2025

ANNUAL REPORT

Virgin Islands Public Service Learning Institute



REPORTING PERIOD
January 2025 – December 2025

"Empowering Public Officers Through Continuous Learning and Professional Development."

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MESSAGE FROM THE PERMANENT SECRETARY, OFFICE OF THE DEPUTY GOVERNOR

Dear Public Officers,

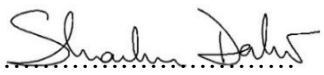
As we reflect on 2025, I am deeply encouraged by the remarkable strides made by the Virgin Islands Public Service Learning Institute (VIPSLI) in advancing the professional development of our public officers. This year has demonstrated that with focus, determination, and strategic investment in our people, we can achieve extraordinary results.

In 2025, VIPSLI delivered 110 courses across virtual and in-person modalities, representing a 15% increase from 2024. A total of 2,072 public officers — representing 84% of the Public Service — accessed training, marking a 41% increase in participation over the prior year. These results speak to a workforce that is increasingly engaged in its own development.

Among the year's most significant milestones was the launch of the Training Management System (TMS), a centralised digital platform that now enables public officers to access, complete, and track their professional development. This innovation positions VIPSLI as a modern institution aligned with global best practices in public service learning.

Additionally, the expansion of the Emerging Leaders Development Programme, the launch of the Associate Degree in Law Enforcement Administration, and the commencement of SHRM certification for HR professionals all reflect VIPSLI's commitment to providing career-defining pathways for public officers at every level.

On behalf of the Office of the Deputy Governor, I extend my heartfelt congratulations to Dr. Connie E. George and the VIPSLI team for their outstanding work. Together, we continue to build a more skilled, resilient, and future-ready Public Service.



Sharleen DaBreo-Lettsome, MBE
Permanent Secretary
Office of the Deputy Governor

MESSAGE FROM THE DIRECTOR OF THE VIRGIN ISLANDS PUBLIC SERVICE LEARNING INSTITUTE

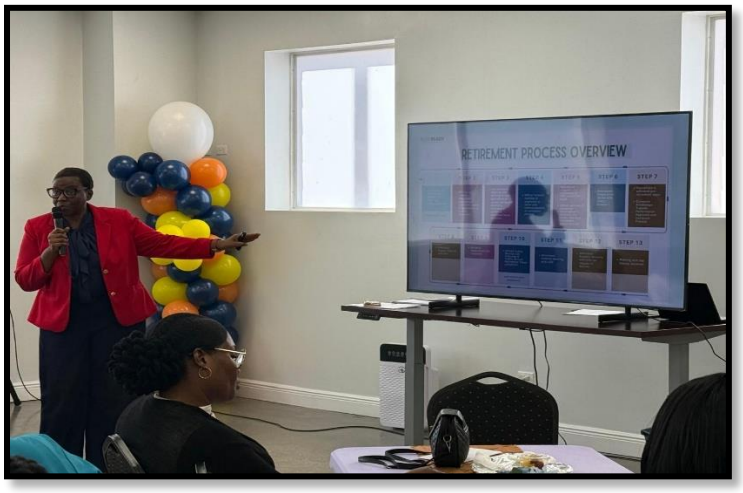
Dear Esteemed Public Officers,

As I reflect on the progress made throughout 2025, I am immensely proud to share the accomplishments of the Virgin Islands Public Service Learning Institute (VIPSLI) and the transformative impact we have achieved in advancing professional development across the Public Service.

In 2025, VIPSLI has achieved significant milestones in the following key areas:

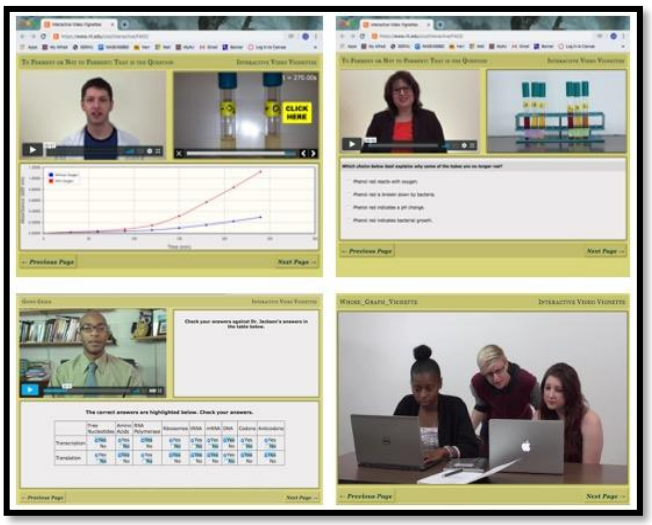
Expansion of Training Programmes:

We delivered 110 courses in 2025 — a 15% increase from 2024 — reaching 2,072 public officers, which represents 84% of the entire workforce. This growth reflects our sustained commitment to making professional development accessible, impactful, and aligned with the evolving needs of government. Our portfolio spanned Leadership & Management, Technical & Professional, Health & Wellness, Customer Service, Policy & Governance, History & Culture, Law Enforcement, and Special Awareness sessions.



Training Management System:

One of our proudest achievements in 2025 was the introduction of the Training Management System (TMS). This centralised digital platform has modernised learning across the Public Service by providing public officers with a single, accessible hub to complete and track their Essential Learning Hours. The TMS supports blended and fully online learning, integrates performance analytics, and advances our vision of a culture of lifelong learning and data-driven accountability.



Public Service Profile Survey:

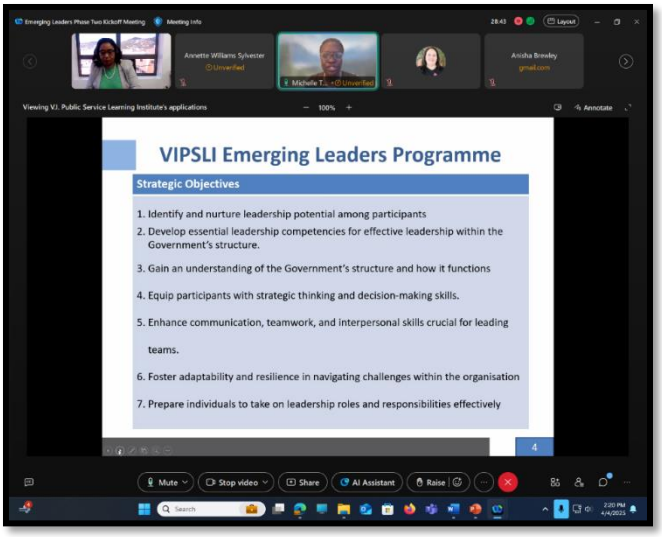
During the year, VIPSLI also conducted a Public Service Profile Survey aimed at gathering valuable data on the qualifications, professional interests, and development needs of public officers across the Service. Although the response rate was less than fifty percent, the information received provided meaningful insights that will assist the Institute in identifying priority training areas, strengthening workforce planning, and aligning future learning initiatives with the evolving needs of the Public Service. The findings will therefore serve as an important guide in shaping targeted training programmes and development opportunities in the years ahead.

Professional Certifications and Upskilling:

Twenty-five HR professionals commenced the SHRM-CP/SCP certification, and we established an exciting new partnership with CXC to launch a Customer Service Certification Programme. Twenty-six officers enrolled in the inaugural cohort of the Associate Degree in Law Enforcement Administration — a landmark programme developed in collaboration with law enforcement agencies to strengthen technical competencies and support career progression.

Leadership Development:

The Emerging Leaders Development Programme was significantly expanded in 2025, with 64 senior managers participating. The programme went beyond theoretical instruction to incorporate personalised coaching, Individual Development Plans, and ongoing mentoring — ensuring that leadership development translates into real-world impact.



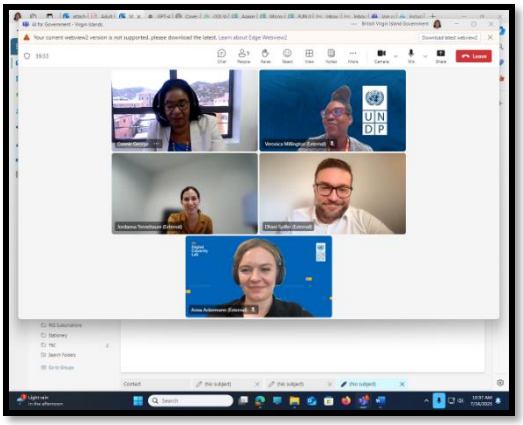
Collaborative Partnerships with Educational Institutions:

Throughout 2025, VIPSLI strengthened and expanded its partnerships with local, regional, and international educational institutions, creating greater opportunities for public officers to access specialised short courses, degree programmes, and professional certifications. Notably, this included the facilitation of a study tour to Asia, work with United Nations Development Programme (UNDP) as well as the establishment of a partnership with the American University of Peace Studies to support academic advancement in specialised fields. These collaborations enable officers to acquire critical skills and recognised qualifications that support their personal and professional development, while simultaneously enhancing their capacity to contribute more effectively to the efficiency and overall performance of the Public Service.









As we close 2025, I want to express my deepest appreciation for the dedication and hard work of each public officer, partner institution, and the VIPSLI team. The progress we have made is a testament to your commitment to excellence in public service. I anticipate further growth and development in the coming year as well as evidence of transformation that will become even more evident.

…… ……

Dr. Connie E. George
Director, Virgin Islands Public Service Learning Institute

1.0 EXECUTIVE SUMMARY

In 2025, the Virgin Islands Public Service Learning Institute (VIPSLI) continued to advance its mandate of strengthening the capability, professionalism, and effectiveness of the Virgin Islands Public Service. Through expanded training initiatives, strengthened partnerships, and improved digital learning systems, the Institute further positioned itself as a central driver of workforce development and institutional transformation across Government.

Throughout the year, VIPSLI significantly increased access to professional development opportunities for public officers across all levels and classifications of the Public Service. More than 12,500 training engagements were recorded across ministries, departments, and statutory bodies, with participation exceeding established targets and maintaining an engagement rate of approximately 95 percent. Training delivery was supported through a blended model of in-person and online learning, with over 210 virtual sessions conducted, ensuring continued accessibility for officers across the Public Service. Participant feedback remained consistently strong, with 99 percent of attendees reporting satisfactory or above evaluations of training sessions and indicating the practical value of the knowledge gained.

A major milestone during the year was the formalisation of a Memorandum of Understanding (MOU) with the American University of Professional Studies (AUOPS) to deliver an Associate Degree in Law Enforcement Administration tailored specifically for public officers in the law enforcement units within the Public Service. This programme represents a significant step in strengthening professional standards and academic pathways within the territory's law enforcement and justice sectors. The inaugural cohort of 26 public officers had participants from Customs, Immigration, Prison and Police. The partnership establishes an accessible pathway for officers to obtain accredited tertiary qualifications while remaining in service and contributes to the long-term professionalisation of law enforcement across the Virgin Islands.

VIPSLI also expanded its training portfolio through collaborations with regional and international partners, delivering courses in areas such as governance and compliance, management and leadership development, accounting and financial management, information technology, electrical and maintenance, and specialised workforce development programmes. A total of 43 courses were delivered through the procurement of external presenters, alongside programmes facilitated through partnerships with institutions including the International Professional Certification Services (IPCS), Society for Human Resources Management (SHRM), CARICAD, and IBEForum. The local community college, H. Lavity Stoutt Community College was used to facilitate the Chartered Management Institute (CMI) for Leaders and Managers training course and Association of Chartered Certified Accountants (ACCA). These collaborations strengthened the institute's capacity to provide specialised training aligned with the evolving needs of the Public Service.

A key area of progress in 2025 was the continued expansion of scholarship and professional certification opportunities for public officers. More than 170 officers participated in specialised

training programmes across disciplines such as human resources, leadership development, governance, law enforcement, and technical skills development. Additionally, VIPSLI secured and facilitated multiple scholarship opportunities through partnerships with universities and professional learning organisations, supporting officers pursuing academic qualifications and industry certifications locally, regionally, and internationally.

In support of data-driven decision-making, VIPSLI advanced the development of its training monitoring and reporting framework, generating detailed training reports, programme evaluations, and needs assessments across ministries and departments. These reports informed priority training initiatives and supported the identification of organisational capability gaps. Several targeted assessments and analytical reports were completed throughout the year to guide programme development and ensure training remained aligned with operational and strategic priorities of Government.

Financial management and institutional compliance also remained a priority. VIPSLI maintained strong adherence to the Public Service Management framework and financial regulations while continuing operational improvements, including progress toward the relocation and strengthening of the institute's operational infrastructure. These measures supported greater efficiency in programme delivery and enhanced the institute's ability to respond to emerging workforce development needs.

Through these initiatives, VIPSLI reaffirmed its commitment to cultivating a modern, capable, and forward-thinking Public Service. By investing in leadership development capacity, professional development for all public officers, and organisational learning systems, the Institute continues to contribute to a resilient and high-performing workforce—one equipped to deliver responsive, accountable, and citizen-focused public services for the Virgin Islands.

This report provides an overview of VIPSLI's strategic initiatives, programme outcomes, partnerships, and operational achievements during the year, reflecting the Institute's ongoing contribution to strengthening governance and public sector performance in the Virgin Islands.

2.0 ALIGNMENT WITH GOVERNMENT OBJECTIVES

VIPSLI's initiatives are aligned with the Deputy Governor's mandate to modernise the Public Service and strengthen institutional effectiveness across the Government of the Virgin Islands. Key areas of alignment in 2025 include:

Workforce Development and Professionalisation: Delivered a wide range of training programmes across ministries and departments, engaging over 12,500 participants and strengthening leadership, technical, and professional competencies. This included the launch of the Associate Degree in Law Enforcement through a partnership with AUOPS, with an inaugural cohort of 26 public officers.

