



2018 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 2018, 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 2018. Our intention for 2018 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 2018 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 thirty nine (39) trainings in 2017 of which eight (8) were overseas based training, two (2) Hampel Advocacy Training, five (5) were external 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 2018 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 2017 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 2018 Training Plan is a continuation of the 2017 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 2018.

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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.

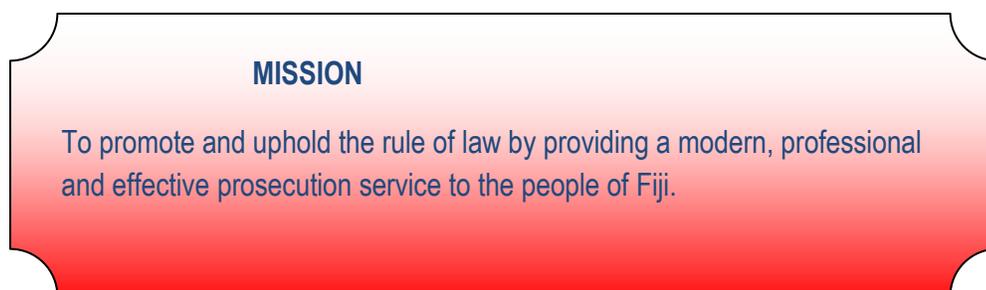
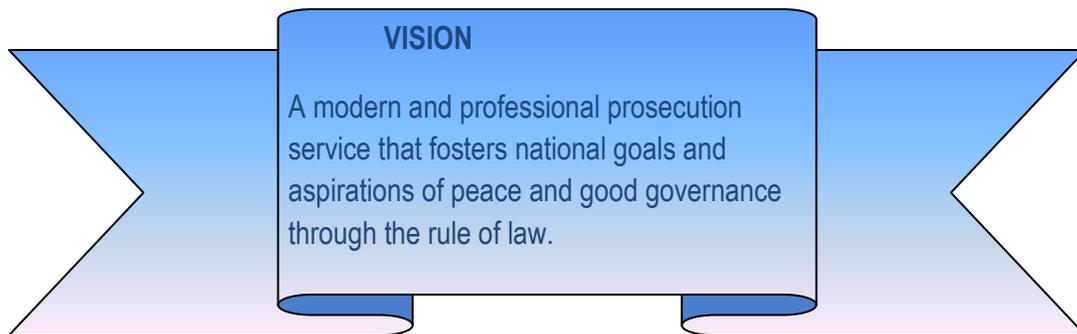
Individual Development Plans

- 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.

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 curricula, 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.

HAMPLE ADVOCACY TRAINING 2017



2018 TRAINING STRUCTURE

DPP

- Mr Christopher T. Pryde

PAO

- Ms Charlotte Nambiar

PLO

- Ms Seini Puamau

SAO(T)

- Ms Nunia Bogi

AO (T)

- Ms Kuini Radrodro

BASIC PROSECUTIONS COURSE 2017



ORGANISATIONAL TRAINING

External Training Courses

Fire Evacuation Drill

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

Objectives:

To address perhaps the most important safety procedure when dealing with a fire incident. This training empowers and conditions both wardens and staff alike to remain calm and act confidently and rationally during an emergency. Fire Wardens are especially drilled and tested for competency in carrying out all their duties including of course, safely managing an emergency evacuation as per company procedures. This course serves as an important timely refresher both Fire Wardens and staff alike.

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

TRAINING OF TRAINERS

Objectives:

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

- Understand and apply principles underlying adult learning to deliver workplace instruction.
- Develop individual competence in delivering effective presentation.
- Understand and practice the use of key training, instruction methods and techniques.
- Use audio-video aids to add value to your presentation.
- Use basic training evaluation techniques to assess presentations.

Contents:

- Adult learners.
- Learning principles and styles
- Communication skills
- Learning environment: Role of motivation
- Domains of learning
- The training cycle
- Designing programmes – Writing Instructional objectives
- Roles of the Trainer

Target Groups:

Training facilitators and coordinators

Methodology:

Lecture, group work and presentation.

Duration:

5 days

Venue & Date:

Suva – 19th – 23rd February 2018

Training Provider:

FNU

Effective Business Writing Skills

Objectives:

- Put the basics of good communication into practice
- Express yourself assertively, even in difficult situation
- Promote cooperation with co-workers
- Develop clear, effective communication
- Avoid loss of motivation and time resulting from ineffective communication
- Establish a more productive atmosphere at workplace

Contents:

- Awareness of communication styles
- Objectives of business writing
- The communication process
- Principles of effective writing
- Writing effective emails
- Memos and letter writing
- Report writing

Methodology:

Lectures, group work and presentation.

