20	
	Gender Based Violence (7 batches) ( <i>Ministry of Public Service, Administrative and Institutional Reforms</i> )	208	
	Gender Based Violence ( <i>Ministry of Housing and Land Use Planning</i> )	35	
	<b>Sub-Total (A)</b>		<b>465</b>
	<b>(B) E-learning courses on iTrain</b>		
1	Basic Microsoft Excel	8	
2	Basic Microsoft PowerPoint	5	
3	Basic Microsoft Word	8	
4	Basics of ICT Security (guest access)	8	
5	Budget Preparation and Execution	3	
6	Coastal Zone Management and Protection	3	
7	Code of Ethics for Public Officers	6	
8	Enhancing Integrity in the Public Sector	4	
9	Gender Equality	6	
10	Handling Hazardous Products	2	
11	Healthy Living: Preventing Propagation of Insects	3	
12	Interpersonal Communication Skills	110	
13	Intrapersonal Communication Skills	86	

14	Introduction to the Social Register of Mauritius (SRM)	3	
15	Leadership in a Changing Society	7	
16	Managing Self: A Confucian Approach	2	
17	Performance Management System in the Civil Service	4	
18	Personal Grooming and Body Language	4	
19	Public Responsibility in Good Governance	2	
20	Quality Management	4	
21	Risk Assessment of Public Policy	4	
22	Strategic Human Resource Management	3	
23	Stress Management	10	
24	Sustainable Service Delivery	2	
25	Understanding Safety and Health at Work for Public Officers	4	
26	Using Internet and Email(Outlook) at Work	5	
	<b>Sub-Total (B)</b>		<b>306</b>
	<b>(C) Webinar &amp; Live Online courses</b>		
1.	Basic Communication Skills	83	
2.	Resilience in Times of Covid 19	8	
3.	Fundamentals of Accounting	20	
4.	Training on Procurement - Evaluation and Bid Evaluation Committee	59	
5.	Managing Conflict at Work	36	
6.	Fundamentals of Project Management	38	
7.	Change Management in the New Normal	6	
8.	Global Covid-19 Crisis: Challenges and Opportunity	14	
9.	Thinking Strategically	53	
10.	Design Thinking and Innovation in the New Normal	15	
11.	Motivating Employees Post Lockdown	10	
12.	Professional Ethics and Integrity	22	
13.	Risk Management - Occupational Safety and Health	12	
14.	Public relations in a Covid-19 Era	5	
15.	Managing Stress and Anger post Covid-19 Pandemic	4	
16.	Fundamentals of Cybersecurity and Protecting your organisation	2	
17.	The Constitutional Law	19	
18.	Effective Time Management and Goal Setting	33	
19.	Problem Solving and Effective Decision Making	62	
20.	Court Proceedings	53	
21.	Leadership: Using Emotional Intelligence at Work	16	
22.	Handling Difficult Customers	13	
23.	Webinar on UN Public Service Day 2021	70	
24.	Managing Quality in the new normal	12	
	<b>Sub-Total (C)</b>		<b>665</b>
	<b>Total (A + B +C)</b>		<b>1,436</b>
	<b>Grand Total: November 2015 to June 2021</b>		<b>46,724</b>