Training courses (Statistics/updates)

Training Courses

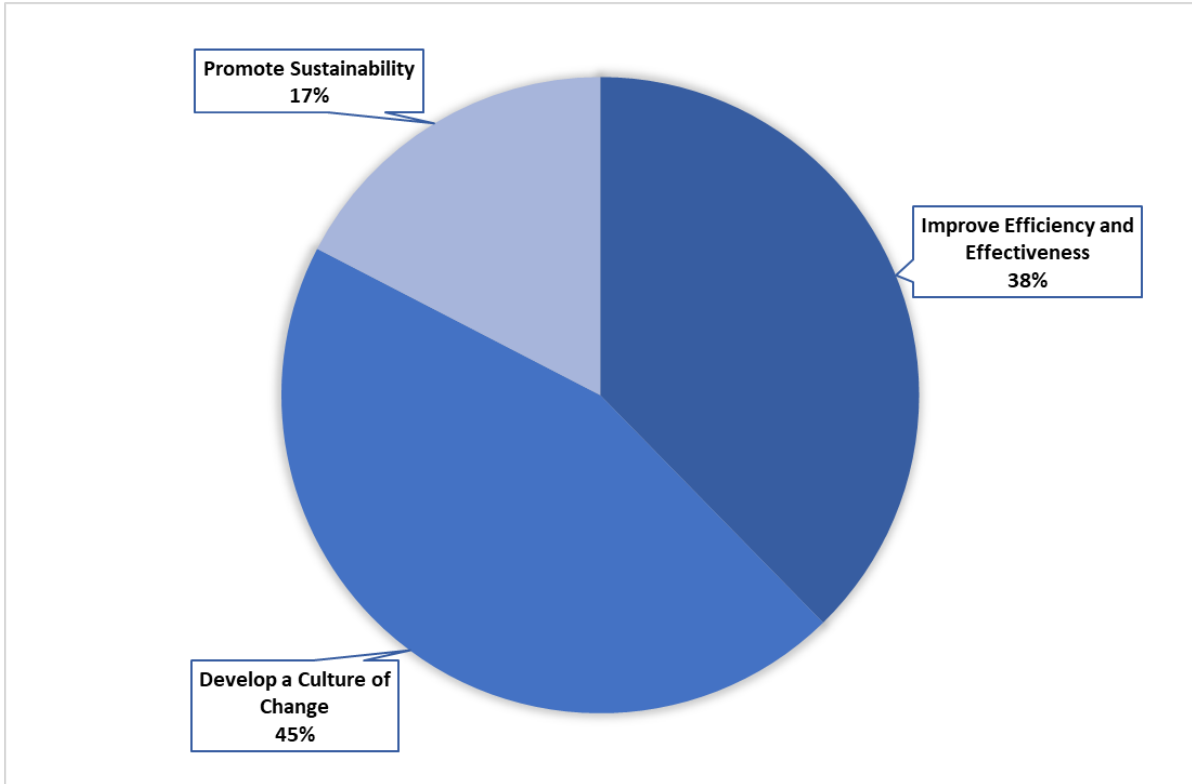For the month of JULY 2024, a total of **138 officers** have attended training courses organised by CSCM as detailed in the table below:

SN	Training Programmes	Workmen's Group	Support Staff	Frontline/ Supervisory/ Technical Grades	Middle Management	Sub-total
	Number of public officers trained in JULY 2024					
A	**Capacity and Capability Development Programme** **(sponsored by Ministry of Public Service, Administrative and Institutional Reforms)**					
1	Training Programme on Improving Communication & Productivity	-	-	-	-	0
2	Operations and Processes Management Training Programme for Support Staff (Level 2)	-	-	-	-	0
3	Training Programme on Leadership & Management (Level 3)	-	-	-	-	0
4	Training Programme on Strategic Management & Leadership (Level 4)	-	-	-	-	0
	SUB-TOTAL (A)					**0**
B	**Other Courses** **(sponsored by Ministry of Public Service, Administrative and Institutional Reforms)**					
1	Foundation Course for Management Support Officers (2 Batches)	-	50	-	-	50
	SUB-TOTAL (B)					**50**
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	Ensuring Safety and Efficiency in Business Operations - SICOM Ltd (2 Batches)	22	-	-	-	22
2	First Aid – WMA (1 Batch)	2	16	1	-	19
3	Training for Security Officers - Financial Services Commission (1 Batch)	10	-	-	-	10
4	Leadership and Strategic Thinking - Industrial Development Division (1 Batch)	-	-	-	10	10
5	Contract Management - Financial Services Commission (1 Batch)	-	-	-	10	10
	SUB-TOTAL (C)					**71**
D	**Courses based on TNA**					
SN	Training Programmes	Workmen's Group	Support Staff	Frontline/ Supervisory/ Technical Grades	Middle Management	Sub-total
1						
	SUB-TOTAL (D)					**0**
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	1	-	-	1	2
2	Basic Microsoft PowerPoint	1	-	-	-	1
3	Basic Microsoft Word	1	-	-	-	1
4	Basics of ICT Security	1	1	-	-	2
5	Co-operative Banking and Financial Services	-	1	-	-	1
6	Enhancing Integrity in the Public Sector	-	2	-	-	2
7	Managing Self: A Confucian Approach	-	-	1	-	1
8	Performance Management System in the Civil Service	-	-	1	-	1
9	Public Responsibility in Good Governance	-	-	1	-	1
10	Risk Assessment of Public Policy	-	-	1	-	1
11	Stress Management	-	1	-	-	1
12	Understanding Safety and Health at Work for Public Officers	-	1	-	-	1
13	Using Internet and Email(Outlook) at Work	1	1	-	-	2
	SUB-TOTAL (E)					**17**
	TOTAL(A+B+C+D+E)					**138**

3.   Action Plan Deployment – JULY 2024

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.

Promote Sustainability
17%

Improve Efficiency and
Effectiveness
38%

Develop a Culture of
Change
45%

4.   For this Financial Year 2023/2024, that is, from 01 to 31 JULY 2024, the CSCM has trained 138 public officers.

5.   The Board will be kept informed of the activities of the College.

22 August 2024

Gender Distribution Per Category – JULY 2024

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)	-	-
Operations and Processes Management Training Programme for Support Staff	-	-
Training Programme on Leadership & Management (Level 3)	-	-
Training Programme on Strategic Management & Leadership (Level 4)	-	-
B: Other Courses (sponsored by Ministry of Public Service, Administrative and Institutional Reforms)	**Male**	**Female**
Foundation Course for Management Support Officers (2 Batches)	12	38
C: Customised Courses requested by Ministries/Departments/Parastatal Bodies & State-Owned Companies	**Male**	**Female**
Ensuring Safety and Efficiency in Business Operations - SICOM Ltd (2 Batches)	17	5
First Aid – WMA (1 Batch)	11	8
Training for Security Officers - Financial Services Commission (1 Batch)	8	2
Leadership and Strategic Thinking - Industrial Development Division (1 Batch)	4	6
Contract Management - Financial Services Commission (1 Batch)	4	6
D: Courses based on TNA	**Male**	**Female**
E: E-learning Courses on iTrain/Online courses	**Male**	**Female**
iTrain (13 Online Courses)	4	13
Total	**60**	**78**

Trainer/s Per Training Course – JULY 2024

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)	
Operations and Processes Management Training Programme for Support Staff (Level 2)	
Training Programme on Leadership & Management (Level 3)	
Training Programme on Strategic Management & Leadership (Level 4)	
B: Other Courses (sponsored by Ministry of Public Service, Administrative and Institutional Reforms)	**Trainer/s**
Foundation Course for Management Support Officers (2 Batches)	Mrs B. Kaleechurn, Mrs D. Bhunjun, Mrs F. Maurer, Mrs S. Ramnauth, Mr L. Harnamsing, Mr W. Allybokus, Mr J. Doobaly, Dr D. Doobree, Ms A. Mewa
C: Customised Courses requested by Ministries/Departments/Parastatal Bodies & State-Owned Companies	**Trainer/s**
Ensuring Safety and Efficiency in Business Operations - SICOM Ltd (2 Batches)	Dr. B. Appasamy
First Aid – WMA (1 Batch)	St John
Training for Security Officers - Financial Services Commission (1 Batch)	Mr J. Mokool
Leadership and Strategic Thinking - Industrial Development Division (1 Batch)	Dr. D. Doobree
Contract Management - Financial Services Commission (1 Batch)	Mr. M. Hansa, Mr R. Jewon, Mr S. Atawoo
D: Courses based on TNA	**Trainer/s**
E: E-learning Courses on iTrain/Online courses	**Trainer/s**
iTrain	N/A

Thrust Areas	Training Courses	Output	Outcomes
1.Improve Efficiency and Effectiveness	Ensuring Safety and Efficiency in Business Operations - SICOM Ltd (2 Batches)	22	• Before the training, the level of understanding of the topics on a scale of 1 to 10 (10 being "Understand very well") was 3.1, after the training it was 8.9; • 90% of participants agreed that the training was effective. • 85% of participants stated that the training was related to their duties. • 88% of participants said they could use the training to their jobs and found it valuable.
	Training for Security Officers - Financial Services Commission (1 Batch)	10	• Before the training, the level of understanding of the topics on a scale of 1 to 10 (10 being "Understand very well") was 3.8, after the training it was 8.5; • 95% of participants agreed that the training was effective. • 90% of participants stated that the training was related to their duties. • 85% of participants said they could use the training in their jobs and found it valuable.
	Contract Management - Financial Services Commission (1 Batch)	10	• Before the training, the level of understanding of the topics on a scale of 1 to 10 (10 being "Understand very well") was 2.5, after the training it was 8.1; • 92% of participants agreed that the training was effective. • 88% of participants stated that the training was related to their duties. • 84% of participants said they could use the training in their jobs and found it valuable.
	Basic Microsoft Excel	2	**N/A**
	Basic Microsoft PowerPoint	1	**N/A**
	Basic Microsoft Word	1	**N/A**
	Basics of ICT Security	2	**N/A**
	Co-operative Banking and Financial Services	1	**N/A**

	Performance Management System in the Civil Service	1	**N/A**
	Using Internet and Email(Outlook) at Work	2	**N/A**
2. Develop a culture of change	Foundation Course for Management Support Officers (2 Batches)	50	88% of participants agreed that the training was effective. 84% of participants stated that the training was related to their duties. 82% of participants said they could use the training in their jobs and found it valuable.
	Leadership and Strategic Thinking - Industrial Development Division (1 Batch)	10	- Before the training, the level of understanding of the topics on a scale of 1 to 10 (10 being "Understand very well") was 4.7, after the training it was 8.8; 95% of participants agreed that the training was effective. 90% of participants stated that the training was related to their duties. 85% of participants said they could use the training in their jobs and found it valuable.
	Managing Self: A Confucian Approach	1	**N/A**
	Risk Assessment of Public Policy	1	**N/A**
3. Create a Lean and Smarter Workforce			
4. Enhance Customer Experience			
5. Foster Accessibility			
6. Promote Sustainability	First Aid – WMA (1 Batch)	19	- Before the training, the level of understanding of the topics on a scale of 1 to 10 (10 being "Understand very well") was 3.9, after the training it was 9.2; 94% of participants agreed that the training was effective. 89% of participants stated that the training was related to their duties. 92% of participants said they could use the training in their jobs and found it valuable.
	Enhancing Integrity in the Public Sector	2	**N/A**
	Public Responsibility in Good Governance	1	**N/A**

	Stress Management	1	N/A
	Understanding Safety and Health at Work for Public Officers	1	N/A
Total		**138**	

Number of Participants per Ministry/Department/State – Owned, Parastatal & Local Autorities – JULY 2024

SN	Ministry/Department/ Parastatals, State Owned Enterprises & Local Authorities	Jul-24
1	Office of the President	1
2	Office of the Vice-President	0
3	National Assembly	1
4	Office of the Electoral Commissioner	1
5	The Judiciary	1
6	Public Service Commission and Disciplined Forces Service Commission	1
7	Public Bodies Appeal Tribunal	0
8	Office of Ombudsman	1
9	National Audit Office	1
10	Employment Relations Tribunal	1
11	Local Government Service Commission	1
12	Office of the Ombudsperson for Children	
13	Office of Ombudsperson for Financial Services	0
14	Prime Minister's Office	7
15	Ministry of Housing and Land Use Planning	1
16	Ministry of Tourism	1
17	Ministry of Financial Services & Good Governance	1
18	Ministry of Education, Tertiary Education, Science and Technology	3
19	Ministry of Local Government	2
20	Ministry of Land Transport and Light Rail	1
21	Ministry of Foreign Affairs, Regional Integration and International Trade	1
23	Ministry of Finance, Economic Planning and Development	3

24	Ministry of Energy and Public Utilities	2
25	Ministry of Social Integration	1
27	Ministry of Industrial Development, SMEs and Cooperatives	12
28	Ministry of Environment and Climate Change	2
29	Office of the Solicitor-General	0
30	Office of the Director of Public Prosecutions	1
31	Office of the Parliamentary Counsel	0
32	Ministry of Agro-Industry and Food Security	5
33	Ministry of Youth Empowerment, Sports and Recreation	1
34	Ministry of National Infrastructure	1
35	Ministry of Information Technology, Communication and Innovation	1
36	Ministry of Labour, Human Resource Development and Training	2
37	Ministry of Commerce and Consumer Protection	1
38	Ministry of Health and Wellness	6
39	Ministry of Blue Economy, Marine Resources and Shipping	1
40	Gender Equality and Family Welfare	1
41	Ministry of Arts and Cultural Heritage	1
42	Ministry of Public Service, Administrative and Institutional Reforms	1
43	Rodrigues Regional Assembly	0
44	Others - Parastatals, State Owned Enterprises & Local Authorities	70
	Total	138