Target group:

All Staff

Resource:

In-house

Duration: 2 days

Venue & Date: Suva – 07th – 08th February 2018

Professional Development for Office Administrators, Secretaries & Personal Assistants

Objectives:

- Effectively demonstrate good communication skills written and non-verbal communication
- Establish and maintain professionalism in the workplace
- Understand how to effectively resolve conflicts
- Understand the importance of business etiquette especially listening and telephone skills, note taking and minute taking
- Understand your personality types and how they can positively contribute to groups/teams

Contents:

- Communication (verbal and non-verbal) and listening skills
- Professionalism at the workplace
- Professional business writing – particularly e-mails
- Inter-personal relationships
- Conflict management techniques
- Effective note-taking, minute taking skills

Methodology:

Lecture and presentation.

Target group:

All Staff

Resource:

In-house

Duration: 2 days

Venue & Date:

Suva – 21st - 22nd February 2018

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

- Civil proceeding procedure and process
- Foreign investment laws
- Companies Act and its offences
- Foreign exchange laws

CHILD PROTECTION DIVISION

- Appellate Courts Advocacy Training
- Understanding criminal procedures(Advocacy Training)
- Voir- dire Trials(dealing and identifying VD issues (Advocacy Training)
- Investigation Issues and how to deal with it
- Judges perspective on Criminal Advocacy

GENERAL CRIMES DIVISION

- Bail, Remand Procedures and Prison process
- Expert witness(support evidence- CRO reports, finger prints, biologist, chemist and forensic science service
- Joint enterprise and drug trafficking investigation
- conspiracy
- Domestic violence Act and Juveniles Act

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 & PAYE
- Financial statement
- Fiji Institute of Accountants seminar & workshops
- Fraud investigation
- Budget management

ADMINISTRATION & TRANSPORT

- Defensive driving course (DDC)
- First Aid
- Hands on wheel instructors course
- Problem solving

IT & MEDIA SECTION

- Public Relation skills
- Writing reports and proposals
- Database training/Networking
- CISCO
- Latest SQL server training

TRAINING & DEVELOPMENT

- Leadership training
- Developing training programme
- OHS workplace harassment
- Training of Trainers (TOT)
- National Trainers Convention

REGISTRY

- Registry procedures
- Cases Management System
- OHS training
- Communication skills (writing of minutes/reports)

LIBRARY

- Asia-Pacific library and information conference
- Liberty National User Conference
- Australian Law librarians association conference
- IFLA-World library & information congress

SECRETARIAL

- Refresher course for secretaries
- Telephone skills and customer service
- Telephone skills & customer service
- Writing effective emails

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 Conference & Annual General Meeting (Cape Town, South Africa)**
- II. **APG Annual Meeting and Technical Forum (Nepal)**
- III. **Cambridge Economic Crimes Symposium (UK)**
- IV. **Pacific Islands Legal Officers Network (Samoa)**
- V. **Post Graduate Certificate in Corruption Studies (HKSR)**
- VI. **Advanced MOYS Library Classification Symposium (Melbourne, Australia)**
- VII. **Regional Prosecutors & Maritime Surveillance Control Advisors Training (Solomon Islands)**
- VIII. **Crown Law Assistance (Wellington, New Zealand)**
- IX. **Association for the Prevention of Torture (Geneva)**
- X. **International Federation of Library Associations (Kuala Lumpur, Malaysia)**

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 2018 – TENTATIVE DATES

Month	Date	Training type	Training title	Division	Trainer	Audience
January	26 th	In – House	ODPP internal workshop	Suva	ODPP SFD	Prosecutors
February	17 th	In-House	ODPP External workshop	Suva,	PLO(SP) PLO(YP)	Prosecutors
	23 rd	In – House	ODPP internal workshop	Suva	ODPP CPD	Prosecutors
	21 st – 22 nd		Professional development for secretaries & registry officers	Suva	FNU	Secretaries & administrative assistants
	19 th – 23 rd Feb		Training of Trainers Module 1	Suva	FNU	Training facilitators
	05 th – 07 th		OHS Module I & II	Suva	PACIFIC TAFE -	OHS Officers
March	12th March – 06 th April	In-House	Basic Prosecution course (1)–Begin	Suva	PLO(YP)	Prosecutors
	17 th	In-house	ODPP External workshop	Suva		Prosecutors
	23 rd	In-house	ODPP internal workshop	Suva	ODPP GCD	Prosecutors
	21 st		Social Media strategy	-Suva	Pacific TAFE	Media Liaison Officer

Month	Date	Training type	Training title	Division	Trainer	Audience
April	06 th	In-House	Basic Prosecutions Course- end	Suva, West, North	PLO(SP) PLO(YP)	Prosecutors
	21 st		ODPP External workshop			Prosecutors
	25 th – 27 th		11th Asia –Pacific -IAP	Port Villa - Vanuatu		Prosecutors
	27 th	In-House	Potpourri ODPP Monthly workshop	Suva	ODPP CPD	Prosecutors
	11 th		Workplace communication	Pacific TAFE - Suva		Secretaries & Typist & Registry staff
May	07 th May		Basic Prosecutions Course (ii) - Begin			Prosecutors – Outside agencies
	19 th May	In-House	ODPP external workshop	Suva, West, North	ODPP	Prosecutors
	14 th		MS Office powerpoint - Advanced	Suva	Pacific TAFE -	IT staff
	01 st – 03 rd		OHS Module I & II	Nadi	Pacific TAFE -	OHS officers - West
	25 May	In-House	ODPP internal workshop	Suva	ODPP SFD	Prosecutors
June	23 June	In-House	ODPP external workshop	Suva, West, North	ODPP	Prosecutors
	08 th – 10 th June		HAMPLE Train the Trainers			Prosecutors
	29 th June	In-House	ODPP internal workshop	Suva	ODPP CPD	Prosecutors

Month	Date	Training type	Training title	Division	Trainer	Audience
July	02 nd July		ODPP Advanced Prosecution Course – Begin – 6 weeks	Suva, West, North	ODPP	Prosecutors
	21 st July		ODPP external workshop	Suva	ODPP	Prosecutors
	27 th July		ODPP Internal workshop		GCD	Prosecutors
August	10 th		Advanced Prosecution Course - End	Suva, West, North	ODPP	Prosecutors
	25 th		ODPP external workshop	Suva, West, North		Prosecutors
	30 th July – 02 nd August	Overseas Training	MOYS - Library			Librarian
	31 st		ODPP internal workshop - Potpourri	Suva	PLO(SP)	Prosecutors
September	22 nd		ODPP external workshop	Suva, West, North	ODPP	Prosecutors
	02 nd –08 th	Overseas Training	36 th Economic Crime Symposium	Jesus College, Cambridge		Prosecutors
	09 th – 13 th	Overseas Training	23 rd IAP Conference	Durban, South Africa		Prosecutors
	24 th – 27 th	Overseas Training	IFLA World Library & Information Congress	Malaysia		Librarian
	28 Sep		ODPP internal workshop	Suva	SFD	Prosecutors

Month	Date	Training type	Training title	Division	Trainer	Audience
October	01 st oct 5 th – 06 th Oct	In - house	HAMPLE Training		All available trainers	Private Bar
	20 th Oct		ODPP External Workshop	Suva, West, North	ODPP	Prosecutors
	26 Oct		ODPP internal workshop	Suva	ODPP CPD	Prosecutors
November	24 th Nov		ODPP external workshop	Suva, West, North	ODPP	Prosecutors
	05 th , 08 th – 09 th Nov		HAMPLE)		All available trainers	Private Bar
	03 rd – 23 rd Nov	Overseas Training	Post Graduate Certificate in Corruption	Hong-Kong		Prosecutors
	30 th Nov		ODPP internal workshop followed by Black tie dinner	Suva	ODPP GCD	Prosecutors
December	07 th – 08 th Dec		AG's Conference	Intercontinental Resort		ODPP Legal staff

