



W H A T ' S H A P P E N I N G

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Personnel Department

ISSUE 012: 2022 - 2024 - SPECIAL EDITION





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CPO LEADS WITH TRAINING & DEVELOPMENT FOR TEAM CPO



This foresight was driven by the understanding that, as public service systems become more complex, there is a pressing need for continuous learning and skill development among personnel, and by offering targeted training, the CPO sought to bridge any knowledge gaps, enhance the proficiency of staff, and ensure they are equipped with the necessary tools to handle their responsibilities effectively.

PERFORMANCE MANAGEMENT & APPRAISAL SYSTEMS

Over the past two years, the Personnel Department has been active with a wide range of impactful and noteworthy activities, all aimed at building capacity and supporting and nurturing the development of its staff.

Guided by the vision of the Chief Personnel Officer (CPO), Commander Dr. Daryl Dindial, these initiatives have focused on fostering a culture of continuous growth and professional excellence.

Under his leadership, the Department has implemented various training and development programmes designed to enhance employee skills, build leadership abilities, and prepare staff for the challenges of an ever-evolving work environment.





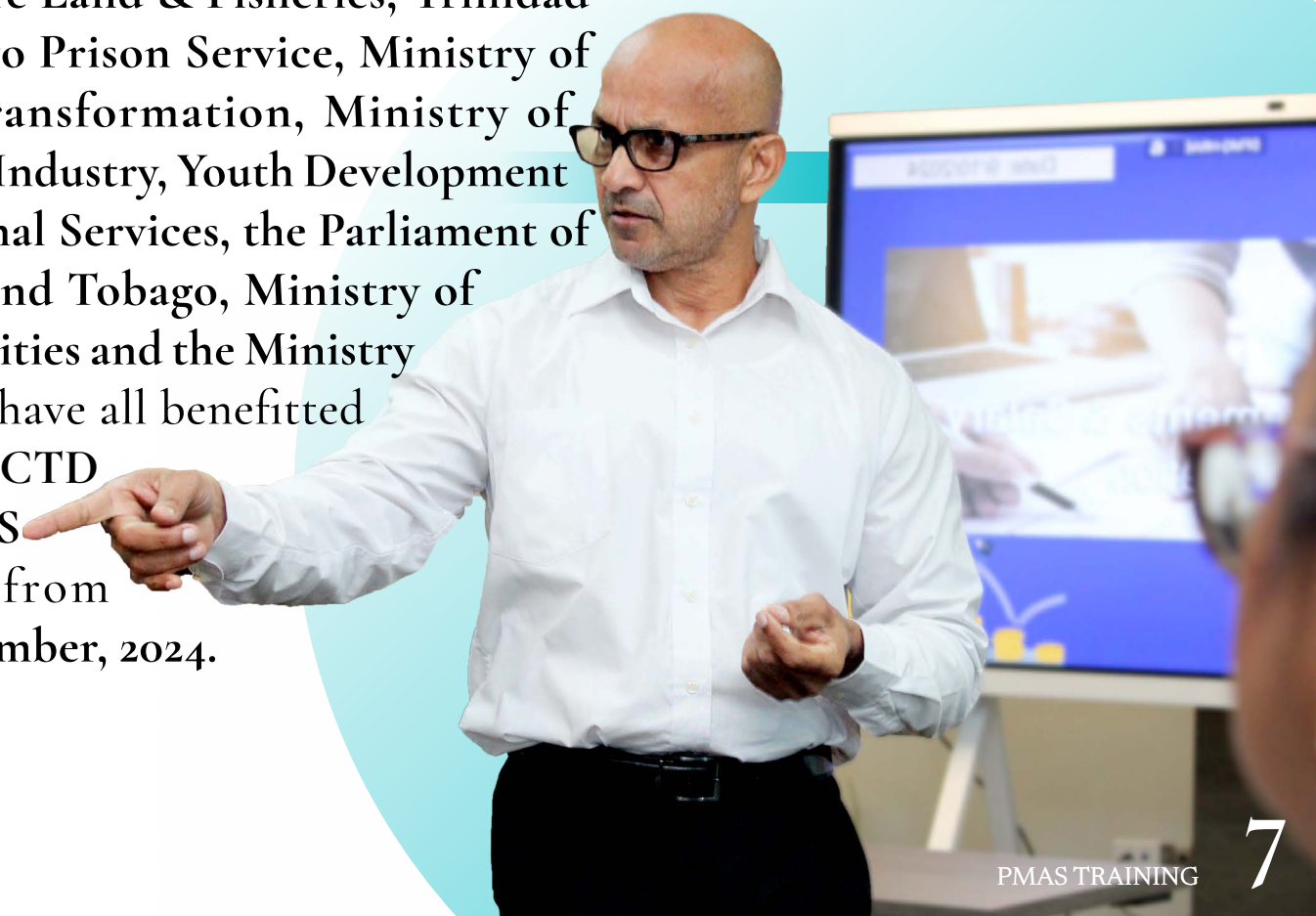
One of the key highlights of 2024 was the revision of the Personnel Department's organisational structure, which saw the transformation of the Human Resource Management Services (HRMS) Division into the Human Resource Management Compliance and Training Division (HRMCTD), a strategic shift towards a more focused, compliance-oriented approach to human resources management.



