



The Ministry of the Public Service

Learning and Development Directorate

invites nominations for the self-directed learning course

PRDS for Managers & Supervisors

February 26 - March 22, 2024



All public officers who are required to supervise or manage staff

COURSE OBJECTIVES:

By the end of the course, participants would be able to:

- Discuss the principles of Performance Management
- Discuss the PRDS process
- Articulate the Benefits of the PRDS
- Perform all tasks related to the PRDS process

COURSE TOPICS:

- What is Performance Management?
- Benefits of PRDS
- Preparing for PRDS
- Developing Job Descriptions and Workplans
- The PRDS Cycle
- Communication in the Performance Management Environment
- Rewards and Performance Improvement

★ Only suitable applications that include a valid public service email address will be considered for the training. Details on how to access the training will be emailed to selected participants.



TIMED ACTIVITIES

- Create a sample unit plan
- A job description of your supervisee
- Create a sample individual work plan
- Case Study** on Developing Job Description & Work Plans and Communicating in the Performance Environment



REVIEW your colleagues submission by deadline schedule!! **

**** Active participation is also a requirement for successful completion**

Visit us at: <https://mps.gov.bb>

Deadline for Registration

February 21, 2024



For more information,
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