



2020 TRAINING PLAN (REVISED)



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STATEMENT BY 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 2020, we had anticipated that we will continue to make steady and careful progress towards building an organisation that is both modern and professional and 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 2020. Our intention for 2020 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 2020 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 and Development 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 organised a total of forty (40) training sessions in 2019 of which ten (10) were overseas based training, five (5) were external training and twenty four (24) were in-house training. In addition, the ODPP successfully held its first Conference in a number of years and which was attended by one hundred (100) people both local and overseas.

The ODPP strives to foster networking, enhance knowledge; and most importantly, share knowledge with other prosecution and legal administration teams in Fiji, and now within the South Pacific.

In 2019, 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 2020 Training Plan is a continuation of the 2019 Training plan detailing the training courses that will be facilitated by the ODPP Training and Development Section.

Staff are encouraged to utilize the many training opportunities available and to work together to achieve our objectives in 2020.

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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.

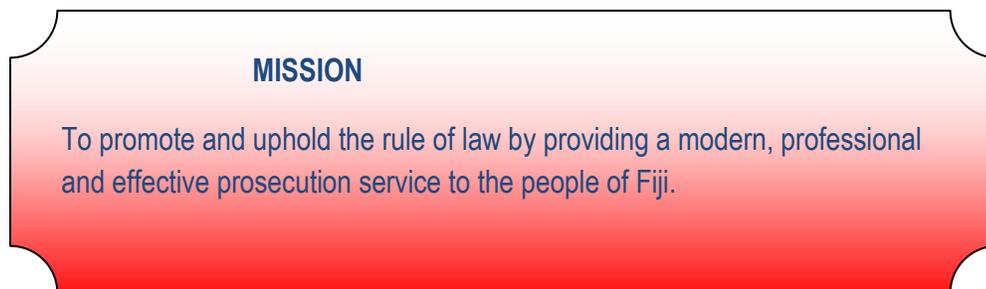
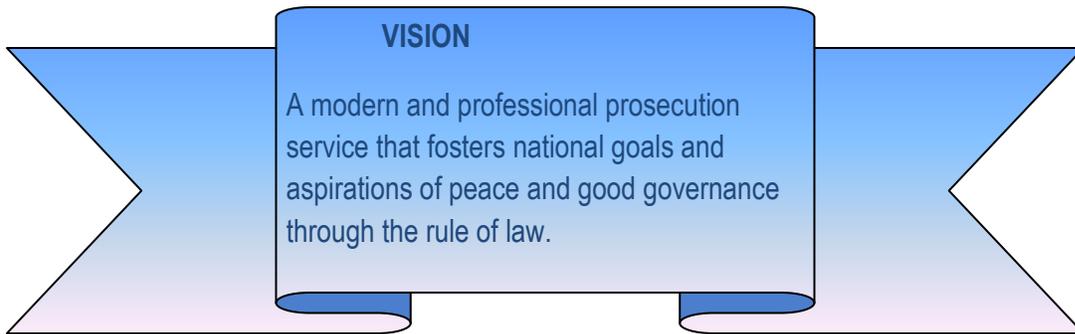
Individual Development Plans

- 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

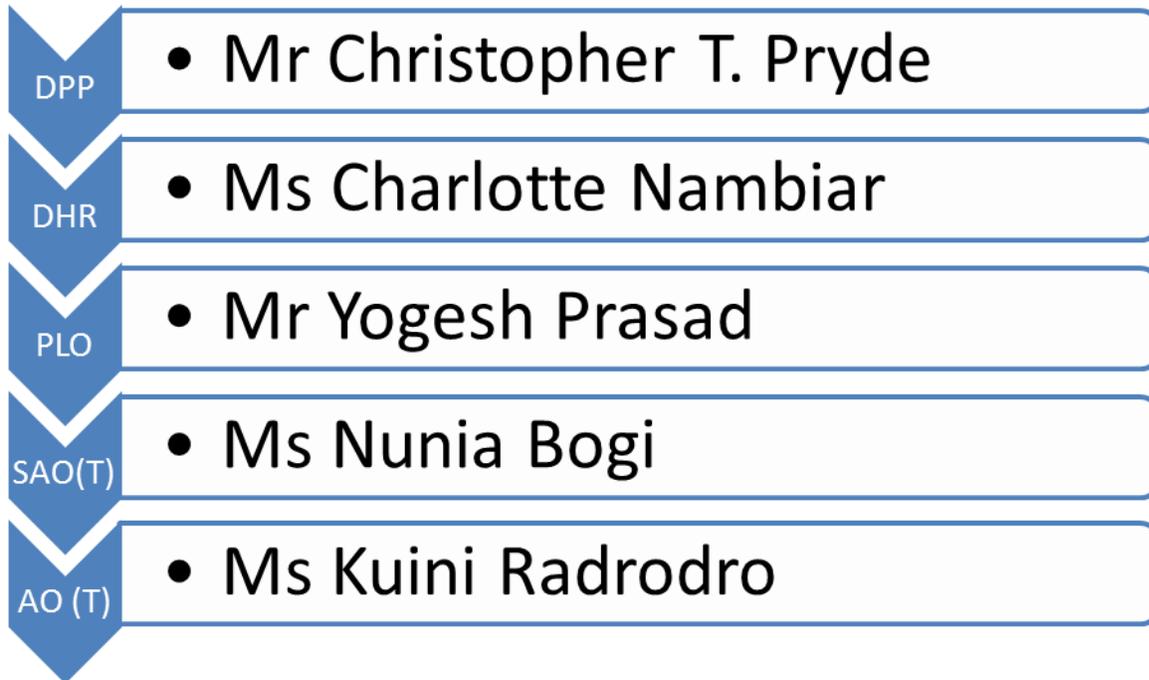
The Training and Development section works together to explore areas where the ODPP staff can upgrade their competencies and contribute more towards carrying out their duties in an effective and efficient way. This section also contributes to the development of the ODPP training & development policy 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.



ODPP Basic Prosecution Course for Statutory Regulators 2019

2020 TRAINING STRUCTURE



ODPP Basic Prosecutions Course 2019

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 (practical evacuation drill).

Methodology:

Lecture, group work, demonstration and practical exercises.

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 representatives with a working knowledge of The Health and Safety at Work Act 1996 and other relevant legislation.
- Furthermore, it also assists 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 programmes 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:

1 day

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 their best, identifying 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:

Suva

Date:

Tentative Date

CUSTOMER SERVICE TRAINING

Objectives:

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

Contents:

- Greetings and importance of smile.
- Importance 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:

Suva

Date:

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:

Suva

Date:

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:

Suva

Date:

Tentative Date

DIVISIONAL TRAINING NEEDS

Summary

The Divisional training focuses on the technical side of all aspects of work. 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 and Development team organises monthly ODPP training where State Counsel from the General Crimes, Serious Fraud and Sexual Crimes 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 Counsel assigned to each division.

SERIOUS FRAUD DIVISION

- Drafting fraud charges
- Dealing with documents – leading evidence
- Agreed facts and liaising with Counsel effectively
- POC Applications
- Human Trafficking and related offences
- Mutual Legal Assistance and related matters such as service, taking evidence etc

SEXUAL CRIMES DIVISION

- Prosecuting Sexual Offence Cases
- Understanding Expert Witnesses: Challenges & Expectations
- Identifying and dealing with vulnerable witnesses
- Police Investigations: Going beyond the docket
- Drafting appeals

GENERAL CRIMES DIVISION

- The art of advocacy (Examination in Chief, Cross Examination, Re-examination)
- Parties to an offence (Aiding & Abetting, Joint Enterprises/Common purpose)
- Offences against property: Elements, relevant applications for restoration etc
- Offences against a person: Murder, Manslaughter, Infanticide and the relevant defences
- Human Trafficking

APPEALS DIVISION

- Drafting Appeal grounds for the High Court, Court of Appeal and Supreme Court
- Identifying areas of redirections and seeking re-directions
- Discussing new developments of the law from Court of Appeal and Supreme Court judgments

CORPORATE DIVISION – EXTERNAL TRAININGS

Our Corporate Services comprise seven sections which facilitate the core business of the ODPP. The staff at Corporate Services are required to undertake a professional development programme to provide the best service possible to State Counsel. Training is outsourced to address these needs.

Human Resources & Personnel

- Mental Health & Wellness
- Conflicts and Discipline process
- Workplace leadership
- Coaching & Mentoring
- Basic Legal Court processes
- FHRI Conference

FINANCE

- Public Sector accounting
- Managerial Accounting
- Auditing
- VAT & PAYE & Budget
- Forensic Accounting

ADMINISTRATION & TRANSPORT

- Defensive driving course (DDC)
- First Aid
- Driving instructors course
- HR Training/ Management Training
- OHS Training
- Basic Customer Service Training (front office)

IT & MEDIA SECTION

- Public Relation skills
- Writing reports and proposals
- CASES – Detailed installation, Management and Operation
- Administering a Microsoft SQL server database
- Data Recovery training

TRAINING & DEVELOPMENT

- OHS workplace
- Induction Training

- Developing Training Needs Analysis
- National Trainers Conference

REGISTRY

- Registry procedures
- Cases Management System
- Communication skills (writing of minutes/reports)
- File keeping
- 5S's – Sort, Set in order, Shine, Standardize and Sustain

LIBRARY

- Liberty National User Conference 2020
- E-Research Australia 2020 by AERO
- Library and information association of New Zealand Aotearoa (LIANZA) 2020
- Australian Law librarians association conference 2020
- IFLA-World library & information congress

SECRETARIAL

- Refresher course for secretaries
- Telephone skills and customer service
- Writing effective emails
- Word processing (micro-soft word)
- English grammar

ODPP OVERSEAS TRAINING

The ODPP Staff attend overseas training, meetings and conferences and seminars upon the DPP's nomination. The procedure is such that when the ODPP receives participation invitations for overseas events, the DHR/CS, on the advice of the DPP circulates invitations among staff inviting expressions of interest. The DHR/CS 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 Staff in 2019

- 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**
- VII. **MOYS classification (Melbourne, Australia)**
- VIII. **Regional Prosecutors & MSC Advisors Training**
- IX. **Head of Prosecuting Agencies**
- X. **Crown Law Assistance – Wellington, New Zealand**
- XI. **APT symposium on Procedural Safeguards**

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 second Saturday of every month from February 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 Counsel 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:**

Fiji wide

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:

Fiji wide

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:

Fiji wide

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:

Fiji wide

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:

Fiji wide

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:

Fiji wide

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 judge's 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:

Fiji wide

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:

Fiji wide

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:

Fiji wide

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:

Fiji wide

REVISED TRAINING CALENDAR AUGUST 2020 – JULY 2021

TENTATIVE DATES

Month	Date	Training type	Training title	Division	Trainer	Audience
August	15 th Suva		Monthly Prosecution Course	Fiji wide	PLO(YP)	Prosecutors
	22 nd LBS & LTK					
	TBC		CISCO		FNU	IT officers
	28 th		ODPP monthly workshop	Fiji wide	Managers (SFD)	Legal Officers
September	12 th Suva		Monthly Prosecution Course	Fiji wide	PLO(YP)	Prosecutors
	19 th LTK & LBS					
	25 th		ODPP Monthly workshop	Fiji wide	Managers (GCD)	Legal Officers
October	10 th Suva		Monthly Prosecution workshop	Fiji wide	PLO(YP)	Prosecutors
	17 th LBS & LTK					
	18 th – 20 th	HAMPLE				Legal Officers
	30 th	In house	ODPP monthly workshop	Fiji wide	Managers (SCD)	Legal officers

Month	Date	Training type	Training title	Division	Trainer	Audience
November	3 rd – 27 th		Advanced Regulators Course	Regulators)	PLO(YP)	Regulators
	14 th Suva 21 st LTK & LBS		Monthly Prosecution workshop		PLO(YP)	Prosecutors & Regulators
	27 th Nov		ODPP Monthly workshop	Fiji wide	Managers (SFD)	Legal Officers
January						
February	13 th Suva 20 th LBS & LTK		Monthly Prosecution workshop		PLO(YP)	Prosecutors & Regulators
	27 th		ODPP monthly workshop		ODPP (GCD)	Prosecutors
	TBC	Fire Wardens Training	OHS Committee		NFA	
	TBC	Defensive Driving Course	Drivers		LTA	
March	1 st – 26 th March (4 wks)	Basic Regulators Course	Regulators	Fiji wide	PLO(YP)	Regulators
	13 th Suva 20 th LBS & LTK		Monthly Prosecution workshop		PLO(YP)	Prosecutors/ Regulators
	27 th		ODPP monthly workshop	Fiji wide	Managers (SCD)	Legal Officers

Month	Date	Training Type	Title	Division	Trainer	Audience
April	10 th Suva 17 th LTK & LBS		Monthly Prosecution workshop	Fiji wide	PLO(YP)	Prosecutors & Regulators
	24 th		ODPP monthly workshop	Fiji wide	Managers SFD	Legal Officers
	TBC	Media Training		MLO	USP	
May	8 th Suva 15 th LTK & LBS		Monthly Prosecution workshop	Fiji wide	PLO(YP)	Prosecutors & Regulators
	29 th		ODPP monthly workshop	Fiji wide	SCD	Legal Officers
	TBC	FIA Congress				Accounts
	TBC	Manage people & performance		Fiji wide	USP	HR
June	1 st – 26 th June	Advanced Regulators Course		Fiji wide	PLO(YP)	Regulators
	12 th Suva 19 th LTK & LBS		Monthly Prosecution workshop	Fiji wide	PLO(YP)	Prosecutors & Regulators
	26 th		ODPP monthly workshop	Fiji wide	Managers (SFD)	Legal Officers