Additionally, the restructuring was also done to enhance the Department's ability to drive strategic training initiatives that align with the evolving needs of the workforce and the Personnel Department's organisational goals to better serve the Public Service.

The establishment of the HRMCTD marks a pivotal step toward strengthening the Department's focus on **Compliance and Performance Management and Appraisal Systems** while also providing a dedicated space for targeted training and professional development.

Thus far, staff from the **Ministry of Agriculture Land & Fisheries, Trinidad and Tobago Prison Service, Ministry of Digital Transformation, Ministry of Trade and Industry, Youth Development and National Services, the Parliament of Trinidad and Tobago, Ministry of Public Utilities and the Ministry of Labour** have all benefitted from HRMCTD led PMAS Training from May-November, 2024.





The Department's Compensation Management Division heavily contributed to the Personnel Department's training initiatives.

Between 2022 & 2024 the Division trained approximately eight hundred and thirty (830) Officers ranging from Offices such as the Judiciary of Trinidad and Tobago, Ministry of Digital Transformation, Ministry of Trade and Industry, Ministry of National Security (TTPS), and the Tobago House of Assembly in Increments, Pension and Leave (P&L) and Job Description writing to equip them with the knowledge, skills and abilities as well as the core concepts that are applicable when determining incremental dates and salaries of Public Officers.

Notwithstanding, it is envisaged that the utilisation of the principles and techniques acquired from the workshops enabled participants to accurately determine incremental dates, and place Public Officers at the correct incremental points in the salary scales.

This would, in turn, minimise overpayments as well as the delays experienced in the processing of terminal benefits for Public Officers.

Ultimately, the knowledge gained will contribute to a more effective and transparent compensation system.



LEAVE
& V
INCREMENT
PENSION



TRAINING & DEVELOPMENT FOR INTERNAL STAFF

The Chief Personnel Officer, Commander Dr. Daryl Dindial, addresses staff during the sensitisation session.



The Human Resource Management Unit played a crucial role in coordinating developmental training programmes tailored to meet the professional needs of both junior and senior employees within the Personnel Department.

The CPO recognised the growing need to introduce training as a critical component in developing staff within the Department and as an essential strategy for developing staff to meet the challenges of the modern public service environment.



His decision to incorporate training into staff's development was not only based on addressing current challenges, but also on preparing for future demands.

This initiative acknowledged the importance of keeping staff members updated with the latest policies and guidelines, self-improvement and technological tips to ensure their roles are performed efficiently and in line with best practices.

The CPO believes empowering staff with the necessary skills and knowledge only makes room to foster a more competent, confident, and motivated workforce, which would ultimately improve overall organisational performance.



Additionally, the introduction of training sought to create a culture of professional growth and continuous improvement, encouraging employees to take ownership of their development.

