



2017 TRAINING PLAN



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STATEMENT OF THE DIRECTOR OF PUBLIC PROSECUTIONS,

MR CHRISTOPHER T. PRYDE

The work of the Office of the Director of Public Prosecutions (“ODPP”) continues to grow and demand the skills and commitment of legal, technical and corporate professionals. In 2017, we are continuing to make steady and careful progress towards building an organisation that is both modern and professional which firmly promotes and upholds the rule of law in Fiji.

The formulation of a structured training and development programme will ensure that ODPP staff deliver consistent service in 2017. Our intention for 2017 is to “take training to our people” so that they can strengthen their skills and competency levels and contribute positively towards the fulfilment of our vision of **“A modern and professional prosecution service that fosters national goals and aspirations of peace and good governance through the rule of law”**.

The 2017 Training Plan is made possible through the combined initiatives of senior management and staff in completing the Training Needs Analysis (TNA) process that was coordinated by the ODPP training section and then submitted to me through the Human Resources Manager for final endorsement.

This Training Plan is divided into two (2) parts where the first part is designed to provide the best training, empowerment and capacity building for ODPP staff and the second part is focused on empowerment for trainers to equip and motivate police prosecutors, public prosecutors and the private bar toward being proactive in carrying out their duties for the proper administration of the criminal justice system in Fiji. Our Training Section successfully organized a total of forty (40) trainings in 2016 of which seven (7) were overseas based training, one (1) Hampel Advocacy Training, five (5) were external training, four (4) were webinar training and twenty four (24) were in-house training.

The ODPP strives to foster networking, enhance knowledge; and most importantly, share knowledge with other prosecution and legal administration teams in Fiji, and in time, within the South Pacific. Our 2016 milestone achievement was to host the National Advocacy training course using the Hampel method which will be expanded to target practitioners in all Divisions.

In 2016 Training Feedback & Evaluations forms were designed which were used to evaluate training activities and compile reports. The responses to the training needs exercise were commendable.

Managers of all divisions undertook discussions to identify their staff divisional needs whereby each staff member was asked to identify their individual needs. As a result, the 2017 Training Plan is a continuation of the 2016 Training plan detailing the training courses that will be facilitated by the ODPP training section.

Staff are encouraged to utilize the many training opportunities available and to work together to achieve our objectives in 2017.

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Christopher T. Pryde
Director of Public Prosecutions

TRAINING POLICY

Aim

The Office of the Director of Public Prosecutions (“ODPP”) training and development policy provides the management and its Human Resources Department an opportunity to align the strategic direction with its training and development needs.

Objectives

- I. Align the ODPP’s strategic direction with training and development
- II. To grow the organisation by providing the people with relevant and value adding training
- III. To provide opportunities for growth for our people
- IV. To raise a pool of skilled and proficient people to draw from the event where there is loss of skilled personnel

It enables managers and employees to assess their training needs, identify development activities and options and link this to career and succession plans so that individual and ODPP needs are met.

The creation of the Individual Development Plan forms are part of the Performance Review Process which is completed annually. This should enable managers and employees to action their development needs as required ensuring they can meet their performance expectations. Identification of training needs should be done in a structured way that is focussed on whether the person has the required competencies needed by their actual role as articulated in their Individual Work Plans and Position Descriptions. Hence, the ODPP has developed two (2) processes to assist managers in identifying training needs and passing these on to the Training Officer to develop a comprehensive and strategic Training Plan.

These two (2) processes are complementary however managers can choose to undertake one or the other:

- Complete a competence review as part of the initial discussions they have with employees in the performance management process; or
- Complete the Training Needs Analysis questionnaire relevant to the position their employees hold.

The Training Plan developed annually for the ODPP collates all the training needs of employees as identified in their Individual Development Plans and prepares training development activities that strategically address these needs whilst utilizing available resources appropriately. At times a more structured training needs process may be required and managers will be guided by the Training Officer to complete a Training Needs Analysis Questionnaire for the incumbent.

Checklist and Documents

Documents relevant to this process include:

- Annual Training Plan
- Position Description
- Training Needs Analysis Questionnaire

- Individual Development Plan

Training Plans and Calendars

- The Training Section should on an annual basis collate the training needs of the ODPP and prepare a training plan and calendar addressing common or group needs.
- Training needs may be identified by collating the completed Competence Review forms from the Performance Review process. If a manager does not complete one, then the Training section can request the manager to complete a Training Needs Analysis Questionnaire relevant to the role of the incumbent.
- Managers should consult this plan and calendar when working with individual employees to create their development plan so they are in the best position to access development opportunities available.

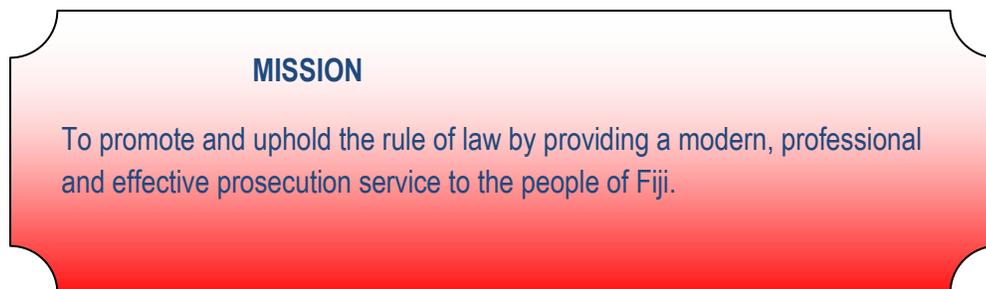
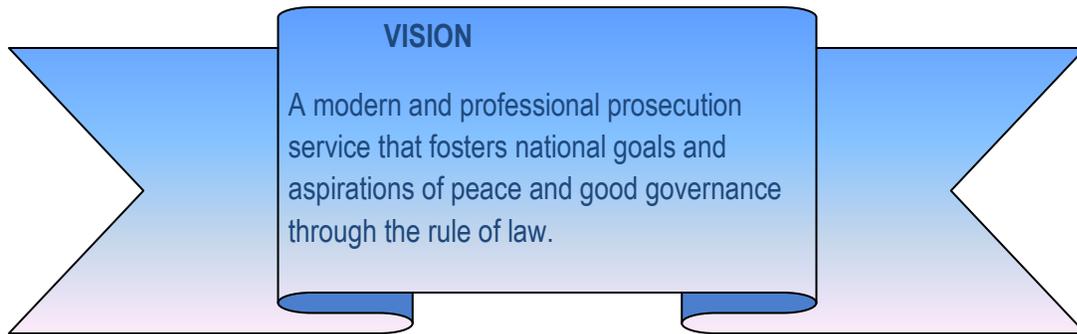
Individual Development Plans