Internal Training Capacity: Implemented the first CXC Train-the-Trainer certification programme in the region within a public service setting, with 20 public officers completing the programme to strengthen internal training capability across Government in Customer Service. Several Customer Service courses were facilitated throughout the year reaching over 300 public officers.

Performance and Capability Development: Addressed competency gaps through targeted training in governance, compliance, leadership, financial management, and operational services to improve individual and organisational performance.

Strategic Partnerships and Scholarships: Expanded collaboration with regional and international institutions to increase access to specialised training, certifications, and scholarship opportunities for public officers.

Data-Driven Workforce Development: Strengthened training monitoring, reporting, and needs assessments across ministries to support evidence-based planning and more targeted workforce development initiatives.

3.0 ORGANISATIONAL STRUCTURE SUMMARY

The Virgin Islands Public Service Learning Institute (VIPSLI) is structured to support the effective delivery of learning and development initiatives across the Public Service. Its organisational framework is designed to facilitate strong planning, coordination, and implementation of training programmes that are aligned with Government priorities and the broader public sector transformation agenda.

As of 2025, VIPSLI operates with five filled positions within an approved organisational structure of twelve posts. While this lean team has demonstrated a high level of commitment and productivity, the limited staffing complement continues to place operational pressure on the Institute, particularly as demand for training and professional development services continues to grow across ministries, departments, and statutory bodies.

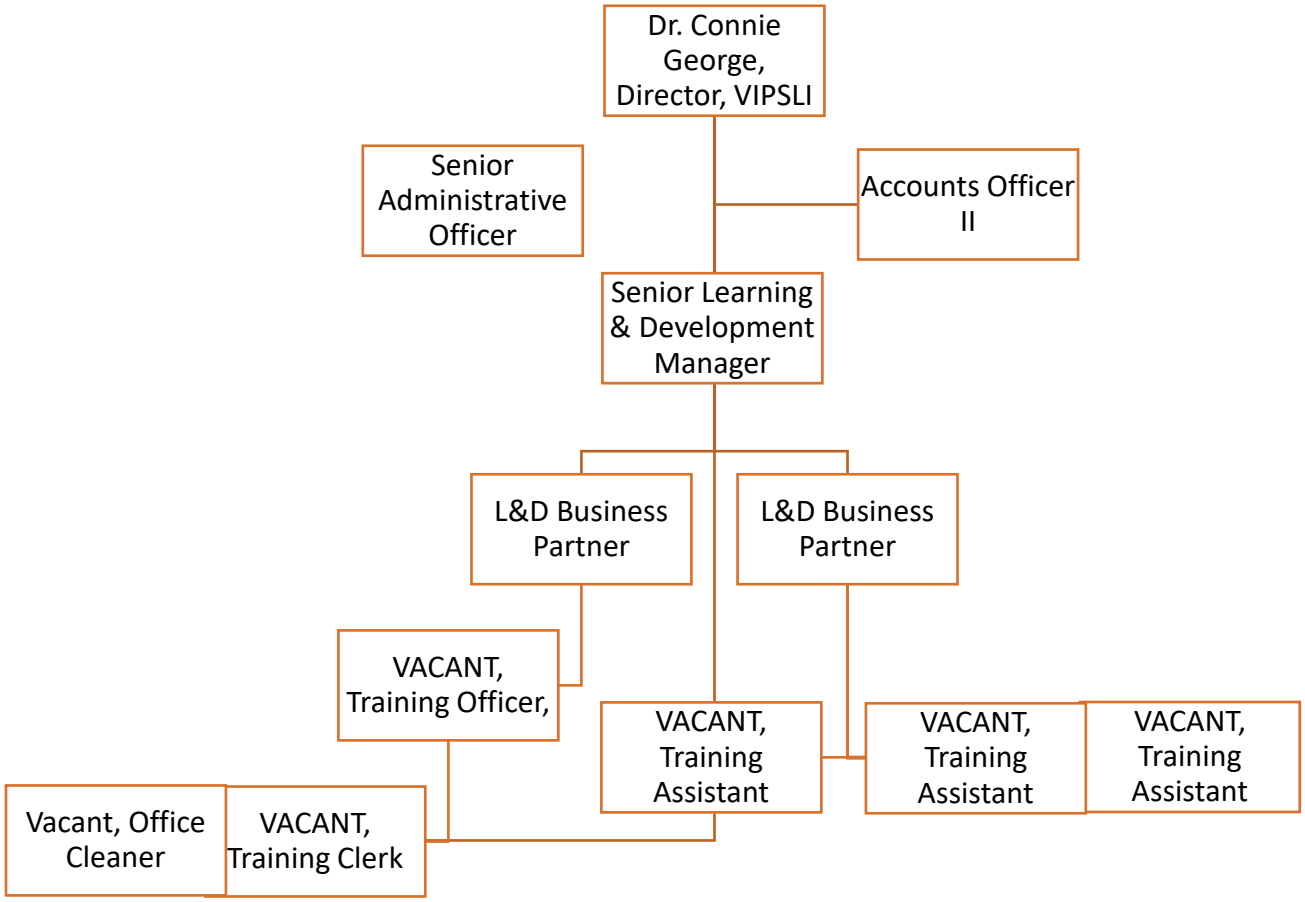
The current team comprises the Director, who provides overall leadership, strategic direction, and oversight of the Institute's programmes, partnerships, and institutional development; the Senior Learning and Development Manager, who supports strategic planning and the coordination of major learning initiatives; two Learning and Development Business Partners, who are responsible for engaging with ministries and departments, coordinating training programmes, and supporting implementation across Government; and the Accounts Officer II, who manages financial operations, procurement processes, and budget monitoring. Together, this team has successfully sustained a high level of programme delivery and stakeholder engagement throughout the year.

Despite these achievements, the existing staffing structure presents limitations in the Institute's ability to scale its operations and respond to increasing demands. Key functional areas such as curriculum development, programme coordination, digital learning systems, monitoring and evaluation, and administrative support require additional dedicated resources to ensure efficiency, quality assurance, and long-term sustainability.

In the immediate term, the establishment of a Training Assistant position has been identified as a priority. This role will be critical in supporting programme logistics, scheduling, participant coordination, and the administrative functions associated with the delivery of training. Strengthening this area will enhance operational efficiency and allow technical staff to focus more strategically on programme development and stakeholder engagement.

Looking ahead, a broader review of the organisational structure will be undertaken to support the Institute's continued growth and evolving mandate. Through the Create Upgrade Rename Transfer (CURT) process, additional roles may be formalised to strengthen core operational areas. These may include positions such as Senior Training and Academic Affairs Officers, a Curriculum Development Specialist, Training Coordinators, an Information Technology and Learning Management System Administrator, a Monitoring and Evaluation Officer, and additional administrative and operational support staff.

Strengthening the staffing complement remains a critical priority for VIPSLI. Expanding the team will enable the Institute to enhance its programme delivery, improve coordination and evaluation mechanisms, and fully leverage digital learning systems. Ultimately, this will ensure that VIPSLI is well-positioned to continue supporting the Government's workforce development agenda and delivering high-quality, impactful learning opportunities for public officers across the Virgin Islands Public Service. See graphic below:

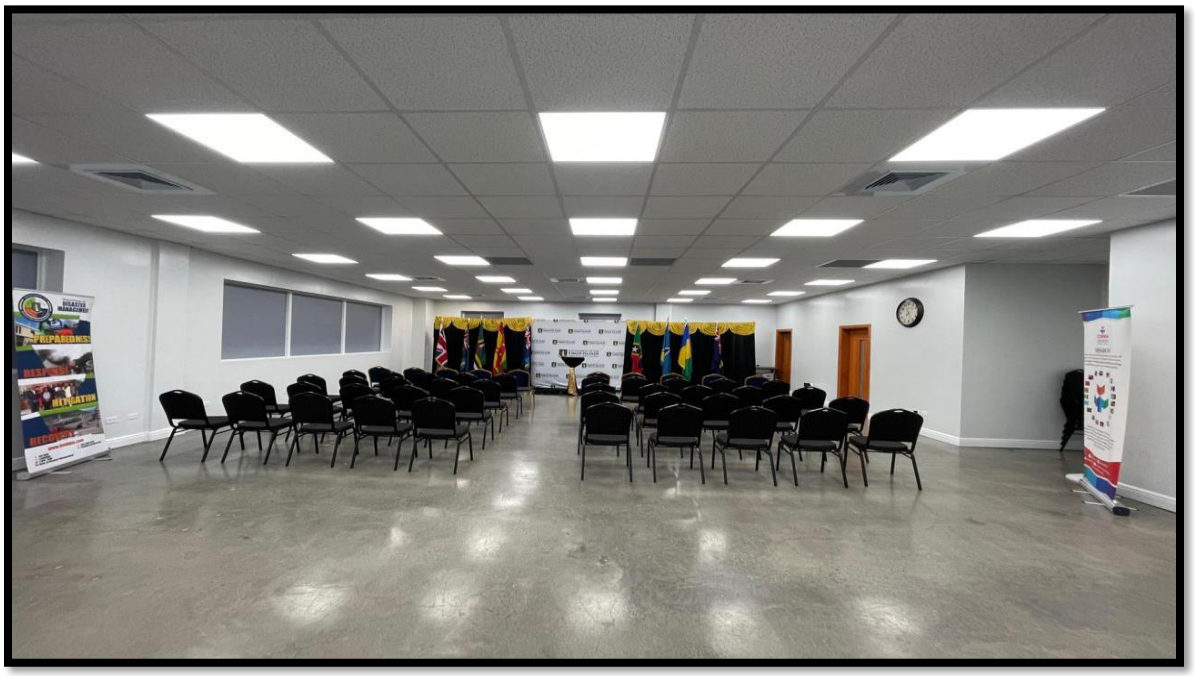


4.0 VIPSLI 2024 Work Plan – Key Highlights

The 2025 Work Plan provided a structured and strategic framework to guide the activities of the Virgin Islands Public Service Learning Institute (VIPSLI) over the period January to December 2025. Anchored in nine key priority areas, the Work Plan enabled the Institute to align its operational focus with its mandate of strengthening capacity across the Public Service, while ensuring measurable progress through clearly defined objectives, deliverables, and performance indicators. Key areas for highlight are:

Physical Space Development

Significant progress was achieved in 2025 with the establishment of VIPSLI's dedicated training facility, now relocated to the CTL Commerce Centre in Fish Bay. This new space marks a major milestone for the Institute, providing not only administrative offices but also a designated environment for the delivery of face-to-face and virtual training, meetings, and conferences.



A key priority moving forward is the full outfitting of this facility to meet modern training standards. This includes the installation of up-to-date technological infrastructure and the provision of classroom-style furniture to support a structured, professional learning environment. Equipping the space with smart learning tools, audiovisual systems, and flexible seating arrangements will significantly enhance the Institute's capacity to deliver high-quality, interactive programmes while positioning VIPSLI to meet the growing and evolving training demands of the Public Service.

Policy Review and Development

The Institute continued to strengthen its governance framework through the ongoing review and development of key policies. Substantial progress was made on several critical policy areas, including the Training and Development Policy, Human Resources Regulations, Attachment Policy, Certificate Programme Frameworks, and the Merit Pay Policy. Additionally, work advanced on the development of Leadership and Management Standards in collaboration with City & Guilds. These policy initiatives are essential to formalising processes, ensuring consistency, and aligning training and development efforts with broader Public Service transformation goals.

Operational Planning

Operational planning remained a central focus throughout the year. VIPSLI developed and implemented a comprehensive operational plan that outlined strategic priorities, key activities, and measurable targets. Quarterly evaluations were conducted to monitor progress, assess performance, and ensure that activities remained aligned with the Institute's mission and the evolving needs of the Public Service. This structured approach strengthened accountability and supported data-informed decision-making.

Programme Development and Delivery

Programme development and delivery continued to be a cornerstone of VIPSLI's work in 2025. The Institute expanded its portfolio significantly, delivering a total of 210 training sessions and achieving 12,505 participant engagements, thereby exceeding its work plan targets. In support of evidence-based planning, three comprehensive skills and training needs assessments were conducted across Public Service departments, providing valuable insights to guide programme design and prioritisation. See **Appendix Three** for the 2025 Training schedule.

Communication and Networking

Stakeholder engagement and communication efforts were strengthened throughout the year. VIPSLI enhanced its visibility and outreach through a range of initiatives, including publication events, webinars, newsletters, and targeted promotional materials. These efforts not only increased awareness of training opportunities but also reinforced the Institute's role as a central hub for learning and development. At the same time, VIPSLI continued to cultivate and expand strategic partnerships at the local, regional, and international levels, thereby broadening access to specialised training and collaborative opportunities.

Financial Management

Sound financial management remained a priority, with the Institute maintaining close oversight of its budget, managing scholarship disbursements, and ensuring accountability in the use of public funds. Efforts were also made to identify and pursue additional funding opportunities, including engagement with regional and international partners to support scholarships and

capacity-building initiatives. These efforts are critical to sustaining and expanding the Institute's programmes in a financially responsible manner.

Human Resources Capacity Building

In the area of human resource development, VIPSLI made incremental progress in strengthening its internal capacity. The recruitment of one additional staff member helped to partially address existing staffing gaps, while ongoing training and performance evaluations supported the professional growth of current team members. Continued investment in human capital remains essential to the Institute's ability to effectively deliver on its mandate.

Professional Development

In 2025, VIPSLI advanced a strategic, competency-based approach to professional development, prioritising upskilling in key areas critical to Government's transformation agenda. Focused investments were made in leadership and management, digital transformation, procurement and contract management, HR analytics, governance and regulatory compliance, disaster management, and law enforcement training. These targeted interventions were aligned with the Public Service Management Act (2024) and broader workforce development priorities, ensuring that officers are equipped with the technical expertise and leadership capabilities required to enhance service delivery and institutional performance.