It was recognised that staff development is not just beneficial for individual growth, but also for the organisation as a whole, as a well-trained workforce is more likely to contribute to a higher quality of service, reduced errors, and greater job satisfaction. Programmes included but not limited to:

- Principles of Public Procurement and Supply
- Managing Grievance
- Advanced Public Service HR Dynamics
- Advanced Programmes
- British Psychological Test User
- Labour law
- Competencies in Human Resource Management

- Introductory to Conflict Management and Mediation
- Developing Organisational Training Plans
- Artificial Intelligence vs Human Intelligence
- Facilities Management (Building Services Maintenance)
- Effective Business Writing Using AI

- Mastering Customer Service
- Mastering Work Life Balance
- Disc Model Assessment
- Online Psychometric Training (PsyAsia)

All programmes were facilitated by highly recognised training institutions in Trinidad and Tobago and internationally.



OJTs BENEFIT FROM TRAINING

Also benefitting from developmental training were the on-the-job trainees assigned to the Personnel Department.

Earlier this year the Chief Personnel Officer, Commander Dr. Daryl Dindial (left), met with Professor Rose-Marie Belle Antoine (right), Principal of the University of the West Indies (UWI), to formalise a Memorandum of Agreement (MoA) aimed at advancing staff development within the Personnel Department.

The MoA outlined UWI's commitment to providing training opportunities for eight graduate On-the-Job Trainees (OJTs) from the Ministry of Labour, assigned to the Personnel Department.



The OJTs participated in four online sessions of the course “Leading Innovation in the Digital Economy,” a key component of UWI’s Strategic Leadership and Innovation MSc Programme offered to the State at no cost.

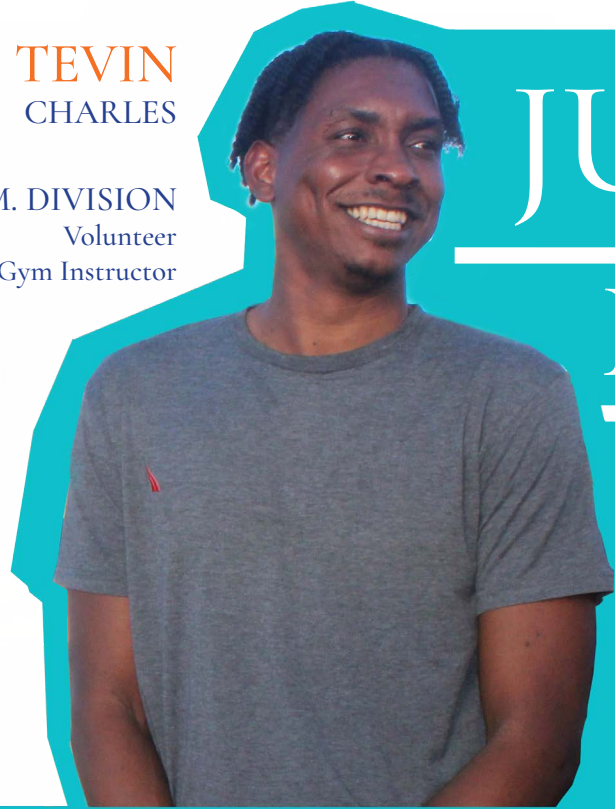
Dr. Dindial also highlighted other collaborative efforts with UWI’s Business Development Unit (BDU), noting that over 100 staff members had received specialised training through various programs.

Dr. Dindial remains committed to fostering these valuable partnerships, recognising that the growth of human capital is a long-term investment that will yield significant benefits for both public service employees and the citizens they serve.



TEVIN
CHARLES

K.I.M. DIVISION
Volunteer
Gym Instructor



JUNIOR STAFF

MAKE

SIGNIFICANT CONTRIBUTIONS

TO PERSONNEL DEPARTMENT'S SUCCESS

Over the last two (2) years, the Personnel Department has made significant progress in its operations, a success that can largely be attributed to the invaluable contributions of its junior staff.

These staff members have consistently demonstrated dedication, innovation, and hard work, allowing the Department not only to maintain its efficiency but to reach new milestones in key initiatives.