- All employees should have an Individual Work plan. It is the manager's responsibility to create one with the employee or employees under their supervision:
 - when they enter the ODPP(during induction); and
 - At each performance planning session(annually).
- Each manager and employee should actively refer to this document and work throughout the year to achieve the development goals set. They should make contact with HR and the Training section for support and advice.
- Each development plan should be based on the actual needs of the employee. This can be identified using different tools:
 - A Training Needs Analysis(using a formal questionnaire or the competence review)
 - Discussion of their performance(during their performance review); and
 - Observation in the workplace
- Outside of the induction process, all other Individual Development Plans will be created as part of the Performance Review Process using the Competence Review Form or a Training Needs Analysis Questionnaire.

GUIDING PRINCIPLES

The Office of the Director of Public Prosecutions (“ODPP”) is committed to upholding the values, policies and rights set out in the Constitution.

The ODPP Mission and Value statements articulate the essential principles that guide the conduct of the ODPP and the Code of Conduct binds all staff to act with honesty and integrity and to uphold the ODPP’s values and key objectives at all times.



GOAL AND STRATEGIES OF THE TRAINING SECTION

Training Goal

The goal of the training section is to produce knowledgeable and skillful people who have positive attitudes towards assigned tasks within the organisation. In an era of continuous learning processes, the training section of the ODPP strives to meet organisational needs to produce a pool of competitive, skillful and knowledgeable employees.

Training Strategies

The ODPP has adopted a comprehensive training approach based on a systematic approach toward training. There are five steps in the training process as follows:

- I. Define
- II. Design
- III. Develop
- IV. Deliver and
- V. Evaluate

Defining the training needs is undertaken through the conduct of an organisational Training Needs Analysis (TNA). Training needs are identified through various methods such as questionnaires, observations, interviews, and discussions between staff and management.

The TNA is an important tool for the ODPP. A TNA is a review of learning and development needs for staff. It is a process of identifying the gaps that ODPP staff needs to fulfil in order to achieve our collective organisational vision. It is used as the foundation for determining training objectives as well as the selection, design, implementation and evaluation of the right training programme for staff.

On 20th July, 2015, a TNA awareness exercise was carried out with executive and mid-level management and on 23rd July, 2015 respective divisional and section managers were emailed the ODPP individual and divisional needs forms for completion. The individual TNA forms were filled out by staff through a consultation process. Supervisors and Managers were also required to complete the divisional TNA form. From an organisational perspective, the DPP identifies specific trainings for the entire organisation.

A total of fourteen (14) TNA forms were designed according to the technicality of the work required to be undertaken. Thirteen (13) were divisional need forms and one (1) was the individual needs form.

Once training needs are analysed, the training plan is developed. The plan contains types of courses and identifies target groups, the course objectives and contents. Based on the course modules, training curricular, lesson plans and training programmes are developed. Delivery is the process where the courses are actually conducted. The final step in the training process is evaluation of the course conducted.

The training programmes at the ODPP are adopted to cater for the development of individuals not only to be knowledgeable and skilful but also to have high integrity and operate according to best practice standards at work.

About the Training and Development Section

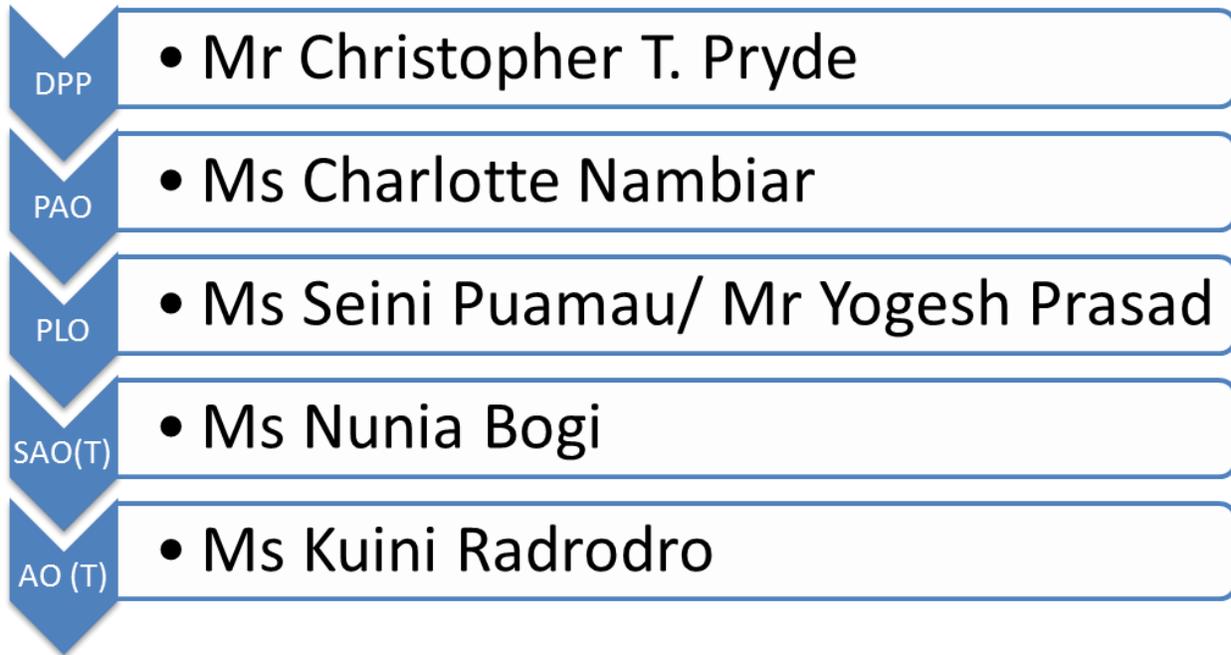
The Training and Development section works together to explore areas where the ODPP staff can upgrade their competencies and contribute more towards carrying out their duties in an effective and efficient way. This section also contributes to the development of the ODPP training & development policy and procedures and where necessary will recommend amendments and inclusion to the policy which is submitted to the Human Resources Manager for screening before approval is obtained from the DPP.