Complementing in-service training, VIPSLI strengthened long-term capacity-building through expanded access to accredited programmes, professional certifications, and academic advancement opportunities via local, regional, and international partnerships. The scholarship programme remained a central pillar of this effort, supporting officers in pursuing qualifications in high-demand and priority fields. This integrated approach to continuous learning and professional growth reinforces the Institute's commitment to building a resilient, future-ready Public Service capable of meeting the evolving needs of the Virgin Islands.



Training Management System

A major achievement under the 2025 Work Plan was the successful introduction of the Training Management System (TMS). This system provides a centralised digital platform through which public officers can access training opportunities, complete courses, and track their Essential Learning Hours. The implementation of the TMS represents a significant advancement in modernising training administration and supporting a more structured, accessible, and data-driven approach to professional development across the Public Service.

Building Career Pathways

In 2025, the Virgin Islands Public Service Learning Institute (VIPSLI) placed a deliberate and strategic focus on the development of structured career pathways for public officers. Moving beyond traditional training delivery, the Institute advanced a more integrated approach to workforce development that aligns learning with career progression, succession planning, and national priorities. Building on the foundation established in previous years, VIPSLI strengthened its commitment to ensuring that public officers are equipped not only with skills for their current roles, but also with clear and attainable pathways for advancement within the Public Service.

This approach was operationalised through the alignment of training programmes with key occupational streams and priority sectors, including leadership, governance, technical disciplines, and specialised areas such as law enforcement. The introduction and expansion of certification programmes, academic partnerships, and structured leadership initiatives—such as the Emerging Leaders Development Programme—provided officers with progressive opportunities to build competencies over time. The incorporation of Individual Development Plans (IDPs) further supported this framework by enabling officers to map their professional

growth, identify development needs, and engage in targeted learning aligned with both personal and organisational goals. Through these initiatives, VIPSLI continues to institutionalise a culture where learning is directly linked to career mobility, performance, and long-term public service excellence.



Assessments and Workforce Insights

A key pillar supporting VIPSLI's strategic direction in 2025 was the continued implementation of comprehensive assessments across the Public Service. In alignment with the Institute's Work Plan, targeted skills and training needs assessments were conducted across multiple ministries and departments to identify competency gaps, workforce strengths, and priority areas for development. These assessments provided a critical evidence base to guide programme design, ensuring that training interventions were responsive, relevant, and aligned with the evolving needs of the Public Service.

Beyond identifying training needs, the assessments also contributed to a deeper understanding of departmental operations, workforce capabilities, and performance challenges. In several instances, the Institute provided strategic recommendations to enhance efficiency, strengthen organisational capacity, and improve service delivery outcomes. This data-driven approach enabled VIPSLI to prioritise resources effectively, tailor training programmes to specific contexts, and measure the impact of its interventions more systematically.

Collectively, the outcomes achieved under the 2025 Work Plan demonstrate VIPSLI's strong progress in advancing its strategic priorities. Through focused planning, effective implementation, and continuous monitoring, the Institute has strengthened its foundation for sustained growth and increased impact in the years ahead.

5.0 STRATEGIC FRAMEWORK

The Virgin Islands Public Service Learning Institute (VIPSLI) successfully implemented a range of training programmes aligned with its mission to build capacity, enhance performance, and promote continuous learning within the Public Service. These efforts directly supported national development goals by ensuring that public officers are well-equipped to deliver high-quality services across all sectors.
The following outlines the key strategic goals that were achieved:

1. Enhancing Training Programmes and Curriculum Development

VIPSLI made deliberate efforts to strengthen the relevance, quality, and impact of its training offerings in 2025. This included:

- Expanding the portfolio from 96 courses in 2024 to 110 courses in 2025, a 15% increase.
- Introducing competency-based training approaches aligned with the Government's 2025–2030 Recruitment Strategy.
- Developing new programmes in Law Enforcement, Customer Service Certification, and HR Certifications in collaboration with specialist partners.
- Embedding leadership development, wellness, and digital literacy across the curriculum.
- Launching the Training Management System (TMS) to digitise course delivery, tracking, and performance analytics.

2. Improving Accessibility and Participation in Learning Opportunities

To foster inclusive and widespread learning, VIPSLI:

- Delivered 41 virtual courses and 69 in-person courses, providing flexible access across all modalities.
- Achieved 84% coverage of the Public Service, with 2,072 of 2,477 officers accessing training.
- Recorded 12,505 total participant engagements, a significant increase from 2024.
- Extended reach to senior managers, Heads of Departments, and Deputy and Assistant Managers through dedicated leadership sessions.

3. Fostering a Culture of Continuous Learning and Improvement

VIPSLI actively worked to embed lifelong learning as a core principle of the Public Service by:

- Tracking Essential Learning Hours.
- Hosting knowledge-sharing events, workshops, and peer learning forums across 110 sessions.
- Awarding certificates and learning hours for each course completed.
- Introducing Individual Development Plans (IDPs) as part of the Emerging Leaders Development Programme.

4. Strengthening Public Service Capacity and Resources

VIPSLI contributed to enhancing institutional capacity by:

- Establishing the VIPSLI Development Committee under the Public Service Management Act to oversee scholarships, study leave, and placements.
- Expanding domestic and foreign scholarships in critical fields including Architecture, Environmental Health, Accounting, and Industrial Relations.
- Conducting sector-specific training and needs assessments to inform strategic workforce planning.
- Delivering the Retire Ready Programme for officers within five years of retirement, in partnership with the Benefits & Compensation Unit.

6.0 MAJOR ACHIEVEMENTS

The Virgin Islands Public Service Learning Institute (VIPSLI) recorded significant accomplishments that reflect its continued commitment to building a modern, competent, and resilient Public Service. The following are the key milestones:

Capacity Building and Participation

The Institute expanded both the reach and depth of its programmes, delivering a total of 110 training courses across blended modalities, representing a 15% increase compared to 2024. These efforts resulted in 12,505 participant engagements across all sessions, with 2,072 public officers participating out of an establishment of 2,477. This represents an impressive 84% reach across the Public Service and a 41% increase in participation over the previous year. Training delivery was strategically aligned across eight key areas: Leadership and Management, Technical and Professional Development, Health and Wellness, Customer Service and Communication, Policy, Governance and Awareness, History and Culture, Law Enforcement, and Special Awareness Sessions. This balanced portfolio ensured that both core competencies and specialised skills were addressed in support of organisational effectiveness.

Training Management System

A major milestone achieved during the year was the introduction of the Training Management System (TMS), which represents a transformative advancement in how training is accessed, delivered, and monitored across the Public Service. The TMS provides a centralised digital platform through which public officers can register for courses, track their Essential Learning Hours, and manage their professional development. While the system was introduced in 2025, its full implementation will continue into 2026, where it is expected to monitor learning, enhance accessibility, and provide real-time training performance analytics. This innovation marks a critical step in advancing a data-driven culture of continuous learning and institutional accountability.

Professional Certification and Upskilling

VIPSLI also made significant progress in professional certification and workforce upskilling. Twenty-five (25) Human Resource professionals commenced the SHRM-CP/SCP certification, strengthening human resource capacity across ministries and departments. In collaboration with the Caribbean Examinations Council (CXC), the Institute launched the Customer Service Certification Programme, beginning with a cohort of twenty participants under a Train-the-Trainer model, with plans to expand to frontline public officers. Additionally, VIPSLI introduced the Associate Degree in Law Enforcement Administration, developed in partnership with law enforcement agencies. This programme enrolled twenty-six (26) participants in its inaugural cohort, reflecting the Institute's commitment to structured and accredited pathways for specialised sectors.

Governance and Scholarship Management

Strengthening governance and scholarship management was also a key achievement in 2025. The establishment of the VIPSLI Development Committee under the Public Service Management Act provided a formal mechanism to oversee scholarships, study leave, and professional placements. Administrative capacity was further enhanced through the recruitment of additional staff to support programme coordination, training and execution of services. The Institute also expanded access to both domestic and international scholarships in priority fields, ensuring alignment with national workforce development needs.

Table 1.0 – 2025 Domestic & Foreign Scholarships

No.	Field of Study	Country of Study	Officers
1	Accounting	UWI Online	1
2	ACCA	Tortola – HLSCC	3
3	Environmental Health	UK	1
4	Urban Planning	UK	1
5	Human Resources and Industrial Relations	UK	1
6	Leadership and Management (CMI)	Local – HLSCC	10

Leadership Development

Leadership development remained a central focus for VIPSLI in 2025, particularly through the expansion of the Emerging Leaders Development Programme. The programme was strengthened to include targeted sessions for senior leadership, including Heads of Departments, Unit Heads, and Deputy and Assistant Managers. A total of 64 senior managers participated in the programme, which moved beyond traditional instruction to incorporate personalised coaching, the development of Individual Development Plans (IDPs), and structured monitoring and mentoring. Plans are in place to further enhance this initiative through attachments, internships, and continued leadership tracking in 2026 and 2027, ensuring sustained leadership pipeline development across the Public Service. See **Appendix G** showing Leaders and Ministries involved in the Training Sessions for the Emerging Leaders Training Programme.



Sector-Specific Training and Partnerships

The Institute also continued to strengthen its partnerships to deliver sector-specific and high-quality training programmes. Collaborations with organisations such as the American University of Peace Studies (AUOPS), CARICAD, IPCS, Global Governance Forum, IBE Forum, SHRM, MasterClass, REDTRAC, and the H. Lavity Stoutt Community College (HLSCC) enabled the delivery of specialised training across multiple disciplines. Under the Memorandum of Understanding with HLSCC, eight courses were successfully delivered in 2025, including Intermediate Accounting, Introduction to Compliance, Chartered Management Institute Level 5, ACCA, Computer Literacy (Intermediate), Safer Building Levels 1 and 2, and Fundamentals of Electrical Systems. These programmes, valued at $58,785, were fully executed within the domestic training allocation and contributed significantly to building technical and professional competencies within the Public Service.

Retire Ready

In keeping with its holistic approach to workforce development, VIPSLI partnered with the Benefits and Compensation Unit to deliver the Retire Ready Programme for officers within five years of retirement. Two interactive workshops were conducted, reaching over 100 participants and covering critical areas such as pension procedures, financial literacy, and personal wellness. This initiative will be further strengthened through the development of a Retire Ready Digital Toolkit, scheduled for release in 2026, ensuring continued support for officers transitioning into retirement.



First Cohort of 2025 – Retirement Ready Course

Training delivery in 2025 was both comprehensive and impactful, as reflected in the distribution of sessions and participant engagement across programme areas.

Table 1.0 – 2025 Training Performance Highlights

Category	No. of Sessions	No. of Participants
Leadership & Management	20	2,245
Technical & Professional	22	1,270
Health & Wellness	14	2,603
Customer Service & Communication	20	1,528
Policy, Governance & Awareness	16	2,635
History & Culture	8	1,090
Law Enforcement	6	100
Special Awareness Sessions	10	1,019
Foundation Course	40	15
Total	**110**	**12,505**

The Institute maintained a strong balance between in-person and virtual delivery, with 69 courses conducted face-to-face and 41 delivered virtually. This blended approach ensured accessibility and flexibility for public officers across the Territory. Notably, the virtual session *Understanding Menopause: Health, Well-being and Everyday Impact* attracted 490 participants, making it the largest virtual session hosted by VIPSLI to date. Meanwhile, the *Read the Room* session recorded the highest in-person attendance, with 75 participants, highlighting the continued demand for interpersonal and communication skills training.

Collectively, these accomplishments demonstrate VIPSLI's growing impact and its ability to respond strategically to the developmental needs of the Public Service. Through innovation, partnerships, and a strong commitment to excellence, the Institute continues to strengthen its role as the central hub for learning, leadership development, and professional advancement within the Virgin Islands. Appendix A shows training statistics

7.0 PROGRAMME PERFORMANCE ANALYSIS

In 2025, the Virgin Islands Public Service Learning Institute (VIPSLI) delivered an expansive and dynamic portfolio of training programmes, reflecting its continued commitment to building capacity across the Public Service. A total of 110 training sessions were conducted using a blended approach that incorporated both in-person and virtual modalities. Of these, 69 sessions were delivered face-to-face, while 41 were facilitated virtually, demonstrating the Institute's strategic use of flexible learning platforms to maximise reach, accessibility, and engagement across ministries, departments, and statutory bodies.

The distribution of training across key thematic areas highlights the Institute's responsiveness to the evolving needs of the Public Service, with strong participation recorded in areas aligned to governance, employee wellbeing, leadership development, and service delivery. Appendix B shows the analysis of training attendance. The table below provides a summary of participation across the major training categories.

Training By Categories – Participation Highlights

Training Category	Sessions	Participants	% of Total Participants
Policy, Governance & Awareness	16	2,635	21.1%
Health & Wellness	14	2,603	20.8%
Leadership & Management	20	2,245	18.0%
Customer Service & Communication	20	1,528	12.2%
Technical & Professional	22	1,270	10.2%
Special Awareness Sessions	10	1,034	8.3%
History & Culture	8	1,090	8.7%
Law Enforcement	6	100	0.8%
Foundation Course	40	15	0.3%

Analysis of participation trends indicates that Policy, Governance & Awareness and Health & Wellness emerged as the highest-attended training categories in 2025. This reflects a growing emphasis within the Public Service on strengthening governance compliance, ethical awareness, and employee wellbeing. These areas continue to be critical in fostering a resilient, accountable, and people-centred public sector.

