



Government of the Republic of Trinidad and Tobago
Ministry of Public Administration and Artificial Intelligence

PUBLIC SERVICE ACADEMY

Learning Activities

October to December 2025

Learning Activities for the month of October

Course Title	Course Objective	Target Group
Webinar: Improving Time Management and Productivity	The main objective of the webinar is to provide entry and lower-level Public Officers with practical tools and strategies for improving their time management skills and increasing workplace productivity.	Junior Technical, Administrative and Clerical Public Officers
Webinar: Colon Cancer Awareness	The main objective of the Webinar is to increase awareness and understanding of colon cancer among public officers, by providing essential knowledge that promotes prevention, early detection, and informed decision making regarding treatment and support.	All levels of staff across the Public Service

Learning Activities for the month of November

Course Title	Course Objective	Target Group
HR for Non-HR Professionals	The main objective of the workshop is to provide Non-HR professionals with an overview of the key functional areas of HR Practice in the Public Service	The workshop is designed for Senior Managers, Administrative Officers, Technical Officers and other professionals who require a foundational understanding of HR practices to lead their teams more effectively.
Designing Orientation Programmes	The main objective of the workshop is to provide participants with the skills and competencies required for the design and implementation of Orientation Programmes in their respective Ministries/Departments.	The workshop is designed for Human Resource Officers and similar officers responsible for conducting Orientation Programmes in Ministries/ Departments.
Business Writing for Public Officers – Level 1 (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.	This workshop is designed for Public Officers - Range 30 and below.

Learning Activities for the month of November Continued.

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.

Learning Activities for the month of December

Course Title	Course Objective	Target Group
Business Writing for Public Officers Level 1 (Online) Continued	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.	This workshop is designed for Public Officers - Range 30 and below.
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 mid-senior level managers and other professionals responsible for implementing process improvements in their agencies.
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 Needs Assessment 2025

The Ministry of Public Administration and Artificial Intelligence (MPAAI), through the Public Service Academy (PSA), is undertaking a **Training Needs Assessment (TNA) 2025** to identify current and emerging training and development priorities across the Public Service.

The objectives of the 2025 TNA are:

- To assess the current level of digital readiness of MDAs and their employees across the public service.
- To identify competency gaps and determine priority areas for capacity building in alignment with national development objectives.
- To evaluate public officers' engagement in accessing PSA training.
- To determine public officers' preferred mode for accessing training and development opportunities.

TNA 2025 Activities

Online Survey via Microsoft Forms:

[TNA Survey 2025](#)

Executive Level Focus Groups



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

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