

ABEF 2016 – 2017 TRAINING SCHEDULE

Introduction

The following training schedule outlines the focus of the training initiative for the financial year 2016 - 2017. The list is not exhaustive; therefore the schedule may be revised based on organizational needs or the level of member interest. The courses available include but are not limited to:

| No. | Proposed Training Course | Facilitator | Duration | Training Schedule |
|-----|---|---|----------------------|---|
| 1 | Best Practices in Employment: Antigua & Barbuda Guidelines | J. Arlene Martin Eurel E. Hodge | 4 hours | September 22, 2016 December 8 & 13, 2016 |
| 2 | “The Survival of the OCES and Developing Countries in a Global Economy” | Dr. Didacus Jules, Director General of OECS | 2 hours Breakfast | January 26, 2017 |
| 3 | Labour Relations and Interpretation of the Labour Code: UWI Certification Course | UWI Facilitator J. Arlene Martin | 20 hours | January/February 2017 |
| 4 | Supervisory/Leadership Skills: Making the Transition From Line Staff | Eurel E. Hodge | 16 hours | February 2017 |
| 5 | National Productivity Improvements for SMEs Workshop | CEC, EU, ABEF | 8 hours | March 8, 2017 |
| 6 | Establishing Customer Relationships | Eurel E. Hodge | 4 hours | March 2017 |
| 7 | Managing the Performance Evaluation Process: Crafting Job Descriptions, Organizational Policies/Procedures; Appraisal Forms | Eurel E. Hodge | 8 hours | March 2017 |
| 8 | Managing in a Trade Union Environment: Leadership & Business Communication Skills for Managers | J. Arlene Martin Eurel E. Hodge | 4 hours | April 2017 |
| 9 | Conflict Management and Resolution - Developing Emotional Intelligence | J. Arlene Martin Eurel E. Hodge | 3 hours | May 2017 |
| 10 | HIV in the Workplace | TBD | 3 hours | June 2017 |
| 11 | Breakfast or Luncheon on a Current issue | TBD | 2 hours | June/July 2017 |
| 12 | New Service Offering!!! In-house training customized to your organization’s specific needs. Please contact us (268) 462-0247 to discuss this option. | J. Arlene Martin Eurel E. Hodge | | |

Table 1 showing proposed Training Schedule for 2016/2017