



THE MINISTRY OF TRAINING AND TERTIARY EDUCATION
LEARNING AND DEVELOPMENT UNIT


invites nominations for an online workshop on

Conducting Engaging Online Meetings

Course Code: ADM0402ONL

Date: March 17, 2026

Time: 10:15 am to 12:15 pm

TARGET GROUP: 

Public officers who are required to lead meetings within salary scales **(Z16-1 and S9-S3)** or equivalent **(P16-7 and P6-2)**.

COURSE AIM: 

To equip public participants with tools necessary to conduct virtual meetings in which the meeting's objectives are achieved and the participants remain engaged.



OBJECTIVES

At the end of the course, participants will be able to:

- Effectively employ the technology used to conduct an online meeting
- Plan productive and engaging online meetings
- Conduct an online meeting in which interaction and engagement feature prominently
- Close the meeting so that action continues afterwards



CONTENT

The course will cover the following broad subject areas:

- In-person vs Online Meetings
- Best Practices with Technology Use in Online Meetings
- The 4 Ps of Meeting Planning
- Tips for Increasing Interactivity and Engagement in Online Meetings
- Strategies for Receiving Results after the Meeting



Click on the "Apply" button to complete the application for the course.



For further information, email Allison Best-Sullivan at allison.best-sullivan@mps.gov.bb



COURSE DELIVERY

The facilitator-led course will be delivered **virtually**.



Only suitable applications that include a valid public service email address will be considered for the training.

Deadline for Nominations – March 6, 2026