



THE MINISTRY OF THE PUBLIC SERVICE
LEARNING AND DEVELOPMENT DIRECTORATE

is offering the course

REGISTRY PROCEDURES

FACE TO FACE COURSE

COURSE CODE: KM0202

July 04 - 06, 2022

8:45 a.m. to 4:30 p.m. Daily



TARGET GROUP:

The course is targeted to Public Officers who are required to work in, manage or supervise the Registry as part of their daily task.



COURSE AIM:

To improve the efficiency and effectiveness of registries within respective ministries and departments.



COURSE DELIVERY:

The course will be delivered **face to face**.

ON SITE - Learning & Development Directorate

Daily:
8:45 a.m. - 4:30 p.m.

COURSE CONTENT

- Managing incoming correspondence
 - Indexing correspondence
- Delivering reliable customer service
- Filing, tracking and retrieving correspondence

COURSE OBJECTIVES

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

- Demonstrate correct procedure for recording, indexing, filing, routing, retrieving files and
 - Explain the purpose and benefits to all stakeholders for carrying out the various registry procedures



DEADLINE FOR APPLICATIONS IS JUNE 17, 2022

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

Selected officers will be notified through their respective Ministry/Department via e-mail prior to the start of the course.

For more information please contact Ms. Renee Waterman,
Email: renee.waterman@mps.gov.bb or Call: 535-6714