Leadership and Management training also featured prominently, accounting for one of the highest numbers of sessions delivered during the year. This underscores VIPSLI's strategic focus on developing leadership capacity at all levels of the Public Service, ensuring that current and emerging leaders are equipped with the competencies required to effectively manage teams, drive performance, and lead organisational transformation.

Customer Service and Communication training remained a key area of focus, supporting the Government's commitment to improving service delivery and enhancing the overall experience of citizens and stakeholders. Similarly, Technical and Professional training programmes

contributed to strengthening specialised skills across various functional areas, ensuring that public officers remain competent and responsive in their respective roles.

Special Awareness Sessions and History and Culture programmes also recorded strong participation, highlighting an increasing appreciation for broader knowledge areas that support personal development, national identity, and organisational awareness within the Public Service.

While the Law Enforcement category recorded a smaller number of participants, this reflects the highly specialised and targeted nature of these programmes. Notably, initiatives such as the Associate Degree in Law Enforcement Administration continue to provide structured and professional development pathways for officers within the sector.

Technical and Professional training accounted for 22 sessions and 1,270 participants (10.2%), reflecting a more targeted approach to capacity building compared to broader training categories. This area focused on specialised, role-specific development, including SHRM, leadership and management, accounts and ACCA, office procedures, customer service, as well as maintenance, electrical, construction, and elements of law enforcement training. While participation was lower, the programmes delivered high value by strengthening technical competencies, supporting certification pathways, and enhancing operational efficiency across the Public Service.

The continued integration of virtual learning played a significant role in expanding access to training opportunities. Virtual sessions accounted for approximately 37% of all training delivered, demonstrating a growing level of comfort and adaptability among public officers in engaging with digital learning platforms. This shift has enabled VIPSLI to reach larger audiences and deliver timely, relevant content across the Public Service.

Several standout sessions further illustrate the Institute's impact during the year. The virtual session entitled *Understanding Menopause: Health, Well-being and Everyday Impact* attracted an unprecedented 490 participants, representing the highest attendance recorded for a virtual event. Additionally, the *Read the Room* session emerged as the most attended in-person training, with 75 participants, reflecting strong interest in interpersonal effectiveness and communication skills.

Overall, the breadth and depth of training delivered in 2025 demonstrate VIPSLI's ability to respond strategically to the developmental needs of the Public Service. Through a balanced mix of programme areas and delivery modalities, the Institute continues to foster a culture of continuous learning, professional excellence, and organisational effectiveness across the Virgin Islands.

8.0 MAJOR CHALLENGES

Despite the notable achievements realised in 2025, the Virgin Islands Public Service Learning Institute (VIPSLI) encountered a number of operational and systemic challenges that influenced both the pace and scope of programme implementation across the Public Service. These challenges, while not diminishing the Institute's overall impact, highlight important areas for continued strengthening as VIPSLI advances its mandate of building a modern, competent, and responsive public sector workforce.

Limited Human Resource Capacity

A primary constraint throughout the year was limited human resource capacity. Although the Institute was strengthened by the addition of a Senior Learning and Development Manager, the overall staffing complement remained small, comprising the Director, the Senior Learning and Development Manager, two Learning and Development Business Partners, and an Accounts Officer II. This lean structure required the team to manage a broad portfolio of responsibilities, including programme design, stakeholder engagement, training delivery, administration, and reporting. The absence of dedicated programme supports roles—such as training coordinators, curriculum development specialists, and administrative personnel—placed considerable operational pressure on the team and constrained the Institute's ability to scale its offerings at the pace required to meet the growing demands of the Public Service.

Training Demand Outpacing Capacity

The challenge of limited human resource capacity was further compounded by the increasing demand for training and professional development across ministries and departments. In 2025, VIPSLI experienced a significant rise in requests for capacity-building initiatives, reflecting both heightened awareness of the Institute's role and a growing commitment to continuous learning within the Public Service. While the Institute successfully delivered a substantial number of training programmes, the volume of requests often exceeded the team's capacity to respond within desired timelines. As a result, careful prioritisation was required to ensure that critical training needs were addressed, while other requests were scheduled based on resource availability.

Coordination and Engagement Across Departments

Effective coordination and engagement across ministries and departments also emerged as an area requiring continued attention. While many departments demonstrated strong collaboration and commitment to training initiatives, there were instances where requests were submitted without the necessary supporting information or follow-through from departmental leadership. In some cases, training needs assessments were not consistently completed, participant confirmations were delayed, or administrative requirements were not fully met. These gaps affected the efficiency of programme planning and scheduling, underscoring the need for strengthened communication, clearer processes, and enhanced accountability across all stakeholders involved in workforce development.

Technology Adoption and Digital Learning Transition

The introduction of the VIPSLI Training Management System (TMS) marked a significant step forward in modernising training administration and reporting; however, the transition to digital learning systems required an adjustment period across the Public Service. Variations in digital literacy, system familiarity, and user engagement influenced the pace at which the platform was fully integrated into routine operations. While the system has already begun to improve the tracking of Essential Learning Hours and reporting capabilities, continued support, training, and change management will be necessary to maximise its effectiveness and ensure consistent usage across all ministries and departments.

Procurement and External Coordination

The coordination of specialised training programmes with external facilitators and international partners presented occasional challenges. Procurement processes, contractual timelines, and the availability of external experts sometimes affected the scheduling and delivery of these programmes. While these partnerships remain critical to providing high-quality, specialised training, there is a need to further streamline procurement and planning processes to enhance efficiency and minimise delays.

Monitoring, Evaluation Training Coordination

The Institute also continues to strengthen its monitoring, evaluation, and data reporting frameworks. Although the introduction of digital systems has improved data collection and reporting, there remains an opportunity to further enhance the measurement of training outcomes and the overall impact of learning initiatives on organisational performance. Developing a more comprehensive evaluation framework will support evidence-based decision-making and ensure that training investments yield measurable benefits for the Public Service.

Moving forward, addressing these challenges remains a strategic priority for VIPSLI. Continued efforts to expand staffing capacity, strengthen collaboration with ministries and departments, and enhance digital systems will be critical to improving operational efficiency and programme delivery. By building on the progress achieved in 2025 and proactively addressing these areas, VIPSLI is well positioned to further strengthen its impact and continue serving as a central pillar in the development of a highly skilled, agile, and future-ready Public Service in the Virgin Islands.

9.0 OUTSTANDING ISSUES

As the Virgin Islands Public Service Learning Institute (VIPSLI) continues to strengthen its mandate to build capacity across the Public Service, several key areas have been identified that require continued strategic attention and development in 2026. These priorities represent important next steps in ensuring that the Institute's training programmes not only expand in reach but also deepen their measurable impact on the effectiveness and professionalism of the Public Service.

Evaluation and Impact Measurement

One of the critical areas for advancement is the strengthening of evaluation and impact measurement. While the Institute has successfully delivered a wide range of training initiatives, a more robust and systematic framework is required to assess learning outcomes and the practical application of skills within the workplace. The development of structured feedback mechanisms, post-training evaluations, and performance tracking tools will allow VIPSLI to better measure how training translates into improved service delivery and organisational performance. The implementation of the Training Management System (TMS) will support this effort by capturing participation data and completion rates; however, complementary evaluation processes must be established to ensure that training investments produce tangible and measurable improvements across the Public Service.

Full TMS Rollout

Another key priority is the full deployment of the Training Management System. Although the platform was introduced in 2025, it has not yet been fully rolled out to all public officers. Completing the system-wide implementation in 2026 will significantly enhance VIPSLI's ability to manage training programmes, track Essential Learning Hours, and support blended learning opportunities across government ministries, departments, and statutory bodies. Once fully operational, the TMS will also strengthen data-driven decision-making by providing valuable analytics on participation, learning trends, and workforce development needs.

Budget and Training

Adequate budgetary support is necessary to expand training programmes and support strategic initiatives in workforce development. For 2026, VIPSLI has identified critical funding requirements, including an estimated $220,000 to support priority training areas and approximately $256,400 to advance the Apprenticeship and Cadet programmes. Securing these resources will be essential to maintaining the momentum of capacity-building initiatives and ensuring that opportunities for professional development remain accessible to public officers. In addition to Government allocations, the Institute will continue to explore diversified funding avenues through partnerships with regional institutions, international agencies, and private sector collaborators.

Course Accreditation

The advancement of course accreditation remains an important strategic objective. Formal accreditation of VIPSLI's short courses and Public Service Certificate programmes will enhance the credibility, quality assurance, and regional recognition of the Institute's training offerings. Accreditation will also strengthen professional development pathways for public officers by ensuring that learning achieved through VIPSLI contributes meaningfully to career advancement, professional qualifications, and the broader development of a modern and capable Public Service.

Collectively, these priorities represent important steps in consolidating the gains made in 2025 and positioning VIPSLI for sustained growth and greater impact in the years ahead. By addressing these areas strategically, the Institute will continue to strengthen its role as the central hub for learning, leadership development, and professional excellence within the Virgin Islands Public Service.

10.0 REPORT ON THE WORK OF THE VIPSLI COMMITTEE FOR 2025

VIPSLI Development Committee Overview

The VIPSLI Development Committee was formally established in 2025 under the Public Service Management Act. Its mandate is to provide governance and oversight over scholarships, study leave, and placements, as well as to serve as a ratification body for VIPSLI. The Committee ensures transparency, consistency, and alignment with public service goals in the decision-making process for training, scholarships, and learning initiatives.

The VIPSLI Development Committee is responsible for making informed recommendations regarding scholarship funding and study leave approvals. This includes determining whether applications qualify for full or partial funding and establishing appropriate conditions for study leave. The Committee also deliberates on conditional approvals, which may include requirements related to academic performance, bonding arrangements, and return service obligations.

Table 2.0 - Committee Composition

Role	Member	Affiliation
Chairman	Sharleen DaBreo-Lettsome	Permanent Secretary, Office of the Deputy Governor
Deputy Chairman	Dr. Connie E. George	Director, VIPSLI
Member	Mr Charles Forbes	Facilities – Technical representative
Secretary	Ziina Hanley	Ministry of Tourism, Culture and Sustainable Development
Member	Ms. Sasha Flax	Virgin Islands Civil Service Association
Member	Ms. Camille Merry	Ministry of Finance – FS Representative
Member	Mrs. Carol McCollin	Ministry of Education, Youth Affairs and Sports
Secretary	Darnell Flax	Office of the Deputy Governor

Committee Meetings and Governance

In 2025, the Committee convened three times, meeting as necessary to review and approve key matters. Each meeting served as a critical decision-making juncture, focused on scholarship approvals, policy refinement, programme oversight, and strategic alignment. Agendas were carefully structured to ensure purposeful deliberations, and all decisions were consensus-driven, with documented follow-up actions for continuity and accountability.

Key Decisions and Approvals

Review of Individual Scholarship Applications

During 2025, the Committee conducted a detailed, applicant-by-applicant review of all scholarship applications to ensure fairness, transparency, and merit-based selection. Each application was assessed based on the applicant's profile, current role, relevance of the proposed programme of study, quality of personal statements and recommendations, and the anticipated benefit to the Public Service. Consideration was also given to study leave requests and funding requirements, ensuring that decisions were both equitable and aligned with organisational needs. The Committee reviewed twenty five (25) applications for scholarship support and approved the following candidates:

Scholarships Approved

Table 2.1– 2025 Scholarship Awards

1	Public Officer	Area of Study	Duration	Place of Study	No. of persons
1.	Charlie -Ann Stoutt	Accounts	3 years	UWI Online	1
2.	Renee Pickering Rashawn Johnson Krystal Padmore	ACCA	Ongoing	Tortola – HLSCC	3
3.	Cara Span	Drafting and Legislation		UK	1
4.	Stacia Huggins-Foy	Human Resources and Industrial Relations	9 months	UK	1
5.	Laurac	Architecture	4 years	Macau	1
6.		Leadership and Management (CMI)	9 months	Local – HLSCC	10
8.	Adesha Haywood	Law	4 years	Online – UK	1

Study Leave

During 2025, the Development Committee approved one (1) study leave request, granting the officer leave with pay for the duration of their studies; however, no scholarship or financial assistance was requested or awarded for tuition or related expenses, reflecting a case where the officer pursued further education through supported time off while assuming personal responsibility for funding the programme.

In accordance with the Public Service Management Act (PSMA), study leave is an approved period of absence from official duties granted to a public officer to pursue an accredited programme of study that is relevant to the needs and priorities of the Public Service.

Table 2.2– 2025 Study Leave

No.	Public Officer	Post	Area of Study	Duration	Place of Study
1.	**Giovanni Fahie**	**Fire Officer**	**Business Administration**	**3 years**	**Online/ UWI**

Partnerships

In 2025, the Virgin Islands Public Service Learning Institute (VIPSLI), through the active oversight and engagement of its Development Committee, continued to cultivate impactful partnerships with local, regional, and international institutions. The Committee played a critical role in guiding the identification, evaluation, and approval of strategic collaborations, ensuring alignment with national priorities and the evolving training needs of the Public Service. These partnerships significantly expanded the scope, accessibility, and quality of learning and development opportunities available to public officers, supporting both professional advancement and institutional strengthening.

