



Ministry of Public Administration  
and Communications

# Learning Activities

*Providing learning and development advice, information and support to line Ministries*

**MAY- SEPTEMBER**

**2016**

LEARNING OBJECTIVES

EXPERIENCE

INTERACTION

REPORT PREPARATION AND MORE

## Learning Activities for MAY

Course Title	Date	Course Objective	Target Group
<b>Financial Management for Non-Accounting Officers</b>	10-12	To provide participants with a sound knowledge of financial management practices and procedures that are required for the successful expenditure of public funds.	Heads of Departments, Directors, Administrative Officers and other personnel accountable for the expenditure of financial allocations in their respective Ministries/ Departments.
<b>Improving Workplace Productivity</b>	10-12	To examine some of the key principles in improving employee productivity levels.	Senior managers and other professionals who are required to monitor and optimize employee productivity levels.
<b>Supervisory Management</b>	17-19	To expose participants to the tools and techniques required for effective supervisory management.	Heads of Sections, Administrative Assistants, Clerk IVs, Clerk IIIs and other supervisors.
<b>Preparation of Terms of Reference and Requests for Proposals</b>	18-20	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.
<b>Leadership Development: Coaching and Mentoring</b>	23-25	To expose participants to a structured coaching and mentoring programme to enable them to achieve their full potential.	Officers at professional and technical levels in the public service.
<b>Policy Planning and Development</b>	23-25	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.

## *Learning Activities for MAY continued*

Course Title	Date	Course Objective	Target Group
<b>Leadership Development: Ethics, Accountability and Good Governance</b>	23-25	To examine the issue of ethical behaviour in order to promote accountability, transparency as well as integrity in the Public Service.	Directors, technical officers, administrative officers and other senior officers responsible for financial management, procurement and policy matters.

## Learning Activities for JUNE

Course Title	Date	Course Objective	Target Group
<b>Service Improvement</b>	1-3	To expose participants to the principles of service excellence for improving customer experiences in the Ministry/Department.	Front-line Officers, Clerical Officers, Managers and professionals at all levels in the Public Service.
<b>Risk-Based Auditing</b>	1-3	To provide participants with a framework for improving systems of internal control.	Audit IIIs, senior audit managers and other professionals who are required to implement risk based approaches as part of their strategy.
<b>Leadership Development: Developing Emotionally Intelligent Leaders</b>	7-8	To explore the key concepts and principles of Emotional Intelligence that promote effective leadership.	Heads of Divisions Range 60 and above and other senior managers in leadership roles in the public service.
<b>Administration of Government Contracts</b>	7-9	To provide insight into the tender evaluation and contract administration processes involved in the award of contracts.	Managers and professionals involved in the procurement of goods and services.
<b>Preparation of Pension and Leave Records</b>	8-10	To equip participants with the knowledge, skills and tools necessary for the timely preparation and submission of Pension and Leave Records to the relevant Ministries and Departments	Human Resource Officers whose functions include the processing of increments, as well as Accounting, Administrative, Clerical and other officers engaged in the pension and leave process.
<b>Succession Planning in the Public Service</b>	14-16	To examine the principle of succession planning and the link to organizational goals and objectives.	HR Managers and other senior managers in the public service.
<b>Ethical Issues in the Public Service</b>	15-16	To examine some of the most common areas of ethical dilemmas and how to make decisions to avoid them.	Middle Level Managers, Administrative officers and Technical Officers between Ranges 25 – 46 in the Public Service.

## Learning Activities for JUNE continued

Course Title	Date	Course Objective	Target Group
<b>Project Management Toolkit – Planning and Scope Management</b>	21-23	To examine the scope management process and provide guidelines for verifying and managing project scope.	Project Managers and other professionals responsible for the management of projects in their Ministries/Departments.
<b>Implementing Sustainable Change</b>	22, 23, 27 & 28	To expose participants to varying approaches in implementing strategies in a changing environment.	Directors, Managers and other Senior Officers involved in the change process in the Public Service.
<b>Leadership Development: Strategy, Visioning and Leadership</b>	27-30	To enhance the strategic and visionary capacity of senior officers in the Public Service.	Senior Managers Range 60 and over and similar officers who are charged with the responsibility of formulating and directing strategic initiatives in their organizations.

