



Government of the Republic of Trinidad and Tobago

Ministry of Public Administration

# *Learning Activities*

January – March 2023

**PUBLIC SERVICE ACADEMY**

# Learning Activities for the month of *January*

Course Title	Course Objective	Target Group
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.
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 I's and other professionals who may be required to deliver training within their respective Ministries/Departments.
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.

# Learning Activities for the month of *February*

Course Title	Course Objective	Target Group
Registry Procedures (Online)	The main objective is 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.
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.
Creativity and innovation	The main objective of the course is to expose managers to tools and strategies for developing a culture of creativity and innovation in their work context, whilst building awareness of their creative leadership abilities	The course is designed for middle level managers and other professionals who implement process improvements and drive change throughout their sections.
Ethical Issues in the Public Service	The main objective of the workshop is to examine some of the most common areas of ethical dilemmas and to develop strategies to manage them.	The workshop is designed for Middle Level Managers as well as Administrative and Technical Officers between Ranges 25 to 46.

## Learning Activities for the month of *March*

Course Title	Course Objective	Target Group
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.
Ethics, Accountability and Good Governance	To build the capacity of participants to promote accountability and transparency as well as to safeguard personal and organisational integrity by examining areas of ethical dilemma.	Directors, technical, administrative officers and other senior officers responsible for financial management, procurement and policy matters.
Inventory Control and Management	The main objective of the workshop is to expose participants to the fundamentals of inventory management and control with a view to improving efficiency and effectiveness of the supply chain process.	Store Keepers, Store Clerks, Procurement Officers and other professionals involved in the purchase and issue of office materials and supplies and stock controls

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

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