Table 3.0 – showing Local, Regional and International Partnerships

Local Partnerships	Regional Partnerships	International Partnerships
H. Lavity Stoutt Community College (HLSCC) – 8 specialised courses delivered under MOU ($58,785 value)	University of the West Indies (UWI) – Academic and professional development offerings	UK Civil Service College – Benchmarking against global standards
Virgin Islands Training Academy (VITA) – Emergency response and specialised training	CARICAD – Leadership, management, and Emerging Leaders Programme	Pan American Health Organization (PAHO) – Specialised training delivery
Statutory Bodies – Governance and operations training	REDTRAC – Law enforcement intelligence training	Global Governance Forum – Governance and public administration training

Government Ministries & Agencies – Continuous alignment of training priorities	IPCS – Law enforcement and crime prevention training	IBE Forum, SHRM, MasterClass – Leadership and HR certifications
Red Cross – First Aid Training for Public Officers	CXC – Customer Service Certification Programme	Asia-Pacific Colleges and Universities – Expanding international collaborations
	American University of Peace Studies -contract Associates Degree- Law Enforcement Administration	

Royal Virgin Islands Police Force Internal Promotions Support

In 2025, the Virgin Islands Public Service Learning Institute (VIPSLI), under the guidance and strategic oversight of its Development Committee, engaged with the H. Lavity Stoutt Community College (HLSCC), the Commissioner of Police, and senior leadership of the Royal Virgin Islands Police Force to design a strengthened and more structured approach to managing internal promotions within the Force.

Key elements include:

- Outsourcing the promotions process to a credible academic partner, covering examinations, competency assessments, interviews, grading, and administration.
- Reinstituting exam-preparation tutorials and developing a curriculum aligned with the table of specifications.
- Introducing a monitoring and evaluation framework incorporating psychometric and psychological testing, with practical components and an emphasis on cultural awareness.
- Establishing a Service Level Agreement (SLA) via an MOU with HLSCC to facilitate smooth procurement and implementation.

Consideration of Funding and Study Leave Recommendations

The VIPSLI Development Committee is responsible for making informed recommendations regarding scholarship funding and study leave approvals. This includes determining whether applications qualify for full or partial funding and establishing appropriate conditions for study leave. The Public Service priority needs are major a major determining factor as well. See **Appendix D**. The Committee also deliberates on conditional approvals, which may include requirements related to academic performance, bonding arrangements, and return service obligations, thereby safeguarding the Government's investment in human capital development. The Committee provides an open forum for the discussion of emerging issues, additional considerations, and updates relevant to learning and development initiatives within the Public Service. This ensures that the Committee remains responsive to evolving needs and is able to address matters that may not be captured within the formal agenda but are critical to effective decision-making and programme delivery.

The VIPSLI Committee has played a critical role in shaping and advancing the Institute's mission. Through effective decision-making, strategic oversight, and policy refinement, the Committee has strengthened VIPSLI's ability to serve the professional development needs of the Virgin Islands Public Service. Despite a limited number of meetings, the Committee's high-impact actions in scholarships, training priorities, and institutional frameworks have laid a strong foundation for sustained growth and innovation in public service learning.

11.0 FINANCIAL OVERVIEW

Summary of Budget Expenditure for 2025

- The approved budget was $1,051256.32 with actual spending of $1,071,599.56
- This represents a 1.9% overspend (+20,343.24), driven by specific cost areas exceeding allocations which was as a result of the overwhelming demand for training by public officers and the relaunch of the scholarship programme. **Appendix E** gives the full budget breakdown for 2025.

Variance Analysis (2025)

Overspending occurred in:

- Training: Spent $509,435.58 vs. budgeted $468,930.19 (+40,505.39)
- Travel: Spent $23,834.39 vs. budgeted $12,442.81 (+11,391.58)
- Other Rent: $16,284.50 was spent (unbudgeted expenditure)
- Security: Spent $3,756 vs. budgeted $2,500 (+1,256)
- Other Services: $1,250 was spent (unbudgeted expenditure)
- Entertainment: Spent $4,892.08 vs. budgeted $4,000 (+892.08)
- Scholarships - Foreign: Spent $54,319.18 vs. budgeted $50,000 (+4,319.18)

Underspending occurred in:

- Employee Compensation: Spent $292,974.63 vs. $348,064.98 (-55,090.35)
- Postage and Courier Costs and Electronic Storage also came in below budget.

2025 Summary of Key Insights

1. **High Demand for Training:**
   Increased participation in training programmes by public officers significantly drove expenditure, particularly within the training and travel categories.
2. **Impact of Scholarship Programme Relaunch:**
   The relaunch of the scholarship programme contributed to higher-than-budgeted spending, particularly in foreign scholarships.
3. **Cost Savings in Staffing and Administrative Areas:**
   Underspending in employee compensation and certain administrative costs helped offset some of the operational overspending during the year.

2025 Training Expenditure Summary

Category	Amount
Domestic Training Expenditure	$228,865.99
Foreign Training Expenditure	$235,000.00

Category	Amount
Foreign Scholarships Issued	$78,220.00 (from $50,000 allocation)
Local Scholarships Issued	$36,500.00 (from $50,000 allocation)

Key Financial Notes

- Domestic training expenditure of $228,865.99 covered 69 in-person courses and sector-specific training delivered under the HLSCC MOU (valued at $58,785).
- Foreign scholarship expenditure of $78,220 exceeded the $50,000 allocation, reflecting the expanded number of scholarships issued in critical fields.
- Local scholarship expenditure of $36,500 was within the $50,000 allocation

12.0 Future Outlook and Strategic Priorities

The Virgin Islands Public Service Learning Institute (VIPSLI) enters 2026 with strong momentum, building on the achievements of 2025. The Institute's vision is to create a dynamic and responsive learning environment that continuously equips public officers to meet the evolving demands of the Virgin Islands and the wider global context.

Key Priorities for 2026

1. Scholarships and Professional Development

- VIPSLI will seek additional scholarship opportunities through U.S., UK, Singapore, Macau, Taiwan, China, and Caribbean regional programmes to broaden access for public officers in critical fields.
- Discussions with HLSCC are ongoing regarding Law Enforcement, Maintenance, Heavy Equipment, and Disaster Management training.
- Opportunities for programmes in Asia (China, Macau, Taiwan, Singapore) through the Hong Kong Office are being explored.
- Development of technical and sector-specific programmes including Corrections Management/Penology, disaster management, and maintenance/technical courses (asphalt, heavy equipment, electrical, plumbing, PV solar systems).
- Expansion of the CMI programme and potential master's pathways with Manchester Metropolitan University or Monroe University.
- VIPSLI is awaiting confirmation of HLSCC's partnership with Monroe University, New York, which would enable public officers to benefit from an articulation agreement supporting online bachelor's and master's degrees.

2. TMS Full Rollout

Completing the full rollout of the Training Management System to all public officers is a critical 2026 priority. This will maximise the platform's value for blended and fully online learning, performance analytics, and Essential Learning Hour tracking.

3. Permanent Training Facility

Finalising and fully equipping the permanent training facility at the Clarence Thomas Building will be a major focus in 2026, providing a dedicated, modern space that supports all training modalities and large-scale learning activities.

4. Emerging Leaders Development Programme Continuation

The Emerging Leaders Development Programme will continue in 2026 and 2027, with planned attachments, internships, and continued mentoring to support practical application of learning, sustained growth, and long-term leadership development.

5. Course Accreditation

VIPSLI will advance the accreditation of short courses and Public Service Certificate programmes to enhance the credibility and recognition of training offerings and strengthen career development pathways for public officers.

6. RVIPF Promotions Framework

Implementation of the new RVIPF internal promotions framework — in partnership with HLSCC — is expected to begin in 2026, ensuring fairness, transparency, and credibility in police promotions through credentialed academic oversight. Several targeted training for various units within the force.

7. Retire Ready Digital Toolkit

The Retire Ready Digital Toolkit, developed in 2025, will be further developed in 2026, providing retiring officers with accessible resources on pension procedures, wellness, and financial literacy.

8. Organisational Development and Workforce Planning – The Apprenticeship Programme

In 2026, VIPSLI will advance Organisational Development and Workforce Planning through the strategic expansion of the Apprenticeship Programme, aimed at strengthening the Public Service talent pipeline in alignment with PSMA 2024 priorities. The Institute will coordinate structured placements across Ministries, Departments, Statutory Bodies, and selected private sector partners during the Summer, Easter, and December periods, targeting at least 100 student placements with a 90% completion rate. Efforts will be supported by enhanced outreach through schools, colleges, and digital platforms, as well as improved screening and matching processes to align students' skills and interests with organisational needs. The programme will also introduce structured orientation sessions for both apprentices and supervisors, alongside targeted training in interview readiness to better prepare participants for future employment. With an assigned budget of $96,458.33, VIPSLI will strengthen coordination, monitoring, and reporting mechanisms to ensure the programme delivers measurable impact in workforce readiness, succession planning, and the development of a sustainable pipeline of future public officers.

13.0 CONCLUSION

The Virgin Islands Public Service Learning Institute (VIPSLI) has made significant progress in 2024, advancing its mission to enhance the skills, knowledge, and competencies of public officers across the Virgin Islands. Through a diverse range of training programmes, strategic partnerships, and a focus on leadership development, VIPSLI has positively impacted the Public Service, fostering a culture of continuous learning and improvement.

Despite facing challenges such as staffing constraints and limited resources, VIPSLI has demonstrated resilience and a strong commitment to its goals. The introduction of innovative learning methods, expansion of training offerings, and partnerships with regional and international institutions have contributed to the Institute's ongoing success. Moreover, key achievements in the relaunch of scholarships, professional development, and policy review have set a solid foundation for future growth.

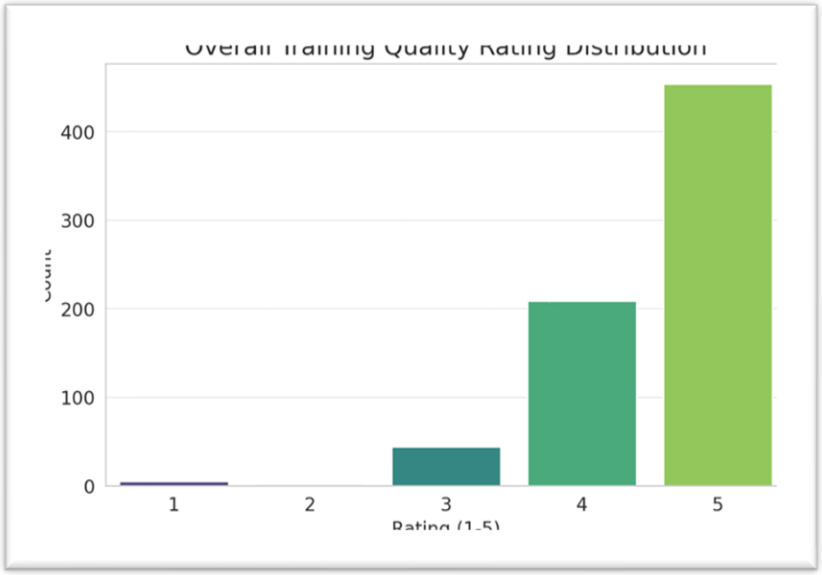
Looking forward, VIPSLI's focus will remain on building a sustainable, high-performing Public Service through continued infrastructure development, policy refinement, and the integration of technology to enhance training accessibility and effectiveness. As the Institute continues to evolve and expand its impact, it will remain dedicated to meeting the needs of the Virgin Islands Public Service and preparing its officers for the challenges of tomorrow.

In conclusion, VIPSLI's work in 2024 reflects its unwavering commitment to developing a world-class, highly skilled, and adaptable Public Service workforce, ready to serve the Virgin Islands with excellence, efficiency, and integrity.

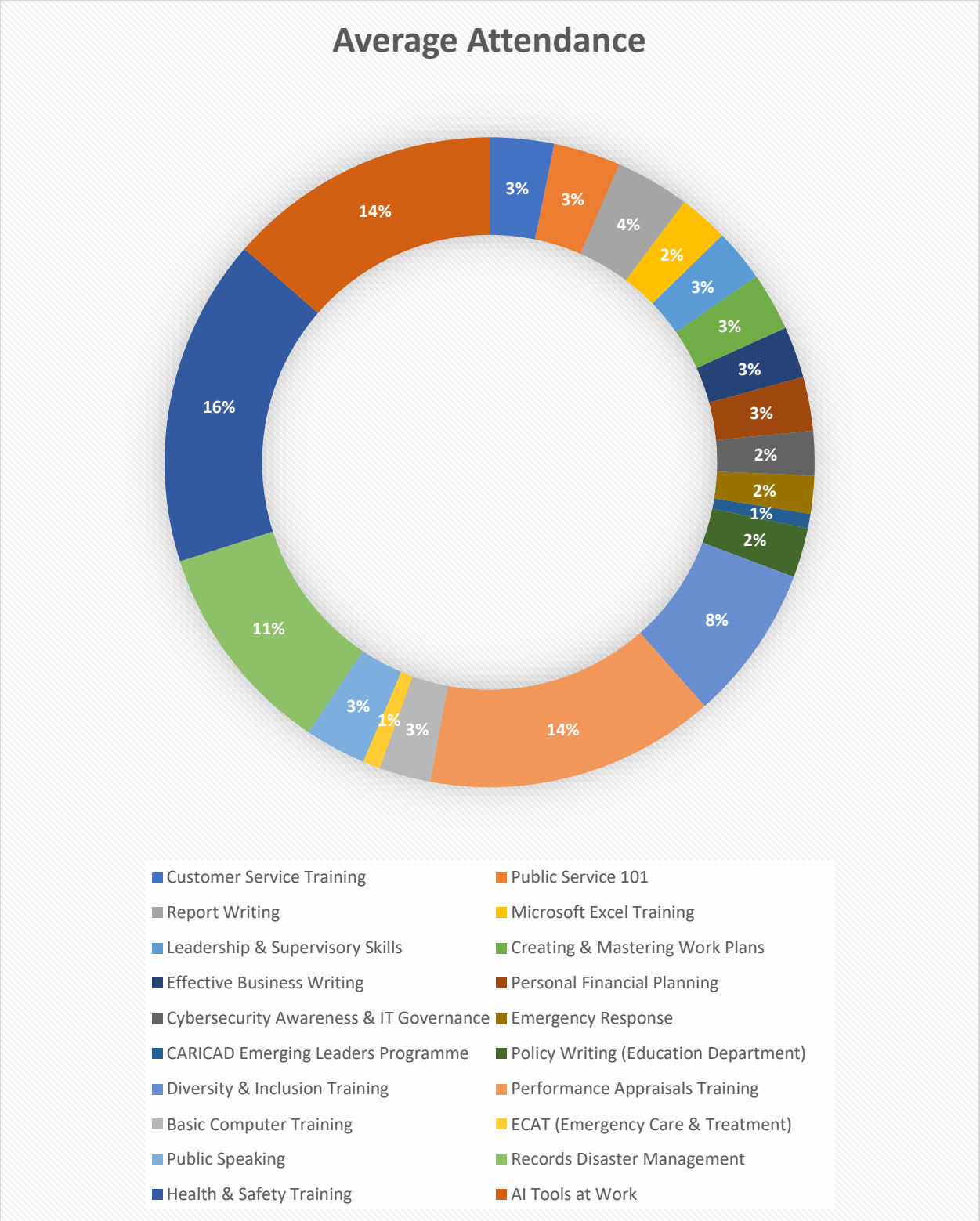
APPENDICES

Appendix A: Training Participation Statistics

1. Training Evaluation Feedback from Overall Training Evaluation Rating



Appendix A-1: Approximately 2072 public officers answered the overall training survey detailing the quality of the programmes throughout the year.