## Learning Activities for JULY

Course Title	Date	Course Objective	Target Group
<b>Designing Orientation Programmes</b>	5-7	To equip participants with the requisite knowledge and skills to develop Orientation Programmes for their Ministries/ Departments	HR Officers and other professionals responsible for training and development in their Ministry/Department
<b>Project Management Toolkit Series: Risk Management</b>	6-7	To expose participants to tools and techniques of project risk assessment.	Project Officers, Project managers, and other professionals who are responsible for managing projects under the Public Sector Investment Programme (PSIP).
<b>Monitoring and Evaluation</b>	11-15	To equip participants with the knowledge, skills and tools necessary for the timely preparation and submission of Pension and Leave Records.	Persons who are responsible for the monitoring and evaluation function as well as those required to report on results in their Ministry/Department.
<b>Training of Trainers</b>	11-15	To provide knowledge and skills that will ensure participants can effectively undertake the delivery of training.	Training Officers, Human resource Development professionals and similar officers involved in delivering training in Ministries/Departments.
<b>Leadership Development: Presentation Skills for Senior Officers</b>	GP1 – 12,13 GP2 – 19,20	To examine the tools and techniques necessary for the effective delivery of exceptional and impactful presentations.	Senior executives whose job functions include the delivery of presentations.

## Learning Activities for JULY continued

Course Title	Date	Course Objective	Target Group
<b>Induction to the Public Service</b>	14-15	To provide an overview of Public Service policies, procedures and values.	Public Servants and contract employees with eighteen (18) months or less working experience in the Public Service.
<b>Managing Work Life Balance</b>	21-22	To expose participants to key tools and techniques required to improve their sense of work life balance and their performance at work.	Administrative officers and other professionals in the public service
<b>Leading Teams for Emerging Leaders</b>	25-27	To provide participants with the tools needed to lead a team in improving performance at the individual and organizational levels.	Emerging leaders Range 60-68 in the public service or similar professionals who are responsible for building and managing effective teams in the workplace.
<b>Office Etiquette for Administrative Support</b>	26-28	To provide guidelines for the practice of good manners and proper business etiquette in the Public Service.	Business Operation Assistants, Clerical Officers, Drivers/ Messengers and other officers who provide administrative support.

## Learning Activities for SEPTEMBER

Course Title	Date	Course Objective	Target Group
<b>Service Improvement</b>	7-9	To expose participants to the principles of service excellence for improving customer experiences in the Ministry/Department.	Front-line Officers, Clerical Officers, Managers and professionals at all levels in the Public Service.
<b>Policy Implementation and Evaluation</b>	12-15	To examine the core implementation activities and how these are linked to policy impact(s).	Policy Analysts, Program Managers, Monitoring and Evaluation Officers, and other professionals whose job functions include the monitoring and evaluation of results /performance.
<b>Strategic Communication</b>	13-15	To examine the strategic role of communication and how it can be used as an effective tool in achieving organizational goals and objectives.	Communication professionals and similar officers involved in the communication function in Ministries and Departments.
<b>Leading the HR Function</b>	13-16	To expose participants to the key leadership skills and models required to lead the Human Resource Management Function	HR Directors and Managers and other senior HR officers in the Public Service
<b>Project Management Toolkit Series: Stakeholder Analysis</b>	19-21	To expose participants to the tools required for carrying out stakeholder analysis for major projects.	Project Managers, Project Officers and other professionals whose duties include the management of projects.



## *Learning Activities for SEPTEMBER continued*

Course Title	Date	Course Objective	Target Group
<b>Leading Through Effective Communication</b>	20-22	To expose participants to the principles and techniques of communication as an optimal tool for leadership and management performance.	Senior Managers Range 54 and above in the Public Service
<b>Supervisory Management</b>	26-28	To expose participants to the tools and techniques required for effective supervisory management.	Heads of Sections, Administrative Assistants, Clerk IVs, Clerk IIIs and other officers who are required to provide first level supervision in Ministries/Departments.



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