

THE MINISTRY OF THE PUBLIC SERVICE
LEARNING AND DEVELOPMENT DIRECTORATE

*invites you to participate in a
self-directed online course*



The Administrative Function

November 8 - 19, 2021



TARGET GROUP:

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



COURSE AIM:

To further equip administrative officers and those working in a similar capacity with the knowledge and skills required to be more effective in conducting research.



COURSE DELIVERY:

This course is delivered fully online and is self-directed with no facilitator interaction.

Content

The course will cover the following broad areas:

- Introduction to Administration and Government
- The Role of the Administrative Officer
- Public Service Protocols

Objectives

Upon completion of this module, participants will be able to:

- Discuss the importance of administration to the Public Service; and
- Discuss the role of the administrative officer in the public service of Barbados

DEADLINE FOR APPLICATIONS IS NOVEMBER 3, 2021

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

Further details on how to access the training will be emailed to selected participants.

For more information, email fayann.jordan@mps.gov.bb or tracia.sargeant@mps.gov.bb



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

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here to
Apply**