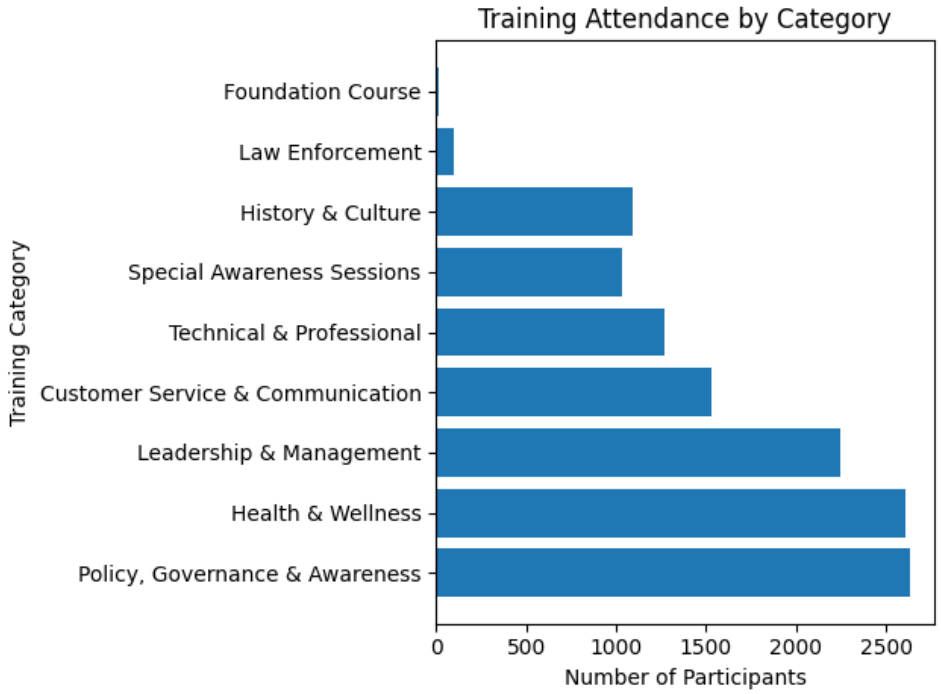
Appendix A-2: Description for the Chart - Average Training Attendance

The donut chart illustrates the average attendance distribution across various training programmes within the Virgin Islands Public Service. Each segment represents the percentage of total attendees for a given training initiative, providing a clear view of participation trends. The most attended training courses are Customer Service Training, Public Service 101, and the CARICAD Emerging Leaders Programme, highlighting a strong emphasis on service excellence, foundational public service knowledge, and leadership development.



ECAT 2025 – Thirty-five (35) Law Enforcement Officers completed

Appendix B: Analysis of Training Attendance Trends



1. High Engagement in Policy, Wellness, and Leadership (Core Demand Areas)

The highest participation was recorded in Policy, Governance & Awareness (21.1%) and Health & Wellness (20.8%), followed closely by Leadership & Management (18.0%). Collectively, these three categories account for nearly 60% of total participation, indicating a strong demand for training that supports organisational effectiveness, employee well-being, and leadership capacity. This trend reflects a Public Service that is actively engaging in governance reforms, prioritising mental and physical health, and investing in leadership development—aligned with broader transformation and capacity-building goals.

2. Moderate Participation in Service Delivery and Technical Skills

Customer Service & Communication (12.2%) and Technical & Professional training (10.2%) show moderate but important engagement levels. These areas are critical to improving frontline service delivery and operational efficiency. While participation is not as high as the top three categories, the consistent uptake suggests that officers recognise the importance of enhancing both interpersonal and technical competencies. There is potential to further expand these offerings, particularly by linking them to performance outcomes and service excellence standards.

3. Balanced Interest in Cultural and Awareness-Based Learning

History & Culture (8.7%) and Special Awareness Sessions (8.3%) demonstrate a steady level of engagement. These sessions likely contribute to building national identity, workplace inclusivity, and social awareness among public officers. The relatively balanced participation suggests these areas are valued, though not prioritised at the same level as core operational or leadership training. Strategic integration of these topics into other programmes could further increase their impact.

4. Low Participation in Law Enforcement Training

Despite its importance, Law Enforcement training recorded only 0.8% participation (100 participants across 6 sessions). This may reflect a limited target audience, specialised nature of the training, or possible under-engagement from law enforcement agencies. Given the strategic importance of national security and public safety, this area presents an opportunity for stronger collaboration, targeted outreach, and potentially mandatory or structured training pathways for officers within the sector.

5. Minimal Engagement in Foundation Courses (Structural Concern)

The Foundation Course category shows a significant imbalance, with 40 sessions but only 15 participants (0.3%). This indicates extremely low uptake despite high delivery volume. This trend suggests possible issues such as:

- Misalignment between course content and officer needs
- Ineffective communication or scheduling
- Mandatory status not being enforced
- Programme design or delivery format not engaging participants

This is a critical area for immediate review, as foundation programmes are typically essential for onboarding and standardisation across the Public Service.

6. Efficiency and Reach Considerations

There is a notable contrast between number of sessions and participant reach: Impact categories (e.g., Policy, Wellness) achieved large participation with fewer sessions; Low-impact categories (e.g., Foundation Course) delivered many sessions with minimal attendance; This highlights the need for improved efficiency in programme delivery, ensuring that session offerings are aligned with demand and optimised for maximum participation.

Appendix C: Course Offerings & Strategic Partnerships

This appendix presents a detailed overview of training programmes, their strategic partnerships, and the skills they develop to enhance the Public Service workforce. These programmes are aligned with key governmental priorities, ensuring that public officers receive relevant, high-quality training.

Table C 1: Course Offerings & Strategic Partnerships

Training Programmes	Strategic Partner(s)	Key Skills Developed	Impact on Workforce Development
Establishing a Healthy Work-Life Balance	Virgin Islands Public Service Learning Institute (VIPSLI) & EAP	Stress Management, Well-being Strategies	Enhances employee productivity and mental health.
Personal Financial Planning	MWM Global	Budgeting, Financial Literacy	Empowers employees to make informed financial decisions.
Health & Safety (Food Allergies)	VIPSLI	Workplace Safety, Health Compliance	Reduces health risks in food service roles.
Effective Business Writing	VIPSLI	Professional Communication, Report Writing	Improves clarity and professionalism in Government documents.
Creating & Mastering Work Plans	VIPSLI	Strategic Planning, Goal Setting, Performance Monitoring	Enhances efficiency in work planning and alignment with organisational objectives.
Emergency Response	Department of Disaster Management (DDM)	Crisis Management, Emergency Procedures	Ensures readiness for natural and workplace emergencies.
Records Disaster Management	Archives & Records Management Unit	Records Preservation, Risk Mitigation	Strengthens document security and disaster preparedness.
Customer Service Training	VIPSLI & Director of Customer Service	Customer Interaction, Problem Resolution	Improves public service delivery and citizen engagement.

Public Service 101	VIPSLI & Various Government Ministries	Public Administration, Policy Understanding	Helps new employees integrate into the public sector.
Introduction to Microsoft Excel	VIPSLI	Data Management, Spreadsheet Proficiency	Enhances digital skills for efficient data handling.
Policy Writing	VIPSLI & Dr. Arlene Penn	Policy Development, Legislative Writing	Ensures accurate and effective policy formulation.
HR Management for HR Professionals	VIPSLI & DHR	Human Resource Strategy, Employee Relations	Supports effective HR operations in the public sector.
Personal Branding & Professional Image	VIPSLI & Marsha Smith	Personal Development, Professionalism	Strengthens employees' career growth and self-presentation.
Health & Safety (Public Works Department)	VIPSLI & Public Works Department	Workplace Safety, Risk Prevention	Ensures compliance with health and safety regulations.
Hurricane Preparedness	Department of Disaster Management (DDM)	Disaster Readiness, Emergency Planning	Prepares Government agencies for natural disasters.
Report Writing	VIPSLI	Technical Writing, Clarity in Documentation	Enhances written communication within the Public Service.
Basic Computer Training	VIPSLI, H. Lavity Stoutt Community College (HLSCC)	IT Literacy, Digital Competency	Increases proficiency in office technology.
Intermediate Computer Training	VIPSLI, HLSCC	Advanced IT Skills, Productivity Tools	Supports modernisation of Government operations.
Cybersecurity Awareness & IT Governance	RMI & VIPSLI	Cybersecurity Best Practices, IT Compliance	Reduces risk of cyber threats in Government institutions.

Public Speaking	VIPSLI, Toastmasters International	Presentation Skills, Confidence Building	Strengthens communication effectiveness for public officials.
Performance Appraisals Training	VIPSLI, PS & HR Department	Employee Evaluation, Leadership Development	Improves performance review processes in the public sector.
Diversity & Inclusion Training	VIPSLI, CARICAD	Inclusive Leadership, Workplace Equity	Promotes a diverse and inclusive work environment.
AI Tools at Work	VIPSLI	Artificial Intelligence, Automation	Introduces Government employees to AI-driven efficiency.
Emergency Care and Treatment (ECAT)	Caribbean Emergency Response Training Partners	First Aid, Trauma Care, Emergency Medical Response	Equips public servants with essential life-saving skills for emergencies.
CARICAD Emerging Leaders Programmes	CARICAD (Caribbean Centre for Development Administration)	Public Policy, Strategic Planning, Organisational Development, Business Process Analysis, HR Management, General Management	Develops the next generation of public sector leaders through targeted training in governance and administration.

Appendix D: Public Service Priority Training Needs

A. IMMEDIATE TRAINING NEEDS

1.	Monitoring and Evaluation
2.	Data Collection, Data analysis
3.	Social Media Marketing and Engagement
4.	Communication skills development
5.	Interpersonal Relations and Diplomacy
6.	Microsoft Word and Excel Applications
7.	Protocol
8.	Taking Minutes
9.	Educational Leadership
10.	Policy Development
11.	Financial Resource Management
12.	Court Reporting
13.	Scoping
14.	Basic Computer Skills
15.	Report Writing
16.	Records Management/Information Management
17.	Facilities Management
18.	Strategic Planning/Management
19.	Budgeting
20.	Genealogy
21.	Defense Training
22.	Logistics Management
23.	Contingency Planning/Disaster Management

B. LONG TERM SKILL ENHANCEMENT

1.	Digital Literacy and Technology
2.	City Planning
3.	Electronic Document Management
4.	Concepts and Principles of Property Law; Contract Law
5.	Port Management
6.	Meteorology
7.	Civil Aviation
8.	Project Management
9.	GIS Technology
10.	Laboratory Technicians- Water quality, asphalt, concrete & soil
11.	Data Analytics
12.	Suspicious Activity/Transaction Reporting

13.	Cashiering within the Smarter Commerce
14.	Industrial Relations
15.	Predictive and Preventative Maintenance
16.	Waste Monitoring and Reporting
17.	Heavy Equipment Technology
18.	Landfill Site Development and Management

C. COMPLIANCE AND REGULATORY TRAINING

1.	Valuation Training
2.	Business Analysis
3.	Compliance Management in the Public Sector
4.	Effective Policymaking
5.	Mediation Training
6.	Fraud & Corruption Awareness
7.	First Aid/CPR
8.	Emergency Response
9.	Mass Gathering

D. SOFT SKILLS DEVELOPMENT

1.	Leadership and Management
2.	Communication and Interpersonal Skills
3.	Problem-solving and Critical thinking
4.	Adaptability and Resilience
5.	Emotional Intelligence
6.	Conflict Management
7.	Time and Priority Management
8.	Customer Service
9.	Team Building
10.	Quality Assurance and Control Practices
11.	Public Speaking
12.	Change Management

E. SPECIALISED TRAINING

1.	Communications/Public Relations
2.	Data Science and Analytics
3.	International Relations and Diplomacy
4.	Information Management
5.	Public Health Administration

6.	Archives and Records Management
7.	Public Policy
8.	Auditing
9.	Policy Development
10.	Human Resource Management
11.	Law (Drafting, Maritime)
12.	Risk and Security Management
13.	Digitisation
14.	Accounting
15.	Surveying (All types)
16.	Engineering (All types)
17.	Auto Mechanics
18.	Carpentry
19.	Veterinary Sciences
20.	Statistics
21.	Court Reporting
22.	Land Administration/Management
23.	Agricultural Science
24.	Information Technology
25.	Climate Change
26.	Coastal and Marine Management
27.	Economics
28.	Environmental Studies
29.	Gender Affairs
30.	Geriatrics (Aging and Gerontology)
31.	Public Health and related fields

