

THE MINISTRY OF TRAINING AND TERTIARY EDUCATION (LEARNING AND DEVELOPMENT UNIT)

Is offering the course

TEAM LEADING

Date: February 23 - 27, 2026

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



TARGET GROUP

Public Officers at the Salary Scale of Z23-Z17.

This includes: Senior Clerks, Assistant Accountants, Secretaries, and Executive Officers.

Course Delivery:
Face-to-Face

Venue:
Warren's Towers
II, Training Rooms
501/502

**Click here
to apply**



COURSE AIM

To empower participants with the competencies and skills to provide direction to members of their team, motivate and support them in achieving both the team's objectives and their individual work goals.



CONTENT

The course will cover the following broad subject areas:

- Essentials of Team Leading
- Public Service Rules and Regulations
- Conditions of Service
- Manage Personal Development
- Plan, Allocate and Monitor Work of a Team
- Communication in Teams
- Performance Management
- Managing Conflict and The Grievance Handling Process in the Public Service
- Developing Working Relationships with Team Members



DEADLINE FOR REGISTRATION:

FEBRUARY 6, 2026

*Only suitable applications that include a valid public 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 further information please contact Erica Watson via email @
erica.watson@barbados.gov.bb or telephone 535-6713.*