



**NEVIS ISLAND ADMINISTRATION
HUMAN RESOURCES**

**Open Enrolment Programmes
October 2015 – May 2016**

Workshop	Duration	Date
Understanding the Public Service	Half day	October 13, 2015
<u>Computer Skills Training</u>		
Part I: Basic Competency Skills	3 Half Days	October 21-23, 2015
Part II: End User Cyber Security Workshop	1 Day & Half	November 03-04, 2015
Part III: Presentation Skills: Working with PowerPoint	2 Half Days	May 03 -04, 2016
Customer Service Excellence	2 Half Days	November 25–26, 2015
Effective Writing for Clerical Officers	3 Half Days	January 19 – 21, 2016
HR for Non –HR Managers	2 Half Days	February 02 – 03, 2016
Administrative Fundamentals 101	2 Half Days	March 08 - 09, 2016
Conflict Resolution	2 Half Days	May 30 - 31, 2016

**Interested persons should speak with their Head of Departments, who are responsible for registering their officers with the Human Resources Department. Registration can also be done via the NIA's official website: www.nia.gov.kn
Deadline: 2 weeks prior to the start of each workshop**