

TRAINING OPPORTUNITY

The Ministry of Planning and Development of the Government of the Republic of Trinidad and Tobago is providing training for eligible individuals involved in the Information Technology enabled Services (ITeS) Sector through *The Global Services Promotion Programme, a programme* funded by the Inter-American Development Bank in the following areas:

- Advance Certificate Process Improvement, Measurement and Management Strategies
- Certificate in Applied Quality Management
- Fundamentals of Exporting – Exploring the Trade in Service Delivery (1 day workshop)
- Import/Export Management – Exploring the Trade in Service Delivery (3 day workshop)
- Digital Communication Design
- Introduction to Motion Graphics

We are seeking applicants who meet the qualification requirements, are proactive, results oriented and disciplined to participate in these training programmes. Please review the relevant Programme information and ensure that you meet the requirements before submitting your application form **on or before August 7, 2018**. For additional information contact the Ministry of Planning and Development via e-mail only to globalservices.mpd@gmail.com.

TRAINING PROVIDER – CARIBBEAN INSTITUTE FOR QUALITY LIMITED (CIQ)

ADVANCE CERTIFICATE PROCESS IMPROVEMENT, MEASUREMENT AND MANAGEMENT STRATEGIES

This 5-day program includes two modules: *Process Mapping Tools and Techniques* and *Process Improvement Methods and Analysis*, simple yet powerful techniques that enable organizations to improve and manage performance through the identification of major processes, the key activities that make up each process, the sequence of those activities, the inputs, resources, measurements and controls required and the outputs produced, for it is those activities that will come together to create an effective system.

Target Audience

- Entrepreneurs in the ITeS Sector
- Process owners and Process Team Leaders
- Managers and Supervisors
- SME's seeking business process and/or systems improvement

Qualifications/Certifications/Experience

Candidates must possess the following:

- Diploma/Certificate in any specific area/field
- Bachelor's Degree and /or Masters in a relevant field will be an asset
- At least two (2) years working experience at a supervisory level in the IT enabled Services sector
- Considerable knowledge of their organization's work processes
- Must have access to data/ information within their organization
- Authority to build improvement into their company's systems
- Proficiency in Microsoft Office Suite (Visio, Access, Word)

Tentative Training Date and Location:

August 20th – 24th 2018

Location: CIQ Head Office #206 Caroni Savannah Road, Charlieville

Personal Attributes

Candidates must possess the following:

- Leadership and decision making skills
- Strong interpersonal skills
- Excellent oral and written communication skills
- Ability to work with others and groups
- Problem solving skills
- Excellent organizational and time management skills

If you are interested in attending and believe you fulfill the requirements for this training programme, please [CLICK the link below](#):

<https://goo.gl/forms/UuXttjGjPZObdArs1>

TRAINING PROVIDER – CARIBBEAN INSTITUTE FOR QUALITY LIMITED (CIQ)
CERTIFICATE IN APPLIED QUALITY MANAGEMENT

This course has been designed to equip participants with the requisite understanding and practical expertise for the successful implementation of a Total Quality Management Model(s) within their respective organization/department. It also includes the New International Standard ISO 9000:2015 as a framework for implementing quality and allows an organization to plan, monitor and evaluate the progress of quality, thereby creating a basis for sustainable continuous improvement. This course also addresses the Key Human Functions, which are critical to the successful implementation and functioning of a Total Quality Management (TQM) System.