Tentative Plan 2018 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	Case Management System	Suva	TBC	Prosecutors & corporate
Tentative	In-house	First-Aid	✓	✓	✓
Tentative	In-house	Advanced IT skills	✓	✓	✓
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	External	Budgeting & forecasting	Suva	TBC	Accounts & Finance
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 \$
	26 Jan	In-house	ODPP internal workshop	Suva	50		0	3000	2040	5040
February	17 Feb		ODPP external workshop	Suva West & North	80		0	2500	600	3100
	19 th – 23 rd		Training of Trainers Module 1	Suva	4			750		3000
	21-22 nd		Professional developments for admin assistants	Suva	2			220		440
	05 th – 07 th		OHS Module I & II	Suva	2			350		700
	23 Feb		ODPP internal workshop		50		0	3000	2040	5040
March	24 th March		ODPP external workshop	Suva Labasa Lautoka	80		0	2500	600	3100
	12 th March – 06 th April		Basic prosecution Course 1	Suva	15					5000
	21 st		Social Media Strategy	Suva	1			180		180
	30 th March		ODPP internal workshop		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	14 April		ODPP external workshop		80			2500	600	3100
	25 th – 27 th April		11 th IAP - Vanuatu							15000
	11 th		Workplace communication		2		180			360
	27 April		ODPP internal workshop		50			3000	2040	5040
May	12 May	Inhouse	ODPP external workshop	Suva Lautoka Labasa	80			2300		2300
	07 th – 31 st May		Basic Prosecution course II							5000
	14 th		MS office powerpoint-Advanced	Suva	1			180		180
	01 st – 03rd		OHS Module I & II	Nadi	2			350		700
	TBC		USP Careers Expo							2000
	26 May	Inhouse	ODPP internal 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	23rd	ODPP external workshop			80			2500	600	3100
	8 th -10 th	HAMPLE	In-house							3000
	29 th	ODPP internal workshop			50			3000	2040	5040
July	21st	ODPP external workshop			80			2500	600	3100
	02 nd July-10 th August	Advanced Prosecution course								5000
	27 th	ODPP internal workshop			50			3000	2040	5040

Month	Date	Training type	Training title	Div	No. of Pax	Reg fees	Total cost	Refreshment	Other expenses	Total cost App (\$)
August	18 August	ODPP external workshop			80			2500	600	3100
			Asia Pacific Library & information conference							10000
	31 August	ODPP internal workshop			50			3000	2040	5040
September	02 nd – 08 th	Overseas	36th Economic Crime- Cambridge		3		20000			60,000
	22nd	ODPP external workshop			80			2500	600	3100
	09 th – 13 th	Overseas	23 rd IAP – Durban, South Africa		1					40000
	24 th – 27 th Sep		IFLA World Library & Information congress Malaysia				20000			20000
	28 Sep	ODPP internal 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	13 Oct	ODPP external workshop			80			2500	600	3100
	01 st – 04 th & 05 th	HAMPLE-Private Bar								5000
	26 Oct	ODPP internal workshop			50			3000	2040	5040
November	17 Nov	ODPP external workshop			80			2500	600	3100
	03 rd – 23 rd Nov	Post-Grad Corruption	University of Hong-Kong				30000			30,000
	29 Nov	ODPP internal workshop			50			3000	2040	5040
December	07 th – 08 th	AG's conference								50000
	TBC	ODPP monthly workshop						3000	2040	5040
	TBC	Monthly Police Prosecution workshop								3100
Estimated Total Cost = <u>(\$)</u> \$349,340.00										

The following participants are identified for 2018 training.

Section – SUVA	Name
Serious Fraud Division	Jayneeta Prasad Mehzabeen khan Maira Konrote Saif Shah
Child Protection Division	Meli Vosawale Kimberly Semisi Swastika Sharma Lavenia Bogitini Sadaf Shameem
Appeals Division	Paulini Madanavosa Seini Puamau Sekonaia Vodokisolomone
Media Liaison Officer	Farisha Ahmed
General Crimes Division	Mosese Korovou Lee Burney Juleen Fatiaki Siteri Navia Wakesa Elo Moumita Chowdhury Sujata Lodhia Eoghn Samisoni Unaisi Tamanikaiyaroi Shirley Tivao Bhavna Kantharia Zenith Zunaid Prenika Lata
Secretaries	Lagilagi Fesau Margaret Chand Shouhana Chand Shalini Prasad Akanisi Vosanibola
Receptionist	Priyanka Prasad
IT	Latanoa Bulivou Amitesh Prasad
Registry/Litigation	Kiran Singh Shalen Kumar Susana Vuniani Alvin Khan
Training & Development	Seini Puamau Nunia Bogi

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

SECTION – NORTHERN DIVISION	NAME
Labasa Office	Lisiate Fotofili Amelia Vavadakua Darshani Kumar Neha Sharma Muni Sharma
Savusavu Office	Rajneel Kumar 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: