

	<p style="text-align: center;">UNIVERSITY OF MAURITIUS Centre for Professional Development and Lifelong Learning</p> <p style="text-align: center;">WORKSHOP on MANAGING INFORMATION & COMMUNICATION</p> <p style="text-align: center;">DEADLINE FOR APPLICATION – MONDAY 10 AUGUST 2009</p>
<p>OUTCOMES</p>	<ul style="list-style-type: none"> • To enable participants to understand the need for valid and accurate information and to recognise the constraints of obtaining information; • To gather and record information relevant to your own area of responsibility; • To analyse data to extract information and use appropriate techniques to enhance understanding; • To interpret information to make decisions and solve problems.
<p>TOPICS</p>	<ul style="list-style-type: none"> • What information do we need for our roles? • Where do we get that information from and is it correct and relevant? • Issues around managing information - ethics, confidentiality, access and authorisation. • Information for decision-making. • Decision-making models. • Barriers to decision-making. • Communicating information effectively.
<p>RESOURCE PERSON</p>	<p>Mrs Lynne WALLEY, Principal Lecturer and Head of Centre for Professional Management, Staffordshire University.</p>
<p>TARGET AUDIENCE</p>	<p>Professionals involved in the field of information and communication and related fields, and the public in general.</p>
<p>DATE/ LENGTH</p>	<p>Tentative date: Wednesday 19 August 2009 Duration: 6 hours (9:00 – 16:00)</p>
<p>FEES</p>	<p>Rs 3,000 (includes teabreaks and stationeries)</p>
<p>AWARD</p>	<p>A Certificate of Attendance by the University of Mauritius.</p>
<p>FOR MORE INFORMATION</p>	<p>Please visit the website http://www.uom.ac.mu/Admissions/ for more details and Application Form.</p>



UNIVERSITY OF MAURITIUS

Centre for Professional Development and Lifelong Learning

MANAGING INFORMATION & COMMUNICATION

INFORMATION AND INSTRUCTIONS TO APPLICANTS

1. GENERAL

- (a) Application forms are downloadable at <http://www.uom.ac.mu/Admissions> .
- (b) Before filling the Application Form, applicants are advised to read carefully this document.
- (c) Fees of the amount of Rs 3,000 are payable in advance at Registration and are not refundable.

2. SUBMISSION OF APPLICATION

Completed Application Form should be sent to either by registered post or handed over to or emailed to:

Centre for Professional Development and Lifelong Learning

(near MCB Bank – Réduit)

University of Mauritius

Réduit

Email: k.jogarah@uom.ac.mu

Opening Hours: 0900 hrs – 1200 hrs

1300 hrs – 1600 hrs

Deadline for application: **Monday 10 August 2009.**

Note: Only successful applicants will be notified of the outcome of their application.

3. TARGET AUDIENCE

Professional involved in the field of information and communication, and the public in general.

4. MEDIUM OF TEACHING

English.

5. STARTING DATE

Tentative date: **Wednesday 19 August 2009 (full day).**