



THE MINISTRY OF TRAINING AND TERTIARY EDUCATION

Learning and Development Unit

Preparation of Cabinet Papers Workshop



For officers required to prepare Cabinet Papers

Course Code: **ADM0302ONL**

When: February 20 to March 27, 2026 with instructor-led sessions on February 20, 27, March 6, 13 and 27

From 10:00 a.m. to 12:00 p.m.

Key Learning Discussions/Activities

- The Cabinet and its role and function
- The Cabinet Secretary
- Role and function of the Cabinet Office
- Matters submitted to Cabinet
- What is a Cabinet Paper
- Types of Cabinet Papers
- Purpose of Cabinet Papers
- Formatting Cabinet Papers
- Challenges encountered in vetting Cabinet



Delivery

A combination of self-directed and instructor-led learning which allows for participants to work through the content on their own at their own pace within the time allotted per module. This is followed by instructor-led review of learning for each module, addressing of queries on the content and any knowledge deficits.

Click on **Apply online**  by February 12, 2026

ONLY SELECTED NOMINEES will be notified via email

Contact for further information
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