



THE MINISTRY OF THE PUBLIC SERVICE

Learning and Development Directorate

Invites applications from Administrative Officers and officers of related grades who are required to prepare public service documents on behalf of their respective ministries/departments

PUBLIC SERVICE DOCUMENT PREPARATION COURSE

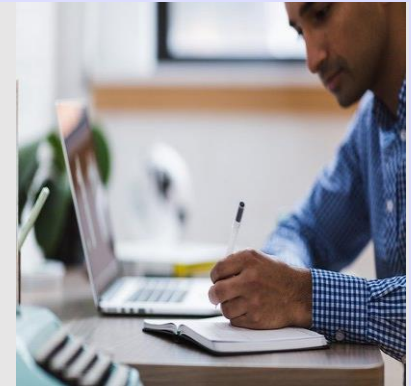
COURSE CODE: ADM0301

February 11 -14 and 21, 2025

Conducted (face-to-face) from 9:00 a.m to 4:30 p.m

Applications accepted by January 31, 2025

[Click here](#)



To provide the participants with the requisite knowledge and skills to prepare documents used within the public service of Barbados



Only applications with valid public service email addresses will be considered

Contact:
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or
via email at allison.best-Sullivan@mps.gov.bb



- The Administrative Function
- Developing Research and Writing Skills
- Servicing Meetings
- Report Writing
- Writing Briefs

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