Month	Date	Training type	Training title	Division	Trainer	Audience
June	TBC	HR Conference (3ppl)		HR		
July	10 th Suva 17 th LTK 24 th LBS		Monthly Prosecution workshop	Fiji wide	PLO(YP)	Prosecutors & Regulators
	31 st		ODPP monthly workshop	Fiji wide	Managers (GCD)	Legal Officers

Tentative Plan 2020 ad-hoc Basis

Outside presenters will be obtained for these tentative training sessions and will coincide with the ODPP monthly training. Cost will be determined based 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	In-house	Fire Warden & Drill exercise	Suva	NFA officers	OHS officers
Tentative	External	Budgeting & forecasting	Suva	TBC	Accounts & Finance
Tentative	External	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

ESTIMATE TRAINING BUDGET NEW FINANCIAL YEAR

AUGUST 2020 – JULY 2021

Month	Date	Training Title	Division	Other expense (meal, acc & transport)	Total cost Approximate \$
August	15 th Suva 22 nd LBS & LTK	Monthly Prosecution workshop	Fiji wide	2,000	2,000
	TBC	CISCO (USP)	IT (per person)	1,500	1,500
	28 th	ODPP monthly workshop	Fiji wide	1,000	1,000
September	12 th Suva 19 th LTK & LBS	Monthly Prosecution workshop	Fiji Wide	2,000	2,000
	25 th	ODPP monthly workshop	Fiji Wide	1,000	1,000
October	10 th Suva 17 th LBS 24 th LTK	Monthly Prosecution workshop	Fiji wide	2,000	2,000
	18 th – 20 th	HAMPLE	Fiji wide	1,000	1,000
	30 th	ODPP monthly workshop	Fiji wide	1,000	1,000
November	3 nd – 27 th	Advanced Regulators Course	Fiji wide	1,000	1,000
	14 th Suva 21 st LTK & LBS	Monthly Prosecution workshop	Fiji wide	2,000	2,000
	27 th	ODPP monthly workshop	Fiji wide	1,000	1,000

Month	Date	Training	Division	Other Expenses	Total cost
February	13 th Suva 20 th LTK & LBS	Monthly Prosecution workshop	Fiji wide	2,000	2,000
	27 th	ODPP monthly workshop	Fiji wide	1,000	1,000
	TBC	DDC	Drivers	1,000	1,000
	TBC	Fire Wardens	OHS members	1,500	1,500
March	1 st – 26 th March (4 weeks)	Basic Regulators Course	Fiji wide	1,000	1,000
	13 th Suva 20 th LTK & LBS	Monthly Prosecution workshop	Fiji wide	2,000	2,000
	27 th	ODPP monthly workshop	Fiji wide	1,000	1,000
April	10 th Suva 17 th LTK & LBS	Monthly Prosecution workshop	Fiji wide	2,000	2,000
	24 th	ODPP monthly workshop	Fiji wide	1,000	1,000
	TBC	Media Training	MLO (USP)	500	500
May	8 th Suva 15 th LBS & LTK	Monthly Prosecution workshop	Fiji wide	2,000	2,000
	29 th	ODPP monthly workshop	Fiji wide	1,000	1,000
	TBC	FIA Congress (3ppl)	Accounts	5,000	5,000

	TBC	Manage people & performance (2ppl)	HR	1,000	1,000
June	1 st – 26 th June	Advanced Regulators Course	Fiji wide	1,000	1,000
	12 th Suva 19 th LTK & LBS	Monthly Prosecution workshop	Fiji wide	2,000	2,000
	26 th	ODPP monthly workshop	Fiji wide	1,000	1,000
	TBC	HR Conference (3ppl)		5,000	5,000
July	10 th Suva 17 th LTK 24 th LBS	Monthly Prosecution workshop	Fiji wide	2,000	2,000
	31 st	ODPP monthly workshop	Fiji wide	1,000	1,000
<u>Total - \$49, 500.00</u>					

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 DHR/CS:	
Signature:	Date:
26. Decision by the DPP :	
Signature:	Date: