



Government of the Republic of Trinidad and Tobago

Ministry of Public Administration

PUBLIC SERVICE ACADEMY

Learning Activities

April - June 2024

Learning Activities for the month of April

Course Title	Course Objective	Target Group
Cabinet Note Writing	To provide professionals with the knowledge and skills required for the effective writing of Cabinet Notes that conform to the specified guidelines and to examine the key components of the process in the submission of Notes to Cabinet	Mid to Senior Level Officers charged with the responsibility of writing Notes for Cabinet.
Introduction to Ethics and Values	The main objective of the workshop is to examine the principles of ethical behaviour and their relationship to productivity, morale and performance in the workplace.	Clerical Officers, Clerk Typists, Manipulative Staff and other Officers who occupy offices at Range 25 and under and who provide administrative and clerical support in their Ministries/Department.
Policy Planning and Development	The main objective of the workshop is to provide an overview of the policy making process and the key issues and context within which policy is developed.	Public Officers, Range 46 and above, such as: Economists, Planning and Research Officers, and other professionals whose functions and responsibilities include policy planning and development.
Business Writing for Public Officers Level I (Online)	The main objective of this workshop is to provide participants with information and techniques that will enable them to effectively draft business correspondence that conform to modern business writing standards.	Public Officers in Range 30 and below.
Leadership Webinar	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 May

Course Title	Course Objective	Target Group
Business Writing for Public Officers Level II (Online)	The main objective of this workshop is to provide participants with information and techniques that will enable them to effectively draft business correspondence that conform to modern business writing standards.	Public Officers in Range 30 and below who would have completed Business Writing for Public Officers Level I
Leading the HR System/Public Sector Organisations	The main objective of the workshop is to expose participants to the key leadership skills and models required to lead the Human Resource Management Function.	Human Resource Directors, Managers and other Senior HR officers in the Public Service.
Training of Trainers	The main objective of the workshop is to provide knowledge and skills that will ensure participants can effectively undertake the delivery of training.	Human Resource Officer 1's and other professionals who may be required to deliver training within their respective Ministries/Departments.
Office Etiquette for Administrative Support	The main objective of this workshop is to provide guidelines for the practice of good manners and proper business etiquette in the Public Service	Business Operations Assistants, Clerical Officers, Drivers/Messengers and other Public Officers who provide administrative support.
Leadership Webinar	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
Monitoring and Evaluation	The main objective of the workshop is to equip participants with the skills and techniques necessary for effective monitoring and evaluation of projects and programmes undertaken by Ministries/Departments.	Persons who are responsible for the monitoring and evaluation function as well as those required to report on results in their respective Ministries/Departments.
Registry Procedures (Online)	To expose participants to the main functions of a well-organized Registry Department in a Public Service Environment.	All levels of staff who require training in the registry systems and procedures
HR for Non-HR Professionals	The main objective of the workshop is to provide Non-HR professionals with an overview of the key functional elements of HR practice in the Public Service.	Senior Managers, Administrative Officers, Technical Officers and other professionals who require a basic understanding of HR practice to lead their team more effectively.
Succession Planning in the Public Service	To examine the principle of succession planning and the link to organisational goals and objectives	HR Managers and other senior managers in the public service
Public Procurement	The main objective of the workshop is to examine the key principles, best practices and procedures of the procurement process in the Public Service as it pertains to the new procurement legislation.	Officers who manage the procurement function in their Ministries/Departments

Learning Activities for the month of June continued

Course Title	Course Objective	Target Group
Leading for Results from the Middle	The main objective of the workshop is to expose managers to tools and strategies required for motivating employees to perform beyond their expectations.	Mid-senior level managers and other professionals who report directly to Directors and other divisional heads.
Requirements for Organisational Design	The main objective of the course is to provide participants with the requisite knowledge and skills to meet the documentary requirements identified by the Public Management Consulting Division (PMCD) for the staffing of the Ministries/Departments.	Senior Managers, Human Resource Personnel and other professionals who are involved in the process of drafting Cabinet Notes for staffing/ structure for their Ministry/Department/Division.
Leadership Webinar	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.

Upcoming Activities under the Executive Development Series

The main objective of the Executive Development Series is to address personal development plans to improve competencies, as well as, technical knowledge of Appointed and Acting Deputy Secretaries in the Public Service.

Month	Activity
April 2024	Executive Development Series Module I – Preparation of Estimates and PSIP
May 2024	Executive Development Series Module II – Discipline in the Public Service
June 2024	Executive Development Series Module III – Financial Management



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

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