



# MINISTRY OF PUBLIC SERVICE AND TALENT DEVELOPMENT THE LEARNING AND DEVELOPMENT UNIT

Level 5, Warrens Towers II, Warrens, St. Michael  
Tel: 535-6700 or Fax: 535-6728

**DEADLINE**

**February 27, 2026**

invites you to participate in the self-directed course

## MANAGING INCOMING CORRESPONDENCE March 9 - 20, 2026

### Target Group

Public officers who are required to work or supervise a registry as part of their daily tasks, as well as new entrants to the public service who seek to understand the value of public records and how they contribute to the work in the ministry.

### Course Aim

To provide participants with the requisite knowledge and skills for understanding and completing tasks associated with managing all correspondence.

### Course Objectives

**At the end of the training participants should be able to:**

- Define the importance of managing incoming correspondence
- Identify the steps in the lifecycle of incoming correspondence
- Identify the various types of correspondence received by the registry
- Accurately record information that was gathered from correspondence in a correspondence register/web registry system
- Demonstrate the management of correspondence from its point of reception to its internal circulation
- Recommend ways of improving the management of incoming correspondence

### Couse Content

- The Correspondence Cycle
- Types of Correspondence
- Modes of Delivery
- Receiving Correspondence
- Status of Correspondence
- The Correspondence Register
- The Web Registry File System
- Internal Circulation

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

**APPLY NOW**

For further information please contact:

**Nitita Boyce** ☎ 535-6706

[Nitita.Boyce@ldu.gov.bb](mailto:Nitita.Boyce@ldu.gov.bb)