

ISSUE 3 | MARCH 2015

TRAINING BUZZ

IN THIS ISSUE

Training Highlights
Topic of the Month
Training Gallery



Civil Service Training Institute

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.

Highlights of February-March

Awareness sessions on CS Regulation



• **Jamaludhin School Staffs**
19 February 2015
108 Participants

• **'VilliMale' Hospital Staffs**
27 February 2015
28 Participants

Awareness Sessions on Financial Regulation



Ministry of Youth and Sports Staffs
• 15 February 2015 (Batch 1)
24 Participants

• 16 February 2015 (Batch 2)
23 Participants

Strategic Foresight: Maldives Civil Service in 2020

3-4 March 2015
39 Participants



Public Lecture Series

Talk on
Political-Administrative Alignment
4 March 2015
146 Participants



Training on Delivering the Finest Customer Service



Ministry of Finance and Treasury Staff
• 1-2 February 2015 (Batch 1)
• 8 & 10 February 2015 (Batch 2)

Atoll Trainings



Performance Appraisal Training -Addu City Council
• 5 February 2015
25 Participants

Session on CS Regulation -Addu City Council
• 5 February 2015
25 Participants

Training on Delivering the Finest Customer Service -
• 19-20 February 2015 (Batch 7) (Adh Mahibadhoo)
26 Participants
• 20-21 February 2015 (Batch 8)
13 Participants

CSII in Office Administration- (Adh Mahibadhoo batch)
• 19-21 February 2015

Capacity Development Programme- (Dh Kudahuvadho)
• 1-3 March 2015
58 Participants

Male' Trainings



Supervisory Skills
• 1-5 March 2015

Public Policy Formation
• 10 February - 5 March 2015

Customer Service
• 22-25 February 2015

Introduction to Admin Skills
• 10-19 February 2015

Upcoming Events

- Awareness sessions on CS Regulation for National Bureau of Statistics Staffs
- Office Dhivehi for Administrative Staffs
- Presentation Skills
- Positive Thinking and Positive Attitude
- Conflict Resolution
- Computer Proficiency
- Capacity Development Programme (N. Manadhoo)
- Awareness sessions on PA and CS Regulation - (M. Mulaku)
Positive Thinking and Positive Attitude (M. Mulaku)
- Awareness sessions on CS Regulation - (Ha. kelaa, M. Muli, Adh. Dhangethi)



Quote of the Month

“Give me a stock clerk with a goal and I'll give you a man who will make history. Give me a man with no goals and I'll give you a stock clerk.”

~ J.C. Penney

TOPIC OF THE MONTH

Be SMART when Setting Goals

By: Brian Bailey

Goal setting is like working on a business plan, it needs to be felt and analyzed. It needs more than just an evaluation of what you want and desire, it entails an in-depth analysis of what you are capable of and what you want to do. Just like a business plan, you should also consider the risk and rewards, cost and opportunities, possibilities and resources. It takes so much to set a life goal, but it is the foundation of getting what you want. It is the path in which you drive your efforts into, a solid brick foundation of your dreams and ambition.

Being SMART when setting goals is important. Especially if you really want good results at the end of your quest. Just like in business planning, you need your goals in place, and should follow the SMART principle. Goals needs to be Specific, Measurable, Achievable, Relevant and Time bounded.

Still, like all other things, being SMART is not the end of goal setting, You need to EVALUATE and RE-EVALUATE just to make sure that all other things are still gearing towards your goal. SMART setting of goals need not be the smartest for you leave no room for flexibility in the superlative form, you just need to be SMARTER and you're off to a good start.

Specific

When an objective is put in place, you should be very specific about it. It should not be too general for it can mislead you to what you really want. Be clear and precise about your goals and you will have a clear direction into it.

Achievable

We know that we are bound to great things, that everything is possible, but let us not disregard our limitations and specialties. Our skills are enhanced on various matters; we do not have the monopoly of all the knowledge and skills. Everything can be learned but wouldn't it be more realistic and achievable if we gear our objectives up to what we were really meant to be?

Relevant

Choose goals that matters to you. You can set a lot of specific goals, one that you think will work out just fine to make your life better but is it relevant? Is it important? Is it worth your time and effort? Choose what is relevant, choose what matters.

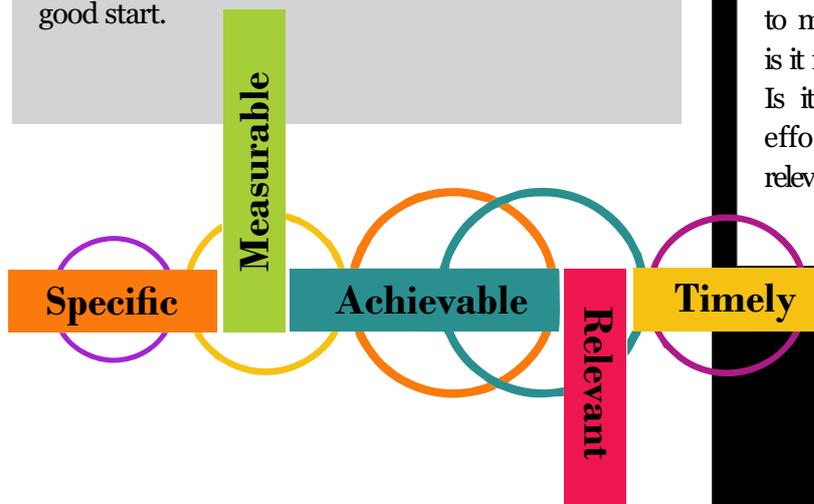
Measurable

You should be able to measure the progress you are making towards your goal. In setting up a goal, you should be able to answers questions about quantity such as "how much" and "how many". Knowing the figures will help you in the evaluation if you are really gearing up towards you objective.

Time-bound

Set a time frame. Know when you would want to have your goals and objective materialized. The tendency of not setting a time frame that is realistic is that you will tend to procrastinate doing things. So have a realistic time frame and work on your objectives religiously

Remember, You Are More Powerful Than You Know!



Training Gallery



Capacity Development Programme (Dh Kudahuvadhoo)



Meeting held with Elections Commission regarding elections Training



Workshop on Strategic Foresight: Maldives Civil Service in 2020

Talk on Political - Administrative Alignment

CIII in Office Administration (Mahibadhoo Batch)



This Month's Contributors

Aminath Shahma Haleem
Shahida Khalid
Fathimath Habeeba

Layout & Design
Shahida Khalid