They have contributed towards health and wellness programmes, drove and promoted social events within the Department's Special Events Committee (S.E.C.) and worked diligently on a daily basis to achieve organisational goals.

Their commitment to the Personnel Department's objectives has had a lasting impact, ensuring that the Department remains adaptable, productive, and ahead of the curve in a rapidly changing workforce.

The Chief Personnel Officer's approach to recognising and rewarding the Department's staff is a strategy designed to cultivate a motivated, engaged, and high-performing employees.

STEFFON
SANDIFORD

COMPENSATION
MANAGEMENT DIVISION
Volunteer Gym Instructor



GYM AWARDS 2023



LUANN
RICHARDS

LEGAL SERVICES DIVISION



CARLOS
WILSON

PERSONAL
TRAINING
INSTRUCTOR

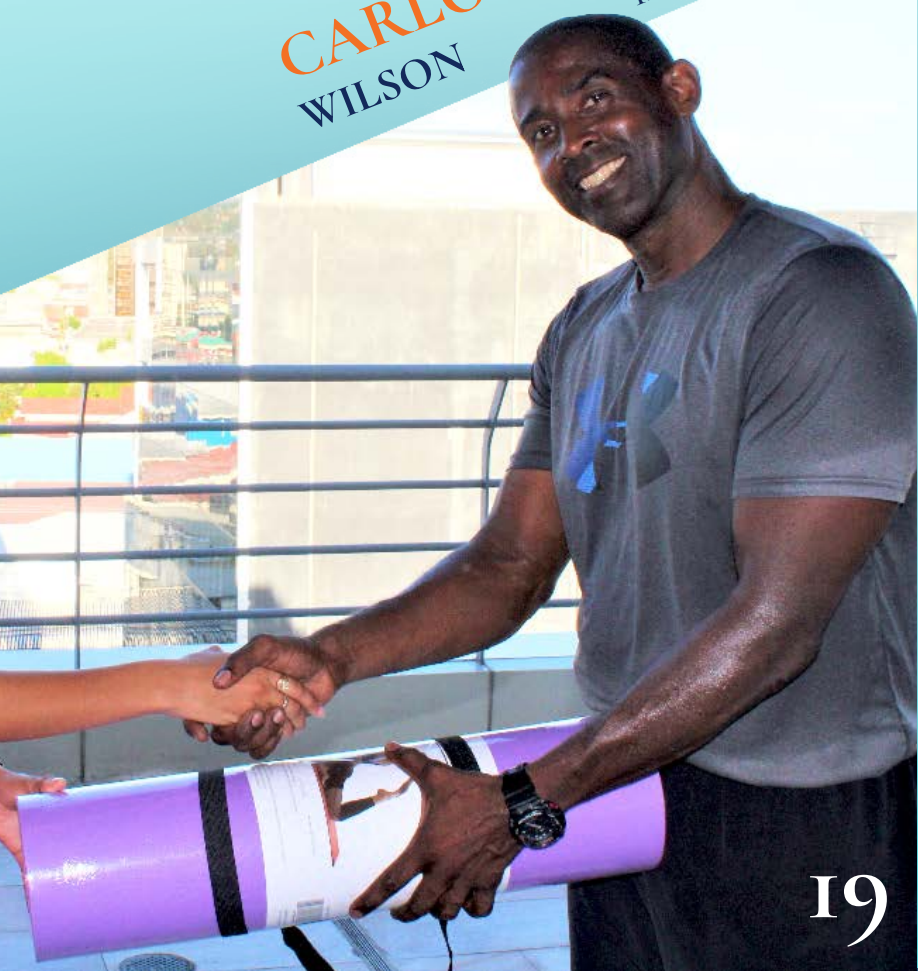
TENISHA
GRANT

ACCOUNTS UNIT



ELLIAN
DERRICK

CORPORATE SERVICES
DIVISION



TISHANA RIVERS

HREMSD

Scholarship Recipient

2023



are inspired to achieve their best and consistently strive for excellence.

The Scholarship Programme reflects the vision of the Chief Personnel Officer (CPO) in fostering a culture of continuous learning and professional development among members within the Department.

The programme aims to cultivate a highly skilled and engaged workforce, aligned with the Department's long-term goals.

Through initiatives such as Employee of the Month, Junior Staff Appreciation, and Employee of the Year, the CPO has created an environment where excellence is celebrated and valued.

These initiatives were introduced to not only boost morale, but also enhance performance by recognising the efforts of staff within the Department, helping to create a workplace where individuals



PAULA SPRINGER

Accounts Unit

Junior Staff Appreciation

2023



DILLON RAGBIR

HR Unit

Scholarship Recipient

2024

This scholarship initiative supports the CPO's broader strategy of talent retention, career progression, and organisational growth, ensuring that employees develop and have the capacity to deliver services to stakeholders, in keeping with the government's mandate of delivery of good Service Excellence.

We would like to extend our heartfelt gratitude to all the staff members who dedicate their valuable time and energy to making a difference.

Your commitment, hard work, and generosity do not go unnoticed and we truly appreciate the positive impact you've made. Thank you for your unwavering support and for always going above and beyond!



DIANE BHAROSA

Accounts Unit

2024

SHERRAINE
GENAS
DIRECTOR
LEGAL SERVICES DIVISION



WENDY
BARTON
DEPUTY CPO



RONALD
LESSEY
DIRECTOR
INFORMATION
COMMUNICATION TECNOLOGY



MICHAEL
MARAJH
JOB EVALUATION PROJECT OFFICE



MICHAEL
BRATHWAITE
JOB EVALUATION PROJECT OFFICE



SUSAN
SALANDY
HUMAN RESOURCE POLICY, PLANNING
& RESEARCH DIVISION



PETRULA
ARMSTRONG
BENEFITS MANAGEMENT DIVISION

JOB EVALUATION PROJECT OFFICE



STEFFON
SANDIFORD
COMPENSATION MANAGEMENT
DIVISION



NADINE
ELLIS
COMPENSATION MANAGEMENT
DIVISION



PETER
RAMKISSOON
LEGAL SERVICES DIVISION



ANGILA
TOOLASIE-PHEERANGEE
CONTRACTS UNIT



ALISHA
BASCOMBE
CONTRACTS UNIT



SADE
BESSON
BENEFITS MANAGEMENT DIVISION



THE UWI EVENING OF EXCELLENCE

PAST EMPLOYEES

SHERRAINE
GENAS

LEGAL SERVICES
DIVISION



2022

SALEESHA
MOHAMMED-RAMJOHN

CORPORATE SERVICES
DIVISION



2023

KRISTY
JOSEPH

COMMUNICATIONS &
EVENTS CORDINATION UNIT



2023

OF THE YEAR

EMPLOYEES OF THE MONTH

ACCOUNTS UNIT
September 2023



**HUMAN
RESOURCE UNIT**
September 2023

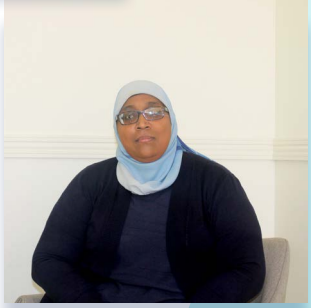


September
2023



CHASEN
RAMCHARITAR
JOB EVALUATION
PROJECT OFFICE

SALEESHA
MOHAMMED-
RAMJOHN
CORPORATE
SERVICES
DIVISION



September
2023

CANDACE
JACOB
BENEFITS
MANAGEMENT
DIVISION



October
2023



CARLOS
WILSON
PERSONAL
TRAINING
INSTRUCTOR

NADIRA
BHIM
HUMAN RESOURCE
UNIT



January
2024



SUSAN
RAJNAUTH-HOULLIER
BENEFITS
MANAGEMENT
DIVISION

MICKELLE
GEORGE-MODEST
HUMAN RESOURCE
MANAGEMENT
COMPLIANCE
TRAINING DIVISION



Febuary
2024



THANKS TO THE SPECIAL EVENTS COMMITTEE
FOR THEIR CONSISTENT SUPPORT!



Excelling in Service and Commitment



Personnel Department