F. CROSS-TRAINING OPPORTUNITIES

1.	Governance
2.	Records Management
3.	Professional Ethics
4.	Environmental and Workplace Safety (2)
5.	Chemical safety

G. TECHNICAL/TECHNICIANS

1.	Electrical
2.	Pump Technology
3.	Water Engineering
4.	Sewer Engineering
5.	Mechanics

6.	Plumbing
7.	Pipe Fitting
8.	Water Treatment & Quality Assurance
9.	GIS Technology
10.	Vehicle Maintenance
11.	Architecture
12.	Welding
13.	Electronics

APPENDIX E: VIPSLI 2025 BUDGET

Account Description	Budget Amount Balance	General Ledger Balance	Budget Amount Remaining	% Variance	Account Number
VI Pub. Serv. Learn Institute					
EXPENSES					21104067-500000
Personnel (Staff) Salaries	280,091.95	243,841.46	36,250.49	12.94	21104067-511130
Part Time Wage Earners					21104067-511220
Travel Allowance	5,850.00	3,368.64	2,481.36	42.42	21104067-511410
Telephone Allowance	3,053.70	2,509.67	544.03	17.82	21104067-511411
Special Duty Allowance					21104067-511414
Housing Allowance					21104067-511416
Entertainment Allowance	2,025.00	2,025.00			21104067-511419
Other Gen Employee Allowance	9,000.00		9,000.00	100	21104067-511499
Acting Allowance and Leave Rel					21104067-511531
Other Spec Employee Allowance	11,250.05	10,593.65	656.4	5.83	21104067-511599
Social Security Contributions	9,344.80	7,996.38	1,348.42	14.43	21104067-512210
Payroll Tax	16,564.21	13,247.69	3,316.52	20.02	21104067-512220
Health Insurance	10,885.27	9,392.14	1,493.13	13.72	21104067-512230
Employee Compensation	348,064.98	292,974.63	55,090.35	15.83	21104067-510000
Rent of Offices					21104067-521100
Rent of Dwelling Space					21104067-521200

Rent of Equipment					**21104067-521300**
Rent of Vehicles					**21104067-521400**
Other Rent					**21104067-521900**
Other Rent	**16,284.50**	**16,284.50**			**21104067-521999**
Electricity (general)	**26,400.00**	**747.71**	**25,652.29**	**97.17**	**21104067-522220**
Water (general)	**63**		**63**	**100**	**21104067-522310**
Drinking Water	**850**	**845.6**	**4.4**	**0.52**	**21104067-522320**
Water	**913**	**845.6**	**67.4**	**7.38**	**21104067-522300**
Gasoline					**21104067-522510**
Postage and Courier Costs	**75**	**75**			**21104067-522610**
Books and Subscriptions					**21104067-523110**
Printing	**6,985.00**	**6,516.99**	**468.01**	**6.7**	**21104067-523120**
Stationery	**2,451.92**	**2,403.31**	**48.61**	**1.98**	**21104067-523130**
Minor Equipment	**7,810.20**	**7,545.00**	**265.2**	**3.4**	**21104067-523140**
Software	**49,685.00**	**49,685.00**			**21104067-523150**
Furniture and Appliances	**2,986.91**	**2,895.93**	**90.98**	**3.05**	**21104067-523160**
Fixtures and Fittings					**21104067-523165**
Major Equipment					**21104067-523170**
Other General Supplies	**3,577.75**	**3,568.11**	**9.64**	**0.27**	**21104067-523199**
Uniforms					**21104067-523210**
License Plates					**21104067-523211**

Electronic Storage	42	42			21104067-523214
Medical Supplies	225.99	225.99			21104067-523217
Cost of Stamps					21104067-523222
Promotional Items	690	690			21104067-523226
Concrete					21104067-523227
Other Supplies	957.99	957.99			21104067-523200
Vehicles/Vessels-Minor Repair					21104067-524113
Equipment-Minor Repair	155	155			21104067-524115
Travel					21104067-525000
Domestic					21104067-525100
Transportation (Domestic)	850	850			21104067-525120
Subsistence (Domestic)	142	142			21104067-525130
Travel Insurance (Domestic)					21104067-525140
Domestic	992	992			21104067-525100
Foreign					21104067-525200
Accommodation (Foreign)	18,129.09	18,129.09			21104067-525210
Transportation (Foreign)	1,409.62	1,409.62			21104067-525220
Subsistence (Foreign)	2,100.00	2,100.00			21104067-525230
Warm Clothing Allowance (Foreign)	1,195.68	1,195.68			21104067-525240
Travel Insurance (Foreign)					21104067-525250
Foreign	22,834.39	22,834.39			21104067-525200

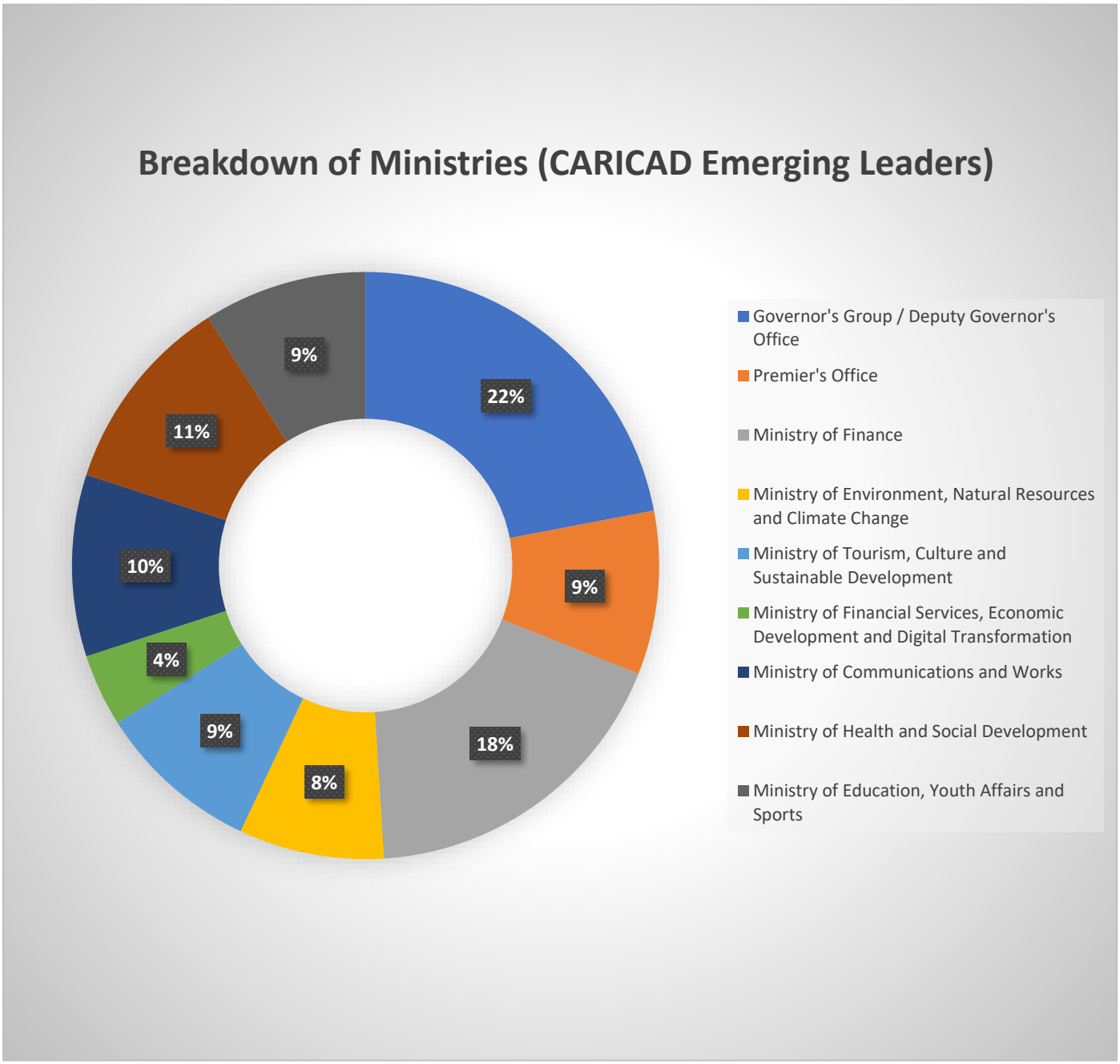
Travel	**23,826.39**	**23,826.39**			**21104067-525000**
Training					**21104067-526000**
Domestic Training	**200,627.75**	**166,817.26**	**33,810.49**	**16.85**	**21104067-526110**
Foreign Training	**308,807.83**	**283,554.99**	**25,252.84**	**8.18**	**21104067-526120**
Training	**509,435.58**	**450,372.25**	**59,063.33**	**11.59**	**21104067-526000**
Contributions to Prof Bodies					**21104067-527000**
Professional Membership fees	**649**	**649**			**21104067-527110**
Contributions to Prof Bodies	**649**	**649**			**21104067-527100**
Contributions to Prof Bodies	**649**	**649**			**21104067-527000**
Services					**21104067-528000**
General Services					**21104067-528100**
Security	**3,756.00**	**3,756.00**			**21104067-528130**
Recruitment					**21104067-528140**
Cleaning Services					**21104067-528170**
Remittance and Agents Charges					**21104067-528620**
Bank Charges and Fees	**3,918.34**	**3,844.00**	**74.34**	**1.9**	**21104067-528625**
Freight Charges	**30**	**30**			**21104067-528665**
Other Services	**1,250.00**	**1,250.00**			**21104067-528699**
Entertainment	**5,000.00**	**4,892.08**	**107.92**	**2.16**	**21104067-529110**
Entertainment	**5,000.00**	**4,892.08**	**107.92**	**2.16**	**21104067-529000**
Assistance Grants					**21104067-572000**

Organisation Assistance Grants					**21104067-572100**
Other Org Assistance Grants					**21104067-572199**
Organisation Assistance Grants					**21104067-572100**
Individual/Family Assistance					**21104067-572200**
Scholarships - Domestic	**3,067.00**	**3,067.00**			**21104067-572210**
Scholarships - Foreign	**54,320.00**	**54,319.18**	**0.82**		**21104067-572220**
Assistance Grants	**57,387.00**	**57,386.18**	**0.82**		**21104067-572000**
EXPENSES	**1,071,599.56**	**930,660.67**	**140,938.89**	**13.15**	**21104067-500000**
VI Pub. Serv. Learn Institute	**1,071,599.56**	**928,785.67**	**142,813.89**	**13.33**	

APPENDIX F: REVISED PRIORITY LIST OF STUDY AREAS



APPENDIX G: BREAKDOWN OF MINISTRIES (CARICAD EMERGING LEADERS)



APPENDIX H: 2025 TRAINING SCHEDULE

Virgin Islands Public Service Learning Institute Training Calendar 2025 JANUARY					
Course Name	**Avg. Awarded Learning Hours**	**Course Date and Duration**	**Venue**	**Registration Link**	**Additional Information**
CARICAD: Emerging Leaders Programme	75	7th January - 8th April, 2025 12:45 p.m. - 4:00 p.m.	Zoom Meetings	N/A	
A Learning Session with VIPSLI	1	20th January, 2025 3:00 p.m. - 4:00 p.m.	WebEx	https://bvigov.webex.com/weblink/register/redc1efdb0dd91476d92fee30d83d36f1	389 participants
Creating & Mastering Work Plans	8	17th January, 2025 21st January, 2025 9:00 a.m. - 4:00 p.m.	Premier's Office White Cedar Conference Room	https://forms.office.com/r/h8rqYjhUJ7	19 + 18 = 37 participants
CARICAD Webinar: Thrive in 2025 - Strategies for Sustainable Success	1	22nd January, 2025 9:45 a.m. - 11:00 a.m.	Zoom Meetings	https://us02web.zoom.us/meeting/register/EIbEADdOT7K94GHA1q155Q	
Mastering Performance Appraisals	3	22nd January, 2025 1:00 p.m. - 3:00 p.m.	WebEx	https://bvigov.webex.com/weblink/register/r69c8395d6f3e4919a219ebfb4cb7616e	For Directors, Managers, Senior Heads and Supervisors. **Postponed**
The Challenge of Behavioural Change Series	4	23rd January, 2025 24th January, 2025 9:00 a.m. - 1:00 p.m.	Governor's House Reception Hall	https://forms.office.com/r/rKSpTXHytN	The Behavioral change training will initiate a process of ongoing improvement. Methods will include: Boosting Morale, Encouraging Team Spirit, Building mechanisms to enact personal change, Facilitate practical understanding of how to become unstuck, Equipping members with the necessary techniques to maintain a growth mindset. 23 + 24 = 50 participants
Effective Business Writing	12	27th & 28th January, 2025 9:00 a.m. - 4:00 p.m.	Ministry of Finance Basement Conference Room, RFG Building	https://forms.office.com/r/dAzKLwXM3q	30 participants
Chartered Management Institute Information Session	No Learning Hours	29th January, 2025 10:00 a.m. -11:00 a.m.	WebEx		
Declaration of Interest	No Learning Hours	29th January, 2025 2:00 p.m. - 3:00 p.m.	WebEx		
Setting the Stage for Success: Creating Realistic and Meaningful Goals	1.5	30th January, 2025 10:30 a.m. - 12:00 noon	WebEx	https://bvigov.webex.com/weblink/register/r6766680b64d75260a46edd46606cd5c4	400 persons
FEBRUARY					
Course Name	**Avg. Awarded Learning Hour**	**Course Date and Duration**	**Venue**	**Registration Link**	**Additional Information**
Foundational Course		commenced 5th February	VISITS		15 persons
The Journey, the Approach, the Work to Success (JAWS) Leadership Training	22	10th - 13th February, 2025 9:00 a.m. - 4:00 p.m. 9:00 a.m. - 12:00 noon (last day)	Ogier Conference Room Ritter House, 6th Floor Wickhams Cay II	https://forms.office.com/r/gVzqv5LRi6	26 persons
Computer Literacy - Beginner's Level	24	Tuesdays and Thursdays 9:00 a.m. to 12:00 noon. 4th February to 27th February, 2025	HLSCC	https://forms.office.com/r/F0QbL0SM2Q	20 persons
Professional Minute Taking	6	11th February, 2025 9:00 a.m. - 4:00 p.m.	Premier's Office White Cedar Conference Room	https://forms.office.com/r/2WZmmd4uVV	**Postponed**
Stress Less, Thrive More: Practical Stress Management Techniques	1.5	13th February, 2025 10:30 a.m. - 12:00 noon	WebEx	https://bvigov.webex.com/weblink/register/r61fa217fbdf79cf0e9b0c8f5d89a7993	438 participants
Essentials in Occupational Safety & Health International Labour Organisation	4	13th February, 2025 9:00 a.m. - 4:30 p.m.	Governor's House Reception Hall		**Postponed**

