



THE UNIVERSITY OF TRINIDAD AND TOBAGO

PROFESSIONAL EDUCATION UNIT (PEU)

PROFESSIONAL DEVELOPMENT SERIES

AUGUST - SEPTEMBER 2010 COURSES

LEAN MANUFACTURING TOOLS AND TECHNIQUES - LEVEL 1

In this course, typical types of waste within administrative and production processes will be identified. The elimination of waste makes companies more efficient and cash rich.

Games, exercises, videos, case studies, presentations and an in-course company project are used to illustrate and apply the principles. This course involves two workshops of one week's duration with a break where participants will be required to complete a project in their companies with the assistance of the facilitator(s), where necessary.

Date: August 23 - 27, 2010 Telephone Ext.: 32115

STCW '95 BASIC SAFETY TRAINING (PRE-SEA)

This course complies with the international requirements of STCW '95 and is approved by the Maritime Services Division. Participants of this course must be in possession of a current medical certificate.

Date: August 23 - 27, 2010 Telephone Ext.: 22017

NEGOTIATING SKILLS

Conflict is part of organizational life. People in public sector agencies and nonprofit and for-profit organizations disagree over the meaning of regulations, the use of financial resources, office space, leave time, and many other issues. Managers must have the ability to diagnose disputes and to negotiate effectively to resolve conflicts. This course provides the theoretical background and conceptual framework needed for successful negotiation and mediation. Through presentations and discussions students become familiar with the tools necessary for conflict resolution in their agencies and organizations.

Date: September 1 - 3, 2010 Telephone Ext.: 24120

FALL AND ARREST SAFETY TRAINING

The fall and arrest safety training will inform participants when to wear protective equipment and how to use it. It will assist employees in properly hooking up a safety harness and when to use it, connection to anchor points and the physics involved. This course teaches the responsibilities of the employer, supervisor and worker.

Date: September 6 - 7, 2010 Telephone Ext.: 24115

FIRE AWARENESS AND EMERGENCY RESPONSE

This course is designed to expose persons to the danger of fires, how to practise good house keeping and respond to emergency evacuation in the work environment. Participants will learn to identify classes of fire and how to use a fire extinguisher effectively.

Date: September 4 & 11, 2010 Telephone Ext.: 24120
(Saturdays ONLY)

PRESENTATIONS: PREPARING, DEVELOPING AND DELIVERING

In this course, you will learn about the importance of effective communication and identifying the benefits of improving your communication skills. You will learn that the goal of speaking is to use your fear to propel your speech to higher levels. You will also discuss great speeches in history and the qualities that make a great speaker.

Date: September 6 - 8, 2010 Telephone Ext.: 24109

PUBLIC RELATIONS - MANAGING YOUR COMPANY'S IMAGE AND REPUTATION

A course designed to provide participants with an in-depth examination of the fundamentals of communications and public relations. Participants will gain a better understanding of the best practices in communications/public relations and new ideas for implementing those practices into their organizations.

Date: September 13 - 17, 2010 Telephone Ext.: 24123

OPERATIONS AND PROCESS MANAGEMENT

This course focuses on the nature of operation and the transformation system whereby an organization and an entire supply chain add value to a product or service. The course begins with a holistic view of operations, the coordination of product development, process management, and supply chain management. Topics will be covered in the areas of process analysis, materials management, production scheduling, quality improvement, product design, JIT, TQM, Six Sigma, BPM, and supply chain management with more thorough integration of services.

Date: September 13 - 17, 2010 Telephone Ext.: 24123

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