This section also carries out pre and post assessment of training in the form of evaluations to see the impact of training on employees on how positively it has contributed towards enhancing professional skills and improving attitudes and behaviour of them to excel in their respective positions. This year the training will be expanded to other areas such as leadership development skills, team-building, problem solving and management techniques for both state counsel and administration staff.



ODPP MONTHLY TRAINING

2017 TRAINING STRUCTURE



POLICE PROSECUTIONS MONTHLY TRAINING



ORGANISATIONAL TRAINING

External Training Courses

Fire Wardens Refresher Training

This training is mandatory as stipulated under the Health and safety at Work Act, 2003.

Objectives:

To provide appointed fire wardens in the organisation with the necessary knowledge and skills to prepare for and respond to emergency situations. Appointed Fire Wardens will be especially taught how to safely manage or conduct emergency evacuations. They are adequately trained as a core leadership team ready to command that critical first line of defence.

Contents:

- Fire Safety (presentation and practical).
- Fire Warden (roles & responsibilities).
- Early evacuation warning systems & evacuation plans.
- Evacuation drills (need regulations, requirement, aspect & practical evacuation drill).

Methodology:

Lecture, group work, demonstration and practical.

Target Audience:

Fire wardens and assistants.

Resource:

External

Duration:

1 day (8hrs)

Venue & Date:

Suva - Tentative

Training Provider:

NFA

Occupational Health and Safety Management

Objectives:

- This introductory course aims to provide health and safety representatives with the range of basic skills enable them to effectively and responsibly represent their work group.
- It also aims to provide the representatives with the working knowledge of Health and Safety at work act 1996 and other relevant legislations.
- Furthermore it also assist the Health and Safety representatives to understand the principles of hazard identification, risk assessment and risk control and develop positive attitudes towards occupational health and safety.

Contents:

- OHS human dimension.
- Health & Safety at work Act 1996.
- Health & Safety committee.
- Managing OHS in the workplace.
- Design, support, and evaluate health and safety programs and implement procedures using project management principles and processes appropriate to the task.
- Affect/manage change by advancing OH&S principles within management systems, cultures, practices, and priorities.
- Apply basic adult learning and assessment principles in the design, development and delivery of training and information for differing levels within the workplace.
- Use a range of effective communication skills and methods to clearly and briefly convey regulatory and technical information and data to designated audiences.

Methodology:

Lectures, group work and workplace inspection.

Target group:

All Staff

Resource:

In-house

Duration:

1 day

Venue & Date:

Suva - Tentative

INDIVIDUAL TRAINING

TIME MANAGEMENT

Objectives:

At the end of the course, participants will be able to better:

- Clarify your goals and achieve them.
- Handle people and projects that waste your time.
- Be involved in better delegation.
- Work more efficiently with your boss/advisor.
- Learn specific skills and tools to save your time.
- Overcome stress and procrastination.

Contents:

- Controlling distractions.
- Goals, priorities and planning.
- To do list.
- Worth your time.
- Scheduling yourself
- Delegation.
- Activity logs.
- Creating more time.
- Actions plans.
- Reading Techniques.

Target Groups:

All Staff

Methodology:

Lecture, group work and presentation.

Duration:

12hrs

Venue & Date:

Suva – Tentative Date

Training Provider:

In - House

Effective Communication in the Workplace

Objectives:

- This is an introduction to the dynamics of face-to-face communication skills – looking at what affects the participants and how they might take more charge of the situations. It gives an overview of how communications works at its best, identifying of where it can go wrong. We “unpick” all the elements that go into effective communication and explain to people how they can be more in charge of the communication dynamic.

Contents:

- Understanding how communications works.
- Gaining active listening and responding skills.
- Seeing things from other points of view.
- Managing your assumptions actively.
- Understanding your own strengths.
- How others may see you.
- Looking at body language.
- Increasing confidence.
- Difficult people or situations.

Methodology:

Lectures, group work and presentation.

Target group:

All Staff

Resource:

In-house

Duration: 1 day

Venue & Date: Suva – Tentative Date

Basic Business Writing Workshop

Objectives:

- At the end of this programme, participants to discuss the concept of tone.
- To discuss the concept of tone in view of formal writing.
- To discuss appropriateness of vocabulary, contractions etc.
- To provide opportunities to practise and provide feedback to all participants.

Contents:

- A properly narrowed, controlling idea or argumentative thesis.
- Supporting examples and accurate, sound analysis.
- A sense of audience and rhetorical purpose.
- Minimal errors in grammar and punctuation.
- A clear prose style appropriate to the discipline.

Methodology:

Lectures, group work and presentations.

Target group:

Frontline Staff

Resource:

In-house

Duration: 1 day

Venue & Date: Suva –Tentative Date

Customer Service Training

Objectives:

- Managing customer service.
- Learning different body language techniques.
- Motivational and inspirational factors.

Contents:

- Greetings and importance of smile.
- Important of Customers – internal & external.
- Stages in exceptional customer care.
- First and last impressions.
- Service excellence attributes – front office.
- Attitude building.
- Product knowledge.

Methodology:

Lecture and presentation.

Target group:

All Staff

Resource:

In-house

Duration: 1 day

Venue & Date:

Suva –Tentative Date

Emotional Intelligence

Objectives:

- This course will give you the tools you need to be emotionally intelligent in your workplace. An employee with high emotional intelligence can manage his or her own impulses, communicate with others effectively, manage change well, solve problems, and use humour to build rapport in tense situations.

