

TRAINING COURSES

Orientation Workshop for Heads of Department

Safety & Emergency Management

Orientation & Induction (ATS)

Effective Communication- Writing & Speaking English

Supervisory Management: Creating Winners in the Workplace

Orientation Workshop for Heads of Department

PeopleSoft 9.0

Supervisory Management – ‘Creating Winners in the Workplace’

Sanitation & Hygiene

UWI Open Campus Staff Presentation: PeopleSoft & Performance Management

Effective Communication – Writing & Speaking English

PeopleSoft Upgrade 9.0

Supervisory Management – ‘Creating Winners in the Workplace’

INFOSERV Institute of Technology – Data Operations Level 1

Occupation Health & Safety Workshop

Supervisory Management – ‘Creating Winners in the Workplace’

Jamaica Employers’ Federation – ‘Customer Service Dynamics’

Effective Communication – Writing & Speaking English

Minute Taking, Reproducing & Report Writing

HEART NVQ Level 1 Data Operations Training (on-going)