

TRAINING CALENDAR FOR THE MONTH OF AUGUST TO DECEMBER

COMPETENCY ENHANCING TRAINING COURSES

The overall objective is to upgrade the skills and knowledge of public officers of Ministries/Departments, Local Authorities and State Owned Enterprises.



CIVIL SERVICE
COLLEGE
MAURITIUS

Enabling Public Service Excellence



COMPETENCY ENHANCING TRAINING COURSES



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View list of Courses

Achieving Success through Emotional Intelligence
Advanced Microsoft Excel
Advanced Microsoft Powerpoint
Advanced Microsoft Word
Advanced Project Management
Artificial Intelligence & Disruptive Technologies
Bid Preparation and Evaluation
Code of Ethics for Public Officers
Conflict Management
Court Proceedings
Customer Service Excellence
First Aid
Fundamentals of AI
Fundamentals of ICT Security
Good Governance in the Public Sector
Handling Difficult Customers
Health & Safety in the Workplace
Interpersonal Communication Skills
Introduction to Green Economy
Fundamentals of International Public Sector Accounting Standards (IPSAS)
Leadership in a Changing Society
Mastering Telephone Skills
Negotiation and Mediation Skills
Organisational Excellence
Performance Management System in Civil Service
Personal Grooming & Body Language
Public Finance & Budget Preparation
Public Responsibility in Good Governance
Public Sector Financial Management
Public Speaking
Quality Management
Quality Management Systems
Registry Procedures
Risk Assessment of Public Policy
Risk Management
Sandbox Framework in the Public Sector
Smart Process
Strategic HR Management in Public Sector
Stress Management & Well-being
Tea Making and Service
Using Internet & Email @ Work
Writing Effective Minutes of Meetings
Writing Skills for Parliamentary Questions & Cabinet Docs

