Government of the Republic of Trinidad and Tobago

Ministry of Public Administration and Artificial Intelligence

PUBLIC SERVICE ACADEMY

Learning Activities

October to December 2026

Learning Activities for the month of October

Course Title	Course Objective	Target Group
Business Writing for Public Officers – Level II (Online)	The main objective of this workshop was to provide participants with information and techniques that would enable them to effectively draft business correspondence that conform to modern business writing standards	Public Officers - Range 30 and below who would have completed Business Writing for Public Officers Level I
Webinar: Professionalism in the Workplace	This webinar is designed 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 November

Course Title	Course Objective	Target Group
Registry Procedures (Online)	The main objective of this course is to expose participants to the main functions of a well-organized Registry in a Public Service environment.	Public Officers who require training in Registry Systems and Procedures.
National Insurance Employer Workshop (Online)	To expose participants to the key statutory obligations, procedures and benefits under the National Insurance System, with the aim of strengthening their competencies in administering National Insurance matters	The workshop is designed for public officers whose duties involve the administration of National Insurance matters, particularly officers within Human Resource Divisions, Payroll and Accounts, as well as other officers who perform an advisory role in relation to National Insurance matters.
Designing Orientation Programmes	The main objective of the workshop is to equip participants with the skills and competencies required to design and implement Orientation Programmes in their respective Ministries/Departments.	The workshop is designed for Human Resource Officers and other professionals responsible for conducting Orientation Programmes within their Ministries, Departments, and Agencies.

Learning Activities for the month of November Cont'd

Course Title	Course Objective	Target Group
Webinar: Optimizing Work-Life Balance	The main objective of the webinar is to discuss the importance of work-life balance and to provide tools, techniques and insight to achieve that delicate balance for a productive organization.	The webinar is designed for all levels of staff across the Public Service, recognizing that the challenges of work-life balance impact employees at every level.

Learning Activities for the month of December

Course Title	Course Objective	Target Group
Leadership Fundamentals: Leading from Any Level	To equip participants with foundational leadership skills which will empower them to lead in their current roles while enhancing their capacity to influence, inspire, and contribute to the success of their Ministries/ Departments.	This workshop is designed for junior technical, administrative and clerical employees, seeking to develop their leadership skills and influence within their roles.
National Insurance Employer Workshop (Online)	To expose participants to the key statutory obligations, procedures and benefits under the National Insurance System, with the aim of strengthening their competencies in administering National Insurance matters	The workshop is designed for public officers whose duties involve the administration of National Insurance matters, particularly officers within Human Resource Divisions, Payroll and Accounts, as well as other officers who perform an advisory role in relation to National Insurance matters.
Webinar: Negotiating the Holidays	The main objective of the webinar is to equip participants with practical strategies, tools and insights to effectively manage the emotional, financial and social pressures associated with the holiday season, enabling them to navigate the period with greater balance, mindfulness and resilience.	The webinar is designed for all levels of staff across the Public Service, recognizing that the challenges of the holiday season impact employees at every level.

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

Ministry of Public Administration
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Level 5, National Library Building
23 Abercromby Street
Port of Spain 100509
Republic of Trinidad and Tobago
Tel: (868) 623-4724 Exts: 31951, 31961, 31956
Email: mpapublicserviceacademy@gov.tt

www.mpaai.gov.tt