Target Audience

- Entrepreneurs in the ITeS Sector
- SMEs seeking business process and/or systems improvement
- Candidates seeking a better understanding of TQM
- SMEs seeking to implement a Quality Management system
- Companies seeking processes and/ or systems improvement

Tentative Training Dates and Location:

Start date August 25th, 2018 to January 19th, 2019 (proposed for Saturdays 8:00am-12:00pm) CIQ Head Office #206 Caroni Savannah Road, Charlieville

Qualifications/Certifications/Experience

Candidates must possess the following:

- Diploma/Certificate
- Bachelor's Degree and /or Masters in a relevant field will be an asset
- At least 3 to 5 years working experience in the IT enabled Services sector
- In-depth knowledge of their organization's work processes
- Must have access to data/ information within their organization
- Authority to improve their company's systems
- Proficiency in Microsoft Office Suite (Visio, Access, Word, Excel, Power Point)

Personal Attributes

Candidates must possess the following:

- Leadership and decision making skills
- Strong interpersonal skills
- Excellent oral and written communication skills
- Ability to work with others and groups
- Problem solving skills
- Excellent organizational and time management skills

If you are interested in attending and believe you fulfill the requirements for this training programme, please CLICK the link below to fill out an application form below:

<https://goo.gl/forms/UuXttjGjPZObdArs1>

TRAINING PROVIDER – COLLEGE OF SCIENCE, TECHNOLOGY AND APPLIED ARTS OF TRINIDAD AND TOBAGO (COSTAATT)

FUNDAMENTALS OR EXPORTING (1-DAY WORKSHOP)

This workshop includes an introduction to the “knots and bolts” of import and export and the trade industry. It is designed to assist participants to become more conversant and mindful of the international trade environment of which they may have previously had limited exposure, specifically as it relates to the services sector. Emphasis is placed on how to develop a vision for your import and export business and how to understand the logistics as well as legal and technical sides of import and export business. This approach will introduce participants to the basic requirements necessary to develop an import/export agenda and help them to see the benefits of trade to their business operations. This one day workshop will deliver a world view of the subject matter and allow participants to identify themselves as part of a global value chain.

Tentative Training Date and Location:

Cohort 1 – 9th October, 2018. COSTAATT Chaguanas Campus located at Pierre Road Connector, Chaguanas.

Qualifications/Certifications/Experience

- Persons interested in export and wish to understand the import/export environment
- Candidates interested in starting a business and would like to offer services regionally and internationally
- Businesses in the ITeS Sector wishing to expand their business operations

If you are interested in attending and believe you fulfill the requirements for this training programme, please CLICK the link below to fill out an application form below:

<https://goo.gl/forms/S8J19mPN3j3cCeuQ2>

TRAINING PROVIDER – COLLEGE OF SCIENCE, TECHNOLOGY AND APPLIED ARTS OF TRINIDAD AND TOBAGO (COSTAATT)

IMPORT/EXPORT MANAGEMENT – EXPLORING THE TRADE IN SERVICE DELIVERY (3-DAY WORKSHOP)

International trade is a key component of economic development and a vital indicator of a company's economic welfare. Exporting serves as a pillar of international trade and is a direct source of foreign exchange earnings. This three (3) day workshop will introduce participants to the theory, practice and procedures used in the export of services. It will provide participants with the working knowledge of exporting within the framework of international trade in Trinidad and Tobago. It is intended to allow participants to gain knowledge, practical applications and insight into the practice of exporting procedures and techniques. It will also provide a comprehensive analysis of the processes involved in exporting services within the Caribbean context and internationally.

Tentative Training Dates and Location:

Cohort 1 – 21st to 23rd August, 2018. COSTAATT Chaguanas Campus located at Pierre Road Connector, Chaguanas.

Cohort 2 – 25th to 27th September, 2018. COSTAATT Chaguanas Campus located at Pierre Road Connector, Chaguanas.