COMPETENCY ENHANCING TRAINING COURSES



CIVIL SERVICE
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1

Advanced Microsoft Excel

2 days - Rs 4500



Batch 1: 01 & 05 August 2025

Venue: Computer Room, 2nd Floor

2

Artificial Intelligence & Disruptive Technologies

1 day - Rs 2500



Batch 1: 07 August 2025

Venue: Training Room 1, Ground Floor

3

Good Governance in the Public Sector

1 day - Rs 2500



Batch 1: 08 August 2025

Venue: Training Room 2, Ground Floor

4

Leadership in a Changing Society

2 days - Rs 4500



Batch 1: 12 & 14 August 2025

Venue: Training Room 3, Ground Floor

5

Fundamentals of AI

1 day - Rs 2500



Batch 1: 13 August 2025

Venue: Training Room 4, Ground Floor

6

Advanced Microsoft Word

2 days - Rs 4500



Batch 1: 18 & 21 August 2025

Venue: Computer Room, 2nd Floor

7

First Aid

6 Half Days - Rs 4000



FIRST AID

Batch 1: 18,19,20,21,22 & 25 August 2025

Venue: Training Room 8, First Floor

COMPETENCY ENHANCING TRAINING COURSES



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8

Conflict Management

1 day - Rs 2500



Batch 1: 19 August 2025

Venue: Training Room 5, First Floor

9

Public Responsibility in Good Governance

1 day - Rs 2500



Batch 1: 21 August 2025

Venue: Training Room 6, First Floor

10

Tea Making and Service

1 day - Rs 2500



Batch 1: 25 August 2025

Venue: Ecole Hoteliere Sir Gaetan Duval

11

Advanced Microsoft Excel

2 days - Rs 4500



Batch 2 : 01 & 03 September 2025

Venue: Computer Room, 2nd Floor

12

Handling Difficult Customers

1 day - Rs 2500



Batch 1: 02 September 2025

Venue: Training Room 7, First Floor

13

Interpersonal Communication Skills

1 day - Rs 2500



Batch 1: 04 September 2025

Venue: Training Room 1, Ground Floor

14

First Aid

6 Half Days - Rs 4000



FIRST AID

Batch 2: 08,09,10,11,12 & 15 September 2025

Venue: Training Room 8, First Floor

15

Public Finance & Budget Preparation

2 days - Rs 4500



Batch 1: 09 & 11 September 2025

Venue: Training Room 2, Ground Floor

16

Court Proceedings

1 day - Rs 2500



Batch 1: 10 September 2025

Venue: Training Room 3, Ground Floor

COMPETENCY ENHANCING TRAINING COURSES



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17

Stress Management & Well-being



Batch 1: 16 September 2025

Venue: Training Room 4, Ground Floor

1 day - Rs 2500

18

Public Sector Financial Management



Batch 1: 17 September 2025

Venue: Training Room 7, First Floor

1 day - Rs 2500

19

Writing Effective Minutes of Meetings



Batch 1: 18 September 2025

Venue: Training Room 5, First Floor

1 day - Rs 2500

20

Tea Making



Batch 2: 23 September 2025

Venue: Ecole Hoteliere Sir Gaetan Duval

1 day - Rs 2500

21

Advanced Microsoft Excel



Batch 3: 22 & 25 September 2025

Venue: Computer Room, 2nd Floor

2 days - Rs 4500

22

Advanced Project Management



Batch 2: 23 & 25 September 2025

Venue: Training Room 6, First Floor

2 days - Rs 4500

23

Mastering Telephone Skills



Batch 1: 26 September 2025

Venue: Training Room 7, First Floor

1 day - Rs 2500

24

Code of Ethics for Public Officers



Batch 1: 30 September 2025

Venue: Training Room 1, Ground Floor

1 day - Rs 2500

COMPETENCY ENHANCING TRAINING COURSES



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25



Smart Process

Batch 1: 02 October 2025

Venue: Training Room 2, Ground Floor

1 day - Rs 2500

26



Public Sector Financial Management

Batch 2: 06 October 2025

Venue: Training Room 7, First Floor

1 day - Rs 2500

27



First Aid

Batch 3: 06,07,08,09,10 & 13 October 2025

Venue: Training Room 8, First Floor

6 Half Days - Rs 4000

FIRST AID

28



Strategic HR Management in Public Sector

Batch 1: 07 & 09 October 2025

Venue: Training Room 3, Ground Floor

2 days - Rs 4500

29



Fundamentals of ICT Security

Batch 1: 08 October 2025

Venue: Computer Room, 2nd Floor

1 day - Rs 2500

30



Introduction to Green Economy

Batch 1: 14 October 2025

Venue: Training Room 4, Ground Floor

1 day - Rs 2500

31



Advanced Microsoft Excel

Batch 4: 14 & 16 October 2025

Venue: Computer Room, 2nd Floor

2 days - Rs 4500

32



Health & Safety in the Workplace

Batch 1: 16 October 2025

Venue: Training Room 5, First Floor

1 day - Rs 2500

COMPETENCY ENHANCING TRAINING COURSES



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33



Customer Service Excellence

Batch 1: 22 & 24 October 2025
Venue: Training Room 6, First Floor

2 days - Rs 4500

34



Advanced Microsoft Powerpoint

Batch 1: 23 & 28 October 2025
Venue: Computer Room, 2nd Floor

2 days - Rs 4500

35



Tea Making and Service

Batch 3: 28 October 2025
Venue: Ecole Hoteliere Sir Gaetan Duval

1 day - Rs 2500

36



Negotiation and Mediation Skills

Batch 1: 27 & 29 October 2025
Venue: Training Room 5, First Floor

2 days - Rs 4500

37



Personal Grooming & Body Language

Batch 1: 31 October 2025
Venue: Training Room 8, First Floor

1 day - Rs 2500

38



FIRST AID

First Aid

Batch 4: 03,04,05,06,07 & 10 November 2025
Venue: Training Room 8, First Floor

6 Half Days - Rs 4000

39



Registry Procedures

Batch 1: 04 November 2025
Venue: Training Room 2, Ground Floor

1 day - Rs 2500

40



Advanced Microsoft Excel

Batch 5: 04 & 06 November 2025
Venue: Computer Room, 2nd Floor

2 days - Rs 4500

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41

Fundamentals of International Public Sector Accounting Standards (IPSAS)

1 day - Rs 2500



Batch 1: 05 November 2025

Venue: Training Room 5, First Floor

42

Sandbox Framework in the Public Sector

1 day - Rs 2500



Batch 1: 06 November 2025

Venue: Training Room 3, Ground Floor

43

Risk Management

2 days - Rs 4500



Batch 1: 11 & 13 November 2025

Venue: Training Room 4, Ground Floor

44

Organisational Excellence

1 day - Rs 2500



Batch 1: 14 November 2025

Venue: Training Room 4, Ground Floor

45

Using Internet & Email @ Work

1 day - Rs 2500



Batch 1: 18 November 2025

Venue: Computer Room, 2nd Floor

46

Tea Making and Service

1 day - Rs 2500



Batch 4: 25 November 2025

Venue: Ecole Hoteliere Sir Gaetan Duval

47

Advanced Microsoft Excel

2 days - Rs 4500



Batch 6: 25 & 27 November 2025

Venue: Computer Room, 2nd Floor

48

Bid Preparation and Evaluation

2 days - Rs 4500



Batch 1: 19 & 21 November 2025

Venue: Training Room 5, First Floor

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49

Public Speaking



Venue: Training Room 7, First Floor
Batch 1: 20 November 2025

1 day - Rs 2500

50

Quality Management Systems



Batch 1: 28 November 2025
Venue: Training Room 7, First Floor

1 day - Rs 2500

51

First Aid



FIRST AID

Batch 5: 01,02,03,04,05 & 08 December 2025
Venue: Training Room 8, First Floor

6 Half Days - Rs 4000

52

Risk Assessment of Public Policy



Batch 1: 02 December 2025
Venue: Training Room 1, Ground Floor

1 day - Rs 2500

53

Fundamentals of International Public Sector Accounting Standards (IPSAS)



Batch 2: 03 December 2025
Venue: Training Room 5, First Floor

1 day - Rs 2500

54

Performance Management System in Civil Service



Batch 1: 04 December 2025
Venue: Training Room 2, Ground Floor

1 day - Rs 2500

55

Quality Management



Batch 1: 05 & 08 December 2025
Venue: Training Room 3, Ground Floor

2 days - Rs 4500

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56 Writing Skills for Parliamentary Questions & Cabinet Docs

2 days - Rs 4500



Batch 1: 09 & 11 December 2025

Venue: Training Room 4, Ground Floor

57

Achieving Success through Emotional Intelligence

2 days - Rs 4500



Batch 1: 10 & 12 December 2025

Venue: Training Room 5, First Floor

58

Advanced Microsoft Excel

2 days - Rs 4500



Batch 7: 11 & 15 December 2025

Venue: Computer Room, 2nd Floor

**For More Information, Contact Us
On:**



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