

Life-long learning for **future success**



Acting Premier of Limpopo Mr Kgolani Phala

Tuesday 28 October 2014 marked to be a special day for the Limpopo Provincial Treasury interns that attended their certification ceremony on their participation in the Public Sector Professional Development Programme that was held at Bolivia Lodge. This ceremony was to honor the interns that took part in the programme that started May 2013. This programme was initiated by the Section 100(b) team that was deployed by the National Treasury in partnership with PWC as another way to combat skills shortage in the public sector.

All of the interns who were present at the ceremony were presented with certificates as part of the graduation ceremony amongst those was the top performing learners these are: Dzivhuluani Mavhungu serving under PDMS, Vongani Mathevula from Communication Services and Kebotile Mahasha from Municipal Finance.

The acting Premier and MEC for LPT Mr. Kgolane Phala conferred the certificates and gave congratulatory

message to the learners, their mentors and all people who were in charge of the whole programme including the PWC representatives Beverly Pillay and associate director Alan Jonker. "We are proud of all the learners that took part in this skills development programme and those who achieved outstanding results, as this will pave the way and will help to enhance skills development in Limpopo to help fight against youth unemployment." said Pillay.

On behalf of fellow interns Kebotile Mahasha gave a reflection on the whole experience of the programme and mentioned how the skills development programme was able to make her understand the public service better and not only for her but everyone else that attended the programme.

Other people in attendance were the LTP HoD Gavin Pratt, S.G.M: for Asset. Liabilities and Supply Chain Management Beauty Mutheiwana, acting S.G.M: Corporate Governance Siphwe Ndlovu General Manager for Corporate Service Ms Mashika Ramatswi, the guest speaker Zamokwakhe Khuzwayo of the National Department of Labour, Office of the Premier amongst others.

NEW VISION, MISSION AND VALUES



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

PROVINCIAL TREASURY

Vision

Excellence in Public Resource
Management for Socio-Economic
development

Mission

Empowering Provincial and Local
Government for sustainable service
delivery through good governance
and sound public resource
management

Values

- Integrity
- Transparency
- Accountability
- Fairness
- Professionalism

"We are the best in what we do"

Email Etiquette

1. Address your messages carefully

Use the To, Cc, and Bcc fields correctly. Here are a couple of simple guidelines:

When sending to several people who know each other, it's okay to put their addresses in the To... field.

If the communicate requires someone to be informed about the circulation, put their address in the Cc... field

When sending to many people in the address book , put their addresses in the Bcc... field instead. This will assist in eliminating replies to irrelevant recipients.

Addresses in the To... and Cc... field are visible to all recipients. Addresses in the Bcc... field are hidden.

2. Always include a brief Subject.

3. Contents of your mail - Use upper and lowercase text. Using all uppercase letters means SHOUTING.

Use proper business language

4. Sign your messages with at least your name, surname and contact number.

5. Always review your message before you click the send button. Remember, format/ spelling errors, missing information, setting reminders ... This will eliminate recalling and resending corrected or updated copies after a message has been received.

6. Refrain from using the Reply to All feature to give your opinion to those who may not be interested. In most cases replying to the Sender alone is your best course of action.

7. Don't forward chain mail! These messages tell you to send or forward them to several other people.

8. When you invite people to a meeting, always use calendar invitation. This will assist you to choose the dates properly, set reminders and allow invitees to confirm availability.

9. Keep your mail box clean. Save attachments to My Documents folder and delete all unused email.

Create folders to categories and easily access your mails

Transfer old email but still useful emails to the archive folder

Finally, remember that we are evaluated and classified by these four contacts : What we do, How we look, What we say and How we say it''

Graduation Ceremony in Pictures

