



Government of the Republic of Trinidad and Tobago

Ministry of Public Administration

Learning Activities

May – June, 2022

PUBLIC SERVICE ACADEMY

Learning Activities for the month of *May*

Course Title	Course Objective	Target Group
Business Writing Level II	To provide participants with the information and techniques that will enable them to effectively draft business correspondence that conform to modern business writing standards.	Public officers, range 30 and below.
Leadership Webinar: Assignment of the Investigating Officer	The purpose of these webinars is to provide leaders with a medium through which they can be sensitized on various current matters.	Permanent Secretaries, Deputy Permanent Secretaries, Directors, and other senior public officers.
Leadership Webinar: Building High Performing Work Teams	The purpose of these webinars is to provide leaders with a medium through which they can be sensitized on various current matters.	Permanent Secretaries, Deputy Permanent Secretaries, Directors, and other senior public officers.

Learning Activities for the month of *June*

Course Title	Course Objective	Target Group
Registry Procedures	The main objective is to expose participants to the main functions of a well-organized Registry Department in a public service environment.	The workshop is designed for all levels of staff with little to no experience in Registry Procedures, who are assigned duties and responsibilities in the Registry.
Introduction to Monitoring and Evaluation	The main objective of this workshop is to provide participants with an understanding of the main tools and techniques of M&E used for monitoring, evaluation and data collection in the public sector of Trinidad and Tobago	The workshop is designed for project officers, policy officers, research officers and other personnel undertaking the M&E role in their Ministry/Department.
Leadership Webinar: Good Governance	The purpose of these webinars is to provide leaders with a medium through which they can be sensitized on various current matters.	Permanent Secretaries, Deputy Permanent Secretaries, Directors, and other senior public officers.

Please note that these courses are scheduled tentatively and are only confirmed upon the dispatch of the respective Circular Memoranda.

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