



**P.S.C.**  
**Public Service Commission**

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**Reference:**

**CIRCULAR MEMORANDUM**

To : Permanent Secretaries and Heads of Departments File: 29/357/02

Subject : **Balanced Scorecard Workshop 20/10/2008** Date: 13/10/08

- 1.0 In line with the workforce training needs of the Public Service, the Public Service Commission will be conducting the ***Balanced Scorecard Workshop*** for Permanent Secretaries and Heads of Departments to be conducted by a training consultant.
- 2.0 This course is part of the Commission's initiative to provide capacity building programs for senior civil servants.
- 3.0 The objective of this workshop is to:
  - 3.1 Assist participants to the basic concepts of the Balanced Scorecard and the Performance Management System and it's application to the civil service
- 4.0 The tentative programme for this one day workshop is as follows:
  - 4.1 Introduction of AM Consultant and Palladium
  - 4.2 Exercise on Strategy and Measures
  - 4.3 A Strategy Focus Organisation
  - 4.4 Strategy Maps: Presentation and Exercise
  - 4.5 Team Presentation
  - 4.6 Measures and Exercise
  - 4.7 Cascading the Balanced Scorecard and Performance Management
- 5.0 The workshop will be held at the Police Academy Learning Centre on Monday, 20 October 2008 from 8:00am to 4:30pm.
- 6.0 Addressees are requested to confirm availability to attend this course.
- 7.0 Any clarification may be obtained from Ms Shannon C. Toutou on telephone number 3315 688 or e-mail [stoutou@psc.gov.fj](mailto:stoutou@psc.gov.fj).

T. Tagicakibau (Mrs.)

**Permanent Secretary for the Public Service**