Contents:

- Define and practice self-management, self-awareness, self-regulation, self-motivation and empathy.
- Understand, use and manage your emotions.
- Verbally communicate with others.
- Successfully communicate with others in a non-verbal manner.
- Identify the benefits of emotional intelligence.
- Relate emotional intelligence to the workplace.
- Balance optimism and pessimism.
- Effectively impact others.

Methodology:

Lectures, demonstrations, role play and discussions.

Target group:

All level Staff

Resource:

In-house

Duration: 1 day

Venue & Date:

Suva –Tentative Date

Stress Management

Objectives:

- At the end of this programme, participants will be given a three- option method for addressing any stressful situation, as well as a toolbox of personal skills, including using routines, relaxation technique, and a stress log system.

Contents:

- Identify the best approach to a stressful situation (Alter, Avoid or Accept).
- Understand what lifestyle elements you can change to reduce stress.
- Use routines to reduce stress.
- Use environmental and physical relaxation techniques.
- Better cope with major events.
- Use a stress log to identify stressors and create a plan to reduce or eliminate them.

Methodology:

Lectures, case studies and discussions.

Target group:

All Staff

Resource:

In-house

Duration:

1 day

Venue & Date:

Suva –Tentative Date

DIVISIONAL TRAINING NEEDS

Summary

The Divisional training focuses on the technical side of all aspects of work field. The ODPP has a pool of technical people who are ready to provide training in all facets of technical work carried out by staff. The training team organizes monthly ODPP trainings where State Counsels from the General Crimes, Serious Fraud and Child Protection Divisions get together to learn and develop technical skills in carrying out their prosecutorial function. The following is a list of training needs identified by Counsels assigned to each division.

SERIOUS FRAUD DIVISION

- Document Analysis
- Civil Procedure and Process
- Prosecuting Corruption
- Medical Terms and Procedures

CHILD PROTECTION DIVISION

- Dealing with child witness and proper application
- Understanding Fraud offences and computer related offences
- Crime scene investigations
- Upskilling advocacy training
- Drafting Appeals and Processes involved

GENERAL CRIMES DIVISION

- Prosecuting Traffic Offences
- Illicit Drugs
- Prosecuting Rape and Sexual Offences
- Dealing with Photographic Evidence
- Drafting of Petitions and Appeal grounds to High Court and Court of Appeal
- Video Interviews

CORPORATE DIVISION – EXTERNAL TRAININGS

Our corporate services comprises of seven sections which facilitates the core business of the ODPP. The staff at corporate services are required to undertake professional development programme to provide the best services possible to State Counsel. Training is outsourced to address these needs.

FINANCE

- VAT for accounting purposes
- Financial statement analysis and interpretation
- Taxation of Fringe benefits
- Inventory management
- E-commerce and electronic transactions security

ADMINISTRATION & TRANSPORT

- Refresher Defensive Course
- Basic management
- OHS module 3
- Record keeping

IT & MEDIA SECTION

- Public Relation skills
- Writing reports and proposals

TRAINING & DEVELOPMENT

- Writing reports and proposals
- Developing training programme
- OHS workplace harassment
- Manage people and performance
- National Trainers Convention

REGISTRY

- Registry procedures
- Cases Management System

LIBRARY

- Asia-Pacific library and information conference

SECRETARIAL

- Writing effective emails
- Telephone skills and customer service
- Handling complains and difficult customers
- Event planning
- Confidence building

ODPP OVERSEAS TRAINING

The ODPP Staff attend training, meetings and conferences and seminars overseas upon the DPP's nomination. The procedure is such that when the ODPP receives participation invitations for overseas events, the HR manager on the advice of the DPP circulates invitations among staff inviting expressions of interest. The HR Manager then narrows the pool of potential attendees based on their training needs and determines whether they have competence gaps relevant to the overseas training opportunity at hand.

List of Professional Overseas training attended by ODPP

- I. **International Association of Prosecutors Annual Meeting**
- II. **APG Annual Meeting and Technical Forum**
- III. **APG Assessor Workshop**
- IV. **Symposium on Economic Crime (Cambridge, UK)**
- V. **PILON**
- VI. **Post Graduate Certificate in Corruption Studies – Hong Kong**

POLICE PROSECUTIONS TRAINING

The ODPP external series of Prosecution Workshops aims to develop workplace skills relevant to the participant's role within the criminal justice system. It is designed to develop the participant's knowledge of criminal procedure through the pre-trial, trial and sentencing processes. It encompasses ethical issues particular to prosecution and incorporates the notions of fair trial and due process. The Prosecution workshops are conducted once a month on the third Saturday of every month from January to November. Participation is open to public officers involved in prosecutions, and to members of the private Bar. This is an advantage opportunity for external Counsels to gain Continuing Legal Education (CLE) points.

Ethics

Objectives:

At the end of this programme, participants will be able to understand:

- The aims and functions of the criminal law and how it operates within the criminal justice system.
- Knowledge about criminal responsibility, the elements of crimes and the classification of offences.
- Understanding of the processes by which offenders are charged, prosecuted and sentenced.
- Knowledge of the powers, functions and ethical responsibilities of prosecutors in both pre-trial and trial processes.

Contents:

- The role of DPP and prosecutors.
- Etiquette and dress.
- Ethical duties and considerations.
- Public interest.
- The duty of disclosure.
- Summative assessment: draft disclosure activity.
- Peer review; summative assessment activity.

Methodology:

Lectures, case studies and discussions.

Target group:

Prosecutors

Resource:

In-house

Duration: 1 day

Venue & Date:

Suva, Lautoka & Labasa

Charges

Objectives:

At the end of this programme, participants will be able to understand;

- The aims and functions of the criminal law and how it operates within the criminal justice system.
- Knowledge about criminal responsibility, the elements of crimes and the classification of offences.
- Understanding of the processes by which offenders are charged, prosecuted and sentenced.
- Knowledge of the powers, functions and ethical responsibilities of prosecutors in both pre-trial and trial processes.

Contents:

- The test for prosecution.
- Drafting requirements.
- Drafting: defects, amendments and withdrawals.
- Consolidation and Severance.
- Summative assessment: draft charges exercises.
- Peer review; summative assessment activity.

Methodology:

Lectures, Case studies and discussions.

Target group:

Prosecutors

Resource:

In-house

Duration: 1 day

Venue & Date:

Suva, Lautoka & Labasa

Bail

Objectives:

At the end of this programme, participants will be able to understand;

- The aims and functions of the criminal law and how it operates within the criminal justice system.
- Knowledge about criminal responsibility, the elements of crimes and the classification of offences.
- Understanding of the processes by which offenders are charged, prosecuted and sentenced.
- Knowledge of the powers, functions and ethical responsibilities of prosecutors in both pre-trial and trial processes.

Contents:

- Overview of the Bail Act, 2002.
- Bail – important legal principles.
- Litigation drafting: Bail submission.
- Summative assessment: moot bail application.
- Peer review; summative assessment activity.

Methodology:

Lectures, case studies and discussions.

Target group:

Prosecutors

Resource:

In-house

Duration: 1 day

Venue & Date:

Suva, Lautoka & Labasa

Pre-Trial Preparation

Objectives:

At the end of this programme, participants will be able to understand;

- The aims and functions of the criminal law and how it operates within the criminal justice system.
- Knowledge about criminal responsibility, the elements of crimes and the classification of offences.
- Understanding of the processes by which offenders are charged, prosecuted and sentenced.
- Knowledge of the powers, functions and ethical responsibilities of prosecutors in both pre-trial and trial processes.

Contents:

- Legal analysis and research.
- Pre-Trial conferencing.
- Guilty pleas.
- Summative assessment; moot guilty plea.
- Peer review: summative assessment activity.

Methodology:

Lectures, case studies and discussions.

Target group:

Prosecutors

Resource:

In-house

Duration: 1 day

Venue & Date:

Suva, Lautoka & Labasa

Trial Preparation

Objectives:

At the end of this programme, participants will be able to understand;

- The aims and functions of the criminal law and how it operates within the criminal justice system.
- Knowledge about criminal responsibility, the elements of crimes and the classification of offences.
- Understanding of the processes by which offenders are charged, prosecuted and sentenced.
- Knowledge of the powers, functions and ethical responsibilities of prosecutors in both pre-trial and trial processes.

Contents:

- Credibility and Admissibility of the evidence.
- Case theory and strategy.
- Dealing with witnesses – important legal principle.
- Witness selection and ordering their testimony in court.
- Case strategy.
- Summative assessment: case strategy matrix.
- Peer review; summative assessment activity.

Methodology:

Lectures, case studies and discussions.

Target group:

Prosecutors

Resource:

In-house

Duration: 1 day

Venue & Date:

Suva, Lautoka & Labasa

Negotiation

Objectives:

At the end of this programme, participants will be able to understand;

- The aims and functions of the criminal law and how it operates within the criminal justice system.
- Knowledge about criminal responsibility, the elements of crimes and the classification of offences.
- Understanding of the processes by which offenders are charged, prosecuted and sentenced.
- Knowledge of the powers, functions and ethical responsibilities of prosecutors in both pre-trial and trial processes.

Contents:

- Ethical considerations during negotiation.
- Effective communication during negotiation.
- Admitted and disputed facts.
- Practical tips for drafting admitted facts.
- Summative assessment: draft admitted facts exercises.
- Peer review; summative assessment activity.

Methodology:

Lectures, case studies and discussions.

Target group:

Prosecutors

Resource:

In-house

Duration: 1 day

Venue & Date:

Suva, Lautoka & Labasa

Advocacy

Objectives:

At the end of this programme, participants will be able to understand;

- The aims and functions of the criminal law and how it operates within the criminal justice system.
- Knowledge about criminal responsibility, the elements of crimes and the classification of offences.
- Understanding of the processes by which offenders are charged, prosecuted and sentenced.
- Knowledge of the powers, functions and ethical responsibilities of prosecutors in both pre-trial and trial processes.

Contents:

- The art of advocacy.
- Opening and closing your case.
- Examination in chief.
- Cross examination.
- Refreshing memory and hostile witnesses.
- Summative assessment: moots.
- Peer review; summative assessment activity.

Methodology:

Lectures, case studies and discussions.

Target group:

Prosecutors

Resource:

In-house

Duration: 1 day

Venue & Date:

Suva, Lautoka & Labasa

Voir-Dire

Objectives:

At the end of this programme, participants will be able to understand;

- The aims and functions of the criminal law and how it operates within the criminal justice system.
- Knowledge about criminal responsibility, the elements of crimes and the classification of offences.
- Understanding of the processes by which offenders are charged, prosecuted and sentenced.
- Knowledge of the powers, functions and ethical responsibilities of prosecutors in both pre-trial and trial processes.

Contents:

- Assessing voire dire issues prior to trial.
- The judges rules.
- Burden, standard & evidentiary considerations.
- Involuntariness & Unfairness.
- Summative assessment: moot voire dire.
- Peer review; summative assessment activity.

Methodology:

Lectures, case studies and discussions.

Target group:

Prosecutors

Resource:

In-house

Duration: 1 day

Venue & Date:

Suva, Lautoka & Labasa

Evidence

Objectives:

At the end of this programme, participants will be able to understand;

- The aims and functions of the criminal law and how it operates within the criminal justice system.
- Knowledge about criminal responsibility, the elements of crimes and the classification of offences.
- Understanding of the processes by which offenders are charged, prosecuted and sentenced.
- Knowledge of the powers, functions and ethical responsibilities of prosecutors in both pre-trial and trial processes.

Contents:

- Statutory and common law provisions.
- Preservation & chain of custody.
- Exhibits lists & tendering in court.
- No case to answer.
- Summative assessment: draft case to answer submissions.
- Peer review; summative assessment activity.

Methodology:

Lectures, case studies and discussions.

Target group:

Prosecutors

Resource:

In-house

Duration: 1 day

Venue & Date:

Suva, Lautoka & Labasa

Sentencing

Objectives:

At the end of this programme, participants will be able to understand;

- The aims and functions of the criminal law and how it operates within the criminal justice system.
- Knowledge about criminal responsibility, the elements of crimes and the classification of offences.
- Understanding of the processes by which offenders are charged, prosecuted and sentenced.
- Knowledge of the powers, functions and ethical responsibilities of prosecutors in both pre-trial and trial processes.

Contents:

- Statutory and policy guidelines.
- Sentencing options.
- Aggravating factors.
- Mitigating factors.
- Sentencing submissions.
- Summative assessment: moot bail application.
- Peer review; summative assessment activity.

Methodology:

Lectures, case studies and discussions.

Target group:

Prosecutors

Resource:

In-house

Duration: 1 day

Venue & Date:

Suva, Lautoka & Labasa

Fair Trial

Objectives:

At the end of this programme, participants will be able to understand;

- The aims and functions of the criminal law and how it operates within the criminal justice system.
- Knowledge about criminal responsibility, the elements of crimes and the classification of offences.
- Understanding of the processes by which offenders are charged, prosecuted and sentenced.
- Knowledge of the powers, functions and ethical responsibilities of prosecutors in both pre-trial and trial processes.

Contents:

- The right to a fair trial.
- Common law and statutory provisions for fair trial doctrine.
- Factors which can impact adversely on a fair trial.
- Obligation on the prosecutor.
- Abuse of process and remedies.
- Summative assessment: abuse of process argument moot.
- Peer review; summative assessment activity.

Methodology:

Lectures, case studies and discussions.

Target group:

Prosecutors

Resource:

In-house

Duration: 1 day

Venue & Date:

Suva, Lautoka & Labasa

TRAINING CALENDAR, 2017

Month	Date	Training type	Training title	Division	Trainer	Audience
January	TBC	External	OHS	Suva	FNU	Training
	27 January	In – House	ODPP Monthly workshop	Suva	ODPP GCD	Prosecutors
February	TBC	Overseas	Best practice techniques to combat money laundering corruption & financial crime	PNG		Prosecutors
	TBC	External	Effective business writing skills	Suva	FNU	Secretaries
	06 Feb	In-House	Basic Prosecution Course	Suva	Police Academy	Prosecutors
	24 Feb	In – House	ODPP Monthly workshop	Suva	ODPP	Prosecutors
	TBC	External	Refresher Defensive Driving course	Suva	LTA	Drivers
March	17 March	In-House	Basic Prosecution course – end	Suva	Police Academy	Prosecutors
	31 st March	In-house	ODPP Monthly workshop	Suva	ODPP	Prosecutors

Month	Date	Training type	Training title	Division	Trainer	Audience
April	22 April	In-House	Monthly Prosecution workshop	Suva, West, North	ODPP	Prosecutors
	TBC	External	Human Resource essential	Suva	FNU	Administration
	TBC	External	Fire Wardens course	Suva	NFA	OHS officers
	28 April	In-House	ODPP Monthly workshop	Suva	ODPP GCD	Prosecutors
May	TBC	External	Refresher Defensive Driving course	LTK	LTA	Drivers
	20 May	In-House	Monthly Prosecution workshop	Suva, West, North	ODPP	Prosecutors
	TBC	In-house	OHS	Suva	FNU	All staff
	26 May	In-House	ODPP Monthly workshop	Suva	ODPP CPD	Prosecutors
June	17 June	In-House	Monthly Prosecution workshop	Suva, West, North	ODPP	Prosecutors
	TBC	Overseas Training	Advocacy Training on vulnerable witness handling programme	Hong Kong		Prosecutors
		In-House	ODPP Monthly workshop	Suva	ODPP	Prosecutors
	TBC	Overseas Training	IAP	Sydney, Australia		Prosecutors

Month	Date	Training type	Training title	Division	Trainer	Audience
July	15 July		Monthly Prosecution workshop	Suva, West, North	ODPP	Prosecutors
	28 July		ODPP Monthly workshop	Suva	ODPP GCD	Prosecutors
	23-28 July	Overseas Training	APG	Macao, China		Prosecutors
August	19 Aug		Monthly Prosecution workshop	Suva, West, North	ODPP	Prosecutors
	TBC	External	Refresher Defensive Driving course	Labasa	LTA	Drivers
	TBC	Overseas Training	APG(Assessor Training Council)	Seoul, Korea		Prosecutors
	25 Aug		ODPP Monthly workshop	Suva	ODPP CPD	Prosecutors
September	16 Sep		Monthly Prosecution workshop	Suva, West, North	ODPP	Prosecutors
	TBC	Internal	Cases Management system	Suva		All staff
	TBC	Overseas Training	IATC	Kuala Lumpur, Malaysia		Prosecutors
	TBC	Overseas Training	International Symposium Economic Crime	Cambridge, UK		Prosecutors
	29 Sep		ODPP Monthly workshop	Suva	ODPP SFD	Prosecutors

Month	Date	Training type	Training title	Division	Trainer	Audience
October	14Oct		Monthly Prosecution workshop	Suva, West, North	ODPP	Prosecutors
	TBC		Legal Conference	Geneva		Prosecutors
	TBC		Hempel Advocacy Training	Suva	TBC	Prosecutors
	27Oct		ODPP Monthly workshop	Suva	ODPP GCD	Prosecutors
November	18Nov		Monthly Prosecution workshop	Suva, West, North	ODPP	Prosecutors
	7-11Nov	Overseas Training	PILON(fully funded)	NZ		Prosecutors
	TBC	Overseas Training	IAP	Dubai		Prosecutors
	14 Nov - 25 Nov	Overseas Training	Post-Graduate in Corruption studies	University of Hong Kong		Prosecutors
	24Nov		ODPP Monthly workshop	Suva	ODPP CPD	Prosecutors
December	5-6 Dec		AG's Conference	Intercontinental Resort		ODPP Legal staff

Tentative Plan 2017 ad-hoc Basis

Outside presenters will be obtained for these tentative trainings and will coincide with the ODPP monthly training. Cost will be determined upon duration of the training.

