



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

PUBLIC SERVICE ACADEMY

Learning Activities

January to March 2026

Learning Activities for the month of January


Course Title	Course Objective	Target Group
Business Writing for Public Officers – Level 2	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 - Range 30 and below.
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 February

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 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.

Learning Activities for the month of March

Course Title	Course Objective	Target Group
Registry Procedures 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.
Accounting Procedures in Government	The main objective of the workshop is to expose participants to the fundamentals of the Government Accounting System.	The workshop is designed for Officers of the Sub-Accounting Units who perform varying accounting functions in Ministries/Departments.
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.

Ministry of Public Administration
and Artificial Intelligence

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