

# TRAINING BUZZ

## IN THIS ISSUE

- 1st Quarter highlights 2014
- 2nd Quarter highlights 2014
- 3rd Quarter highlights 2014
- Topic of the Month
- Civil Service Regulation 2014
- Training Gallery



Civil Service Training Institute

About CSTI: Civil Service Training Institute (CSTI) is dedicated to help shape the public service by establishing a mechanism to train, learn and develop the government employees and establish a career based system for the Civil Service. Our primary focus is on the public service which comprises different ministries and other government offices throughout Maldives.

## 1st Quarter highlights 2014

### January 2014

- Training Directory distribution
- Awareness sessions for 113 batches on Sexual Harassment Program (total 2078 participants)
- Graduation of CIII in Office Administration–Batch 1
- Started Diploma in Public Administration and Management–Batch 2
- Started CIII in Office Administration–Batch 2
- Started CIII in Financial Administration–Batch 1
- Phone conference with all ZVs regarding 2014 trainings
- Conducted 8 Corporate training sessions in Male’

### February 2014

- Conducted trainings at Gdh Atoll islands
- Conducted 11 Corporate training sessions in Male’

### March 2014

- Conducted Corporate training sessions in Male’
- Conducted 7 batches of “Finest Service Delivery”
- Conducted training sessions for Civil Servants in Gn.Fuahmulak

## 2nd Quarter highlights 2014

### April 2014

- Conducted trainings at M. Atoll islands (CS Regulation, Viuga, Office Administration Skills, Compliance Audit)
- Conducted Awareness session on Induction
- Graduation of CIII in Office Administration (Batch 2) & CIII in Financial Administration (batch 1)
- Conducted 5 Corporate training sessions in Male’

### May 2014

- Conducted 2 Corporate training sessions in Male’
- Started Certificate III in Office Administration–Batch 3

### June 2014

- MOU signing with AA and Adh atoll to conduct CIII in Office Administration
- Conducted Awareness sessions on Induction
- Conducted 5 Corporate training sessions in Male’

## 3rd Quarter highlights 2014

### July 2014

- Ramazan Break

### August 2014

- MOU Signing with Th. Atoll
- MOU Signing with Ga. Atoll
- MOU followup trip to Adh Mahibadhoo & Mamigili to conduct meetings with council members, trainers
- Conducted 4 corporate training sessions in Male’

### September 2014

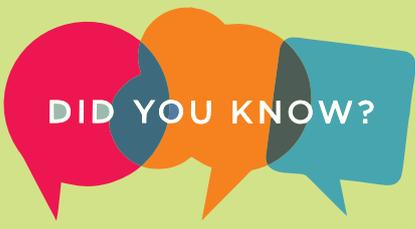
- Started CIII in Office Administration in Adh Atoll
- Started CIII in Office Administration (Batch 4)  
CIII in Project Managemnt (Batch 1)  
CIII in ICT for Office Managemnt (Batch 1)  
CIII in Acc & Financial Administration (Batch 2)
- MOU followup trip to Th.Atoll and GA Atoll to conduct meetings with council members,trainers
- Conducted 3 Corporate training session in Male’

### Recent Events

- TOT workshop on Customer Care  
16 October 2014
- Signed E- learning consultancy agreement with COL and started consultancy work  
9 November 2014
- Conducted trainings at HA. Atoll all islands (CS Regulation, Viuga, Office Administration Skills, Compliance Audit)  
7-14 November 2014
- Information Sessions on CS regulation  
12-21 November 2014
- Review and Monitoring trip to Adh Atoll  
21-22 November 2014

### Upcoming Events

- Graduation of CIII in Office Administration (Batch 4)  
CIII in Project Managemnt (Batch 1)  
CIII in ICT for Office Managemnt (Batch 1)  
CIII in Acc & Financial Administration (Batch 2)
- Preparation of 2015 Training Calendar



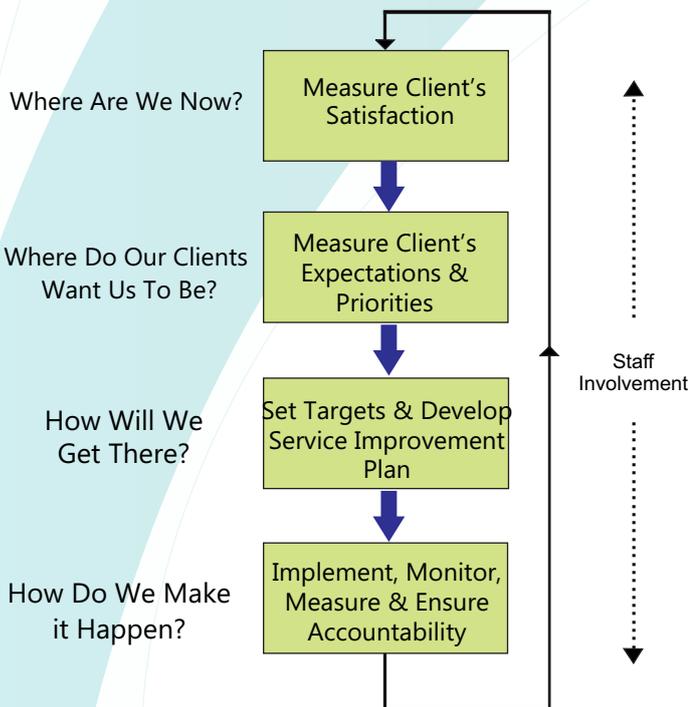
DID YOU KNOW?

Without use and practice, people forget 25% of what they know in 6 hours and 33% within 24 hours

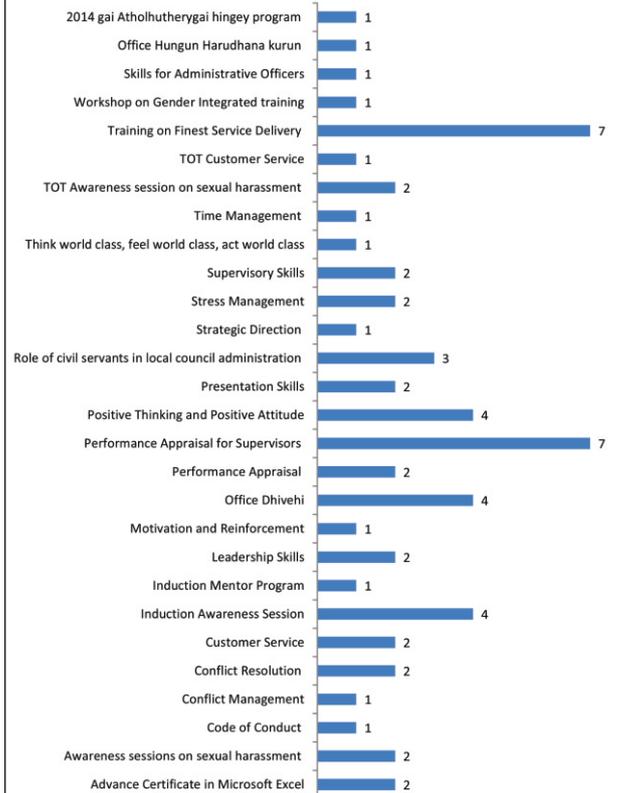
Source: Training and Development, April 2001

## TOPIC OF THE MONTH: Improving Service delivery

The Service Improvement Planning and Implementation model



### Trainings Conducted From Jan to Oct 2014



## Civil Service Regulation 2014

# Training Gallery



Graduation Ceremony of CIII in Office Administration Course



Meeting with AA Atoll councilors and Commissioners - MOU signing



Dhivehi Civil Service Conference 2014



Team Building Outdoor Session- CIII in Office Administration



CSTI Futsal cup 2014

CIII in ICT for Office Management



## This Month's Contributors

Aminath Shahma Haleem  
 Mariyam Zeeniya  
 Fathimath Habeeba  
 Niam Waheed  
 Uz Ayathulla Hussain  
 Afiya Abdul Haadhee

Layout & Design  
 Shahida Khalid