Date	Training Type	Training title	Division	Trainer	Audience
Tentative	In-house	Anger management	Suva	TBC	Prosecutors & corporate
Tentative	In-house	Creative problem solving	✓	✓	✓
Tentative	In-house	Emotional intelligence	✓	✓	✓
Tentative	In-house	Stress management	✓	✓	✓
Tentative	In-house	Time management	✓	✓	✓
Tentative	In-house	Workplace diversity	✓	✓	✓
Tentative	External	Refresher Defensive Course	Suva, West & North	LTA officers	Drivers
Tentative	In-house	Fire Warden & Drill exercise	Suva	NFA officers	OHS officers
Tentative	External	Budgeting & forecasting	Suva	TBC	Accounts & Finance
Tentative	External	Social media training	✓	✓	MLO
Tentative	External	Public speaking	✓	✓	MLO
Tentative	External	Ethics train the trainers	✓	✓	Training Officers
Tentative	In-house	Administrative support	✓	✓	Base grade Admin/Finance
Tentative	In-house	Records management	✓	✓	Registry/Litigation staffs
Tentative	In-house	Management development training	✓	✓	Managers

TRAINING BUDGET - ESTIMATE

Month	Date	Training Type	Training Title	Div	No.of Pax	Reg fees(ext training only)	Total cost of reg fees	Refreshment	Other expense(meal, acc & transport)	Total cost Approx \$
January	TBC	External	Train the trainers module 1	Suva	1	750				795
	27 Jan	In-house	ODPP monthly workshop	Suva	50		0	3000	2040	5040
February	18 Feb		Monthly Police Prosecution workshop	Suva West & North	80		0	2500	600	3100
	TBC	In-house	Fire Wardens Training	Suva	8	972		300		1272
	24 Feb		ODPP monthly workshop		50		0	3000	2040	5040
March	18 March		Monthly Police Prosecution workshop	Suva Labasa Lautoka	80		0	2500	600	3100
	TBC		Train the trainers module 2	Suva	1		750		750	750
	TBC		Refresher Defensive driving course	Suva	1	45	45		9	54
	31 Mach		ODPP TRAINING		50		0	3000	2040	5040

	Date	Training type	Training Title	Div	No.of pax	Reg fees(ext training only)	Total reg fees	refreshment	Other expenses ie meals, acc & transport	Total cost Approx \$
April	15 April		Monthly Police Prosecution workshop		80			2500	600	3100
	TBC	External	Human Resource essential	Suva	2		350		54	754
	TBC	External	Refresher Driving course	Labasa	1	45	45		9	54
	28 April		ODPP monthly workshop		50			3000	2040	5040
	TBC	Internal	OHS	Suva	7	250	1750		63	1813
May	20 th May	Inhouse	Monthly Prosecution workshop	Suva Lautoka Labasa	80			2300		2300
	TBC	External	Professional development for secretaries & typists	Suva	2			220		440
	TBC	External	Public Relations Skills	Suva	1			275		275
	TBC	External	Manage people & performance	Suva	1			180		180
	26 May	Inhouse	ODPP monthly workshop		50			3000	2040	5040

Month	Date	Training type	Training title	Venue	No.of pax	Reg fees(ext training only)	refreshment	Other expenses ie meals, acc & transport		Total cost Approx \$
June	17	Monthly Police Prosecution workshop			80			2500	600	3100
	04-11 th June		NAGTRI	Washington DC,						Fully funded
			IAP	Australia						20000
			Advocacy training on vulnerable witnesses	Hong Kong						20000
		External	Time management		2				180	180
	23	ODPP monthly workshop			50			3000	2040	5040
July	15 July	Monthly Police Prosecution workshop			80			2500	600	3100
		External	Manage Budgets & Financial plans 1		1				200	200
		Inhouse	ODPP monthly workshop		50			3000	2040	5040
	23-28 July	External	APGML	Sri Lanka	2					30000

Month	Date	Training type	Training title	Div	No. of Pax	Reg fees	Total cost	Refreshment	Other expenses	Total cost App (\$)
August	19 August	Monthly Police Prosecution workshop			80			2500	600	3100
		External	Website designing		1		375			375
		APG	Seoul, Korea				25000			25,000
	25 August	ODPP monthly workshop			50			3000	2040	5040
September	05-08 th Sep	APGML	San Diego, USA		2		20000			40,000
	16 Sep	Monthly Police Prosecution workshop			80			2500	600	3100
	External	Manage Budgets & Financial plans 2			1		180			180
	04 th -11 th Sep	International symposium Economic crime	Cambridge, UK		2		35000			35000
		IATC	Kuala Lumpur, Malaysia		2		30000			30000
	11-15 th Sep	External	Dublin, Ireland		2		20000			20000
	29 Sep	ODPP monthly workshop			50			3000	2040	5040

	Date	Training type	Training title	Div	No.pax	Reg fees	Total cost	Refreshments	Other expenses	Total cost Approx(4)
October	14 Oct	Monthly Police Prosecution workshop			80			2500	600	3100
	27 Oct	ODPP monthly workshop			50			3000	2040	5040
November	18 Nov	Monthly Police Prosecution workshop			80			2500	600	3100
	7-11 Nov	PILON	NZ							Fully funded
	14-25 Nov	Post-Grad Corruption	University of Hong-Kong				25000			25,000
		IAP	New York, USA				25000			25,000
	24 Nov	ODPP monthly workshop			50			3000	2040	5040
December	5-6 Dec	AG's conference								53000
	TBC	ODPP monthly workshop						3000	2040	5040
	TBC	Monthly Police Prosecution workshop								3100
Estimated Total Cost = (\$)<u>\$427,202.00</u>										

The following participants are identified for 2017 training.

Section – SUVA	Name
Serious Fraud Division	Jayneeta Prasad Mehzabeen Khan Maira Konrote
Child Protection Division	Pauline Madanavosa Meli Vosawale Kimberly Semisi Swastika Sharma Lavenia Bogitini
General Crimes Division	Mosese Korovou Lee Burney Sekonaia Vodokisolomone Juleen Fatiaki Darshani Kumar Siteri Navia Wakesa Elo Moumita Chowdhury Sujata Lodhia Eoghn Samisoni Unaisi Tamanikaiyaroi Shirley Tivao Bhavna Kantharia
Secretaries	Lagilagi Fesau Margaret Chand Shouhana Chand Shalini Prasad
Receptionist	Priyanka Prasad
IT	Latanoa Bulivou
Registry/Litigation	Kiran Singh Shalen Kumar Manoa Kaleca Navinita Maharaj
Training & Development	Seini Puamau Nunia Bogi Kuini Radrodoro

	Shinal Maharaj
Library	Ziad Hussein
Administration and transport	Maureen Kumar Kavit Prasad Robert Kumar Naipote Matakitoga Joji Donu Torika Rokonaiku Wilisoni Faha
Accounts	Sharon Prasad Michelle Singh Shivneel Sharma
SECTION – EASTERN DIVISION	NAME
Nausori Office	Yogesh Prasad Susan Serukai Taitusi Tuenuku Veena Prasad
SECTION – WESTERN DIVISION	NAME
Lautoka Office - WESTERN DIVISION	Semi Babitu Shelyn Kiran Rukalesi Uce Saini Naibe Maciu Nacaucaulevu Ratnesh Kumar Fulora Vakawaci
Rakiraki Office	Josaia Niudamu Resina Nenewa Josefa Tosokiwai
Nadi Office	Alvin Singh Simione Seruvatu Vasiti Adikula
Ba Office	Luisa Latu Aman Datt Sunil Raniga Swaran Kaur
Sigatoka Office	Timoci Qalinauci Vineshni Dass Luke Nakulanikoro

SECTION – NORTHEN DIVISION	NAME
Labasa Office	Lisiate Fotofili Amelia Vavadakua Sofaia Takayawa Muni Sharma
Savusavu Office	Rajneel Kumar Reshmi Peters Dhirend Chand

Appendix: Training Forms

TRAINING EVALUATION FORM



We appreciate your views which will assist us in providing quality trainings for the ODPP.

Thank you in advance for your valued participation in completing this evaluation form.

Training Title: _____ Facilitator: _____

Duration: _____ Designation: _____

Name/Optional: _____ Date: _____

(Please tick the option that best represents your views)

		Excellent	Very Good	Average	Poor
A: PROGRAMME					
1	How would you rate the overall programme				
2	In terms of improving or reinforcing my knowledge, skills, the programme was				
3	Achievement of course objectives				
B: THE TRAINER					
4	Overall quality of the trainer's presentation was				
5	Trainers knowledge on the subject matter				
6	Methods used for the training was				
7	Concluded with summary or other relevant techniques				
8	Relevance of course to the workplace				
C: PRESENTATION					
9	Quality of the training materials and handouts				

10	Conference facilities (room setup, air condition, lighting)				
D: COORDINATION					
11	How well was the coordination provided by coordinator				
12	How would you rate the caterers services for refreshment/ lunch				
E: LEARNING					
13	Before the course, my knowledge /skills in this area was				
14	At the end of the training, my knowledge/ skill in this area is				

Strength of the course

Weakness of the course

Suggested improvement to the course

Your comments are much appreciated

Individual Work Plan

Name:

Post:

Period (From/To):

The parties agree to and with the objectives for the review of individual performance, as set out in the Performance Management System.

Incumbent:

Date:

Supervisor:

Date:

Countersigning Officer:

Date: _____

STRATEGIES	ACTIVITIES (Insert those activities for which this position will be responsible for effecting)	DUE DATE	RESULTS	REVIEW

POSITION DESCRIPTION

1.0 **POSITION TITLE:**

SALARY GRADE:

LOCALITY:

POST HOLDER:

REPORTS TO:

DESIGNATION:

1.2 **UNDERTAKINGS**

SIGNATURE OF POST HOLDER.....DATE.....

SIGNATURE OF SUPERVISOR.....DATE.....

Signature indicates Post-holders acceptance of the tasks required to be performed to achieve the ODPP's objectives. The Reporting Officer undertakes to conduct regular reviews and a final annual assessment of post holders work based on his or her Principal Accountabilities.

2.0 PRIMARY PURPOSE OF THE POSITION

3.0 ORGANISATIONAL ENVIROMENT

3.2 **ROLE OF THE POSITION –**

4.0 POSITION DIMENSIONS

4.1 **Budget:**

4.2 **Assets:**

5.0 NATURE & SCOPE

5.1 **INTERPERSONAL RELATIONSHIPS**

5.1.2 External

6.0 CUSTOMER EXPECTATIONS

7.0 REPORTING RELATIONSHIP

8.0 REPORTING REQUIREMENTS

9.0 ROLES OF SUBORDINATES

10.0 DECISION MAKING

11.0 CHALLENGES DEVELOPMENT

12.0 AUTHORITY LEVEL

13.0 PRINCIPAL ACCOUNTABILITIES

NO PRINCIPAL ACCOUNTABILITIES

14.0 KNOWLEDGE /SKILLS/EXPERIENCE/ATTITUDE

15.0 QUALIFICATION

16.0 SUCCESSION PLANNING & TRAINING

17.0 ORGANISATIONAL CHART

Training Needs Analysis Form

1. Name of Nominee:	EDP/FNPF No:
2. Date of Birth:	No.of Children:
3. Sex:	Married/Single:
4. Department:	
5. Section/Station:	Telephone:
6. Fax No.	E-mail:
7. Present Post:	Job Title: CLASSIFICATION/CODE
8. Date of joining service:	Confirmed: (Yes/No)
9. Qualification and dates obtained:	
10. Service Exam passed with dates:	
11. Work experience(show post, dept. & no.of years on each:	

12. Details of all past courses attended (Full and correct information should be given for the past 2 years)

Name of course	Duration	Dates attended	Institution	Country
Applicant's Signature:		Date:		

Section B: Training Nominations selection (TNS)

13. Is the officer serving a bond? (Yes/No) If yes, state when the bond period expires.
14. Give full justification as to why the course is necessary for this nominee (This should include Annual Confidential Report (ACR) rating)
15. List other officers of same grade and state why this nominee has been selected for training and not any other officer.

21. Skills required to perform the duties of the post:	
22. Attitude/Attributes and other factors (Competencies) required to perform the duties of the post:	
23. Specific areas in which training is required:	
24. Any general comments by the Supervisor regarding this nominee's selection?	
Signature:	Date:
25. Comments by the HR Manager:	
Signature:	Date:
26. Decision by the Director :	
Signature:	Date: