



Civil Service College, Mauritius

TRAINING CALENDAR FOR THE MONTH OF AUGUST - DECEMBER 2024

Competency Enhancing Training Courses



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



Contact Us on:

208 7653
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www.cscm.mu

1

Advanced Microsoft Excel

2 days - Rs 4,000

Batch 1: 12 & 16 August 2024

Batch 2: 08 & 11 October 2024

Batch 3: 02 & 04 December 2024

Location: 7th Floor, Fooks House, Room 1



2

Advanced Microsoft Word

2 days - Rs 4,000

Batch 1: 11 & 13 September 2024

Batch 2: 12 & 15 November 2024

Location: 7th Floor, Fooks House, Room 1



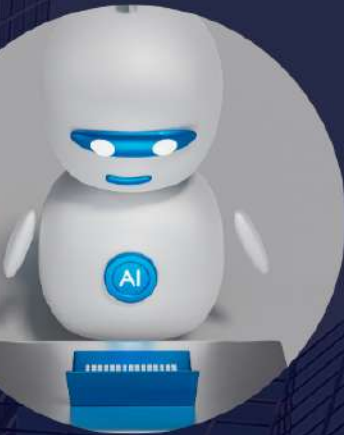
3

AI Essentials for Enhancing Public Service Efficiency

1 day - Rs 2,000

Batch 1: 20 August 2024

Location: 7th Floor, Fooks House, Room 1



4

AI in Government: A Practical Introduction

1 day - Rs 2,000

Batch 1: 26 November 2024

Location: 7th Floor, Fooks House, Room 1





5

Basic Legal Writing

1 day - Rs **2,000**

Batch 1: 14 August 2024

Location: 7th Floor, Fooks House, Room 1

6

Business English and French

2 days - Rs **4,000**

Batch 1: 16 & 18 December 2024

Location: 7th Floor, Fooks House, Room 1



7

Court Proceedings

1 day - Rs **2,000**

Batch 1: 05 November 2024

Location: 7th Floor, Fooks House, Room 1



8

Effective Performance Appraisal

2 half days - Rs **2,000**

Batch 1 & 2: 01 & 05 August 2024

Batch 3 & 4: 02 & 04 October 2024

Batch 5 & 6: 09 & 11 December 2024

Location: 7th Floor, Fooks House, Room 1



9

Essentials of Psychology and Counselling Techniques

1 day – Rs 2,000

Batch 1: 19 November 2024

Location: 7th Floor, Fooks House, Room 1



10

First Aid

6 half days – Rs 3,500

Batch 2: 05, 06, 07, 08, 09 & 12 August 2024

Batch 3: 02, 03, 04, 05, 06 & 09 September 2024

Batch 4: 07, 08, 09, 10, 11 & 14 October 2024

Batch 5: 04, 05, 06, 07, 08 & 11 November 2024

Batch 6: 02, 03, 04, 05, 06 & 09 December 2024

Location: 7th Floor, Fooks House, Room 2



11

Fundamentals of Project Management

1 day – Rs 2,000

Batch 1: 28 October 2024

Location: 7th Floor, Fooks House, Room 1



12

Implementing Workplace Sexual Harassment Policies

1 day – Rs 2,000

Batch 1: 24 October 2024

Location: 7th Floor, Fooks House, Room 1





13

Leadership for Middle Managers

1 day - Rs 2,000

Batch 1: 09 September 2024

Location: 7th Floor, Fooks House, Room 1

14

Legislative Drafting

2 days - Rs 4,000

Batch 1: 16 & 19 September 2024

Location: 7th Floor, Fooks House, Room 1



15

Managerial Psychology for Managers

1 day - Rs 2,000

Batch 1: 13 December 2024

Location: 7th Floor, Fooks House, Room 1



16

Mastering Telephone Skills for Receptionists

1 day - Rs 2,000

Batch 1: 06 September 2024

Location: 7th Floor, Fooks House, Room 1





17

Navigating Disciplinary Proceedings in Public Sector

1 day - Rs 2,000

Batch 1: 14 November 2024

Location: 7th Floor, Fooks House, Room 1

18

Negotiation and Mediation

1 day - Rs 2,000

Batch 1: 21 November 2024

Location: 7th Floor, Fooks House, Room 1



19

Problem Solving and Decision Making

1 day - Rs 2,000

Batch 1: 08 August 2024

Location: 7th Floor, Fooks House, Room 1



20

Public Policy Making

1 day - Rs 2,000

Batch 1: 18 October 2024

Location: 7th Floor, Fooks House, Room 1





21 Public Speaking

2 days – Rs 4,000

Batch 1: 19 & 23 August 2024

Location: 7th Floor, Fooks House, Room 1

22 Quality Management in the Public Sector: Six Sigma Fundamentals

2 days – Rs 4,000

Batch 1: 26 & 30 September 2024

Location: 7th Floor, Fooks House, Room 1



23 Report Writing

1 day – Rs 2,000

Batch 1: 28 November 2024

Location: 7th Floor, Fooks House, Room 1



24 Risk Management

2 days – Rs 4,000

Batch 1: 22 & 25 October 2024

Location: 7th Floor, Fooks House, Room 1





25

Strategic Human Resource Management

2 days - Rs 4,000

Batch 1: 27 & 30 August 2024

Location: 7th Floor, Fooks House, Room 1

26

Strategic Leadership for Top Management

1 day - Rs 2,000

Batch 1: 20 December 2024

Location: 7th Floor, Fooks House, Room 1



27

Team Building and Management

2 days - Rs 4,000

Batch 1: 18 & 20 September 2024

Location: 7th Floor, Fooks House, Room 1



28

Transformational Leadership and Emotional Intelligence

2 days - Rs 4,000

Batch 1: 14 & 16 October 2024

Location: 7th Floor, Fooks House, Room 1





29

Writing Effective Minutes of Meetings

1 day – Rs **2,000**

Batch 1: 07 November 2024

Location: 7th Floor, Fooks House, Room 1

30

Writing Skills for Parliamentary Questions and Cabinet Documents

2 days – Rs **4,000**

Batch 1: 02 & 04 September 2024

Location: 7th Floor, Fooks House, Room 1



Contact Us



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