Qualifications/Certifications/Experience

- Persons interested in export and wish to understand the import/export environment
- Candidates interested in starting a business and would like to offer services regionally and internationally
- Businesses in the ITeS Sector wishing to expand their business operations

If you are interested in attending and believe you fulfill the requirements for this training programme, please CLICK the link below to fill out an application form below:

<https://goo.gl/forms/S8J19mPN3j3cCeuQ2>

TRAINING PROVIDER – COLLEGE OF SCIENCE, TECHNOLOGY AND APPLIED ARTS OF TRINIDAD AND TOBAGO (COSTAATT)

DIGITAL COMMUNICATION DESIGN

This is an entry level course for participants who wish to explore the elements of design from which advertising, computer graphics, and graphic arts are structured. It is designed to build awareness, and skill in creating designs, using the concepts of composition, proportion, alignment, contrast, repetition, proximity, white space, typography, eye movement (design hierarchy), and element control. Emphasis is placed on the value of these concepts to creatively communicate ideas. This Introductory course aims to provide participants with design, and production techniques for creating and enhancing persuasive communication. Industry-standard desktop publishing, and design software will be used - Apple hardware, Mac Operating System, and the Adobe Creative Suite of applications (Photoshop, InDesign). This laboratory-based class focuses on developing, and applying basic computer design, and pagination skills to create the type of publication projects most widely required in the graphic design, and communication industry. Participants are instructed in design theory, creative problem solving, and computer publishing skills to create print ads, newsletters, brochures, and magazine spreads. This course includes electronic photo editing, graphics, and page design.

This course will be delivered over a period of eight 8 weeks. The forty five (45) contact hour's course will be scheduled twice per week. This approach will provide persons the opportunity to get significant information related to design theory as well as practice content learnt in the right technological environment.

Tentative Training Dates and Location:

Cohort 1– Commence 10th September, 2018. Every Monday & Wednesday, 12:30-3:30 pm for 8 weeks.

Cohort 2- Commences 11th September, 2018. Every Tuesday and Thursday, 12:30-3:30 pm for 8 weeks.

Venue - TBD

Qualifications/Certifications/Experience

- Persons with a background in Information Technology/Art
- Any IT enabled service provider or persons responsible for advertising; drafting flyers; creating web-pages; corporate communication; managing social media outreach; or document design/preparation; within a company
- Any IT enabled service provider wishing to enhance their skills in digital design
- No previous graphic design skills are required but applicants must be computer literate

If you are interested in attending and believe you fulfill the requirements for this training programme, please CLICK the link below to fill out an application form below:

<https://goo.gl/forms/S8J19mPN3j3cCeuQ2>

TRAINING PROVIDER – COLLEGE OF SCIENCE, TECHNOLOGY AND APPLIED ARTS OF TRINIDAD AND TOBAGO (COSTAATT)

INTRODUCTION TO MOTION GRAPHICS

Motion graphics are graphics that use video and/or animation technology to create the illusion of motion or a transforming appearance. These motion graphics are usually combined with audio for use in multimedia projects. Advertising agencies, broadcast networks all use motion graphics to create compelling visual experiences. This course will include basic skills in motion graphics: color, form, typography, design and movement of design elements. Participants will utilize software such as Adobe Photoshop and After Effects to create compositions.

This course will be delivered over a period of eight (8) weeks with forty five (45) contact hours. The course will be conducted via lectures/demonstrations in a studio setting. This approach will provide persons the opportunity to get significant information related to design theory as well as practice content learnt in the right technological environment. Upon completion of this course, participants will be able to:

- Engage in a technical and aesthetic investigation of 2D motion graphics for digital media design
- Learn basic graphic design concepts for web design
- Understand the concepts of pixels and resolution
- Design basic motion graphics for film or web design
- Develop creative ideas on web design
- Understand the fundamentals and principles of animation
- Convey clear messages through moving graphics.

Training Dates:

Dates and Venues to be determined based on availability

Qualifications/Certifications/Experience

- Any IT enabled service provider in areas such as web page design, video production
- Must have prior qualifications in graphic design or digital communication design
- Ability to use software such as Adobe Photoshop and After Effects

If you are interested in attending and believe you fulfill the requirements for this training programme, please CLICK the link below to fill out an application form below:

<https://goo.gl/forms/S8J19mPN3j3cCeuQ2>