



Government of the Republic of Trinidad and Tobago

Ministry of Public Administration

Learning Activities

July - September, 2023

PUBLIC SERVICE ACADEMY

Learning Activities for the month of *July*

Course Title	Course Objective	Target Group
Creativity and Innovation for Leadership	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.
Inventory Management and Control	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 control.
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.
Webinar – Professionalism in the Workplace	To provide participants with guidelines for professional behavior in the workplace	The webinar is designed for Clerical and Secretarial Officers up to Range 20 or equivalent.

Learning Activities for the month of *September*

Course Title	Course Objective	Target Group
Preparation of TOR's and RFP's	To expose participants to existing guidelines required for the preparation of Terms of Reference and Requests for Proposals for projects in the Public Service	Project Officers and other professionals who are involved in Public Sector Investment Programmes and projects and whose functions also include the procurement of goods and services
Project Management Toolkit Series: Preparation of Logical Frameworks	To expose participants to a set of concepts which aids in structured and well designed projects	Officers responsible for the management of projects in Ministries and Departments
Disciplinary Procedures in the Public Service	To provide participants with the requisite skill sets for managing performance/ disciplinary matters in the Public Service	HR, Administrative and other Officers responsible for the Performance/ Disciplinary functions in the Public Service
Conducting Job Analysis and Writing Job Descriptions	To expose participants to the principles of effective job analysis and job description writing	Human Resource Officers and others required to write job descriptions.

Learning Activities for the month of *September* continued

Course Title	Course Objective	Target Group
Policy Planning and Development	To provide an overview of the policy making process and the key issues and context within which policy is developed	Officers, range 46 and over, who are directly and indirectly involved in policy development
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.

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

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