Artificial Intelligence Tools at Work (Part 2)	4	17th & 18th February, 2025 10:00 a.m. - 12:00 noon	WebEx	*Registration not required Meeting Information: https://bvigov.webex.com/bvigov/j.php?MTID=m80760ebb02e41c02218aa70bdac0c492233841955902fiPf5ph6A9	300 persons
How to Achieve Leadership Status and Stay There with the Deputy Governor	2	19th February, 2025 9:00 a.m. - 11:00 a.m.	WebEx	https://bvigov.webex.com/weblink/register/r99ee94a1c47f099e6fe0848fea539c18	500 persons
Customer Service Training	6	20th February, 2025 9:00 a.m. - 4:00 p.m.	Governor's House Reception Hall	https://forms.office.com/r/4fbZZNX1kn	26 persons

CARICAD E-Cabinet Training	1	20th February, 2025 9:45 a.m. - 11:00 a.m.	Zoom Meetings		243 persons
Performance Management Training	3	21st February, 2025 10:00 a.m. -12:00 noon	WebEx		180 persons
Personal Financial Strategy Workshop	4	25th February, 2025 8:30 a.m. - 12:30 p.m.	Governor's House Reception Hall	MWM/PKF 2025 – Personal Financial Strategy Workshop | Pre-Paid by Employer – FORGE Registration (mwmglobalhld.com)	23 persons
Health & Safety: Ergonomics Training	1.5	25th February, 2025 2:00 p.m. - 3:30 p.m.	WebEx	https://bvigov.webex.com/weblink/register/rfd7f3c3700f6a38ee60f5883bc16ec98	500 persons
Creating a Records Disaster Plan	2	26th February, 2025 10:00 a.m. - 12:00 noon	WebEx	https://bvigov.webex.com/weblink/register/r9d53dd000081016192279bf2040b847d	Postponed
Telephone Etiquette Training	6	27th February, 2025 9:00 a.m. - 4:00 p.m.	Premier's Office White Cedar Conference Room	https://forms.office.com/r/j2UKqRu74b	Postponed
Personal Financial Strategy Workshop	4	28th February, 2025 1:00 p.m. - 5:00 p.m.	Forge Event Center, Pock Wood Pond	MWM/PKF 2025 – Personal Financial Strategy Workshop | Pre-Paid by Employer – FORGE Registration (mwmglobalhld.com)	21 persons

MARCH

Course Name	Avg. Awarded Learning Hour	Course Date and Duration	Venue	Registration Link	Additional Information
Computer Literacy - Intermediate Level	24	Tuesdays and Thursdays 9:00 a.m. to 12:00 noon 11th March to 3rd April 3, 2025	HLSCC	https://forms.office.com/r/kB7NJmpS4g	20 persons
Career Planning (Part 2)	2	6th March, 2025 10:00 a.m. - 12:00 noon	WebEx	https://bvigov.webex.com/weblink/register/r217c17e7141cd224cf03f1b68e2885c3	Postponed
Professional Minute Taking	6	11th March, 2025 9:00 a.m. - 4:00 p.m.	Premier's Office White Cedar Conference Room	https://forms.office.com/r/C5Sew2v4fv	17 persons
The Power of Resilience: Bouncing Back from Setbacks	1.5	13th March, 2025 10:30 a.m. - 12:00 noon	WebEx	https://bvigov.webex.com/weblink/register/rf73d1eb693fc35ac5c9ee50d313e3d41	400 persons
Settling the Account: The Virgin Islands Case for Reparation (VI History: Part 1)	1.5	14th March, 2025 10:30 a.m. - 12:00 noon	WebEx	https://bvigov.webex.com/weblink/register/rca1a798bea29c1f397a6b52787f05d36	400 persons
Personal Financial Strategy Workshop	4	17th March, 2025 8:30 a.m. - 12:30 p.m.	Governor's House Reception Hall	MWM/PKF 2025 – Personal Financial Strategy Workshop | Pre-Paid by Employer – FORGE Registration (mwmglobalhld.com)	21 persons
Effective Business Writing	12	18th & 19th March, 2025 9:00 a.m. - 4:00 p.m.	Ministry of Finance Basement Conference Room, RFG Building	https://forms.office.com/r/ptQJXUSYfX	Postponed
Creating a Records Disaster Plan	2	18th March, 2025 2:00 p.m. - 4:00 p.m.	WebEx		Postponed
Customer Service Training	6	19th March, 2025 9:00 a.m. - 4:00 p.m.	Faith Baptist Church	https://forms.office.com/r/z0JFi9t9nd	27 persons
Personal Financial Strategy Workshop	4	21st March, 2025 1:00 p.m. - 4:30 p.m.	Governor's House Reception Hall	MWM/PKF 2025 – Personal Financial Strategy Workshop | Pre-Paid by Employer – FORGE Registration (mwmglobalhld.com)	18 persons
Policy Implementation Awareness Training: A Report to Guide the Proper & Lawful Exercise of Discretionary Powers	2	24th March, 2025 10:00 a.m. - 12:00 noon	Virtual - WebEx		200 persons
Public Service 101 Cohort 5 (Tortola)	16.5	25th - 27th March, 2025 8:30 a.m. - 4:00 p.m.	Faith Baptist Church	To be provided at a later date	46 persons
Professional Minute Taking	6	28th March, 2025 9:00 a.m. - 4:00 p.m.	Premier's Office White Cedar Conference Room		14 persons
Telephone Etiquette Training	6	1st April, 2025 9:00 a.m. - 1:00 p.m.	Premier's Office White Cedar Conference Room		Postponed

APRIL						
Course Name	**Avg. Awarded Learning Hours**	**Presenter**	**Course Date and Duration**	**Venue**	**Registration Link**	**Additional Information**
Emergency Care & Treatment (ECAT)	32.5	Mr. Peter Burgess	31st March - 11th April, 2025	Marine Base	N/A	**39 persons**
Emerging Leaders - Second Step Kick Off Meeting	N/A	N/A	4th April, 2025	Virtual-WebEx	N/A	21 persons
Basic Computer Training	12	Ms. Caren Cuffy	7th & 8th April, 2025 9:00 a.m. - 4:00 p.m.	Elmore Stout High School Computer Room	https://forms.office.com/r/AzP14iW7n3	41 persons
CARICAD Cohort 2 - Virtual Close	N/A	Dr. Lois Parkes	8th April, 2025 12:45 p.m. - 3:30 p.m.	Virtual - Zoom Meetings	N/A	
SHRM Certification - Cohort 1	75	Various	9th April, 2025 - 11th June, 2025 12:00 noon - 3:00 p.m.	Virtual	N/A	25 persons
Discretionary Policy Workshop (Part II): A Report to Guide the Proper & Lawful Exercise of Discretionary Powers	2	Premier's Office	10th April, 2025 9:30 a.m. -11:30 a.m. Or 1:30 p.m. - 3:30 p.m.	BVI Finance Conference Room	https://forms.office.com/r/fQsZ4DDrg1	37 persons
Creating a Records Disaster Plan	2	Records Management Centre	14th April, 2025 2:00p.m. - 4:00 p.m.	Virtual - WebEx	https://bvigov.webex.com/weblink/register/r15ced04684f2d95f8b843df3a145c085	300
Emerging Leaders Second Step Interview Dates	N/A	N/A	14th April - 25th April, 2025	Human Resources Department	N/A	21 persons
CARICAD: Emerging Leaders - Cohort 3	48	N/A	15th April, 2025 - 15th July, 2025 12:45 p.m. - 4:00 p.m.	Virtual - Zoom Meetings	Registration is Closed	25 persons
Mental Health 101: Recognising the Signs and Knowing When to Seek Help	1.5	Mr. Cedric Thomas	17th April, 2025 10:00 a.m. - 11:30 a.m.	Virtual-WebEx	https://bvigov.webex.com/weblink/register/r9a74d869bc5202b0ee4a13af873e7406	390 persons
From Papers to Pixels: Panel Discussion	1	Records Management Centre	17th April, 2025 2:00 p.m. - 3:00 p.m.			200 persons
Emotional Intelligence	2	Mrs. Marsha Smith	22nd April, 2025 10:00 a.m. - 12:00 noon	Virtual - WebEx	https://bvigov.webex.com/weblink/register/r75989ac00051f8d4b9e482540cf20108	460 persons
Read the Room (This session will enhance employees' ability to interpret social cues, workplace dynamics, and non-verbal communication, aiding them in effective teamwork and leadership interactions.)	6	Mr. Damien Williams	24th or 25th April, 2025 9:00 a.m. - 4:00 p.m.	Governor's House Reception Hall	https://forms.office.com/r/jFYQFua3y1	75 persons
Effective Business Writing	12	Ms. Eulet Evelyn	15th & 16th April, 2025 9:00 a.m. - 4:00 p.m.	Faith Baptist Church Conference Room	Registration is Closed	**32 participants**
Retirement Ready 101 Course	16.5	VIPSLI	29th April - 1st May, 2025 8:30 a.m. - 4:00 p.m. daily	Faith Baptist Church Conference Room		**Postponed**
World Day of Safety & Health Panel Discussion: Shaping the Future of Health and Safety with AI & Digitisation at Work	1.5	HR	30th April, 2025 10:00 a.m. - 11:30 a.m.	Virtual-WebEx		340 persons
MAY						
Course Name	**Avg. Awarded Learning Hour**		**Course Date and Duration**	**Venue**	**Registration Link**	**Additional Information**
Essentials in Occupational Safety & Health (Special Works)	6		1st May 2025 9:00 - 12:00 p.m.	Premier's Office Conference Room		26 persons

Essentials in Occupational Safety & Health (Special Works)	6		2nd May, 2025 9:00 - 12:00 p.m.	Governor's House Reception Hall		30 persons
Telephone Etiquette Training	4	Ms. Kedimone Rubaine	5th May, 2025 9:00 a.m. - 12:00 p.m. or 1:30 - 4:30 p.m.	Faith Baptist Church Conference Room	https://forms.office.com/r/LgZ6Uvjv2Z	42 persons
Telephone Etiquette Training	4	Ms. Kedimone Rubaine	6th May, 2025 9:00 a.m. - 12:00 p.m.	Faith Baptist Church Conference Room		20 persons

Report Writing (Waste MGT)	6	Ms. Eulet Evelyn	8th May, 2025 9:00 a.m. - 4:00 p.m.	Ministry of Finance Basement Conference Room	N/A	16 persons
Change Management Series	4	Mr. Collin Gunthrope	9th or 14th May, 2025 9:00 a.m. - 1:00 p.m.	BVI Finance Conference Room	https://forms.office.com/r/sU1YThAF01	30 persons
Retirement Ready 101 Course	16.5	VIPSLI	13th - 15th May, 2025 8:30 a.m. - 4:00 p.m.	Faith Baptist Church Conference Room		38 persons
Virtual Awareness Training- Discretionary Policy Workshop	1.5	Premiers Office	14th May, 2025	Virtual-WebEx		300 persons
Report Writing	6	Ms. Eulet Evelyn	15th May, 2025 9:00 a.m. - 1:00 p.m.	BVI Finance Conference Room	https://forms.office.com/r/1s0EQWScSD	20 persons
Intermediate Accounting	12	HLSCC RMI	14th & 15th May, 2025	RMI		24 persons
Which Major is Right for Me? (A career guidance session helping individuals assess academic options and select the right educational path to support their long-term career aspirations.)	6	Mr. Damien Williams	13th or 16th May, 2025 9:00 a.m. - 4:00 p.m.	13th Youth Affairs & Sports 16th Premiers Office	https://forms.office.com/r/Qdz7X5wRYN	35 persons
Electrical Course (HLSCC)			15th May, 2025			17 officers
An Insight Into the Virgin Islands Official Gazette	1.5	Vickie Samuel Lettsome & Kemp Callwood Cabinet Office	19th May, 2025 10:00 a.m. - 11:30 a.m.	Virtual - WebEx		420 persons
Interpersonal Relations & Diplomacy Training Session (Grades 17 -21)	2	Mrs. Marsha Smith	20th May, 2025 10:00 - 12:00 p.m.	Virtual - WebEx	https://bvigov.webex.com/weblink/register/r7628aef6b45dc26daef76963a105472c	200 persons
Public Speaking Essentials	6	Mr. Eusa Adams	21st May, 2025 9:00 a.m. - 4:00 p.m.	BVI Finance Conference Room, Cutlass Tower, 3rd Floor	https://forms.office.com/r/YRm5HxPh9Y	15 persons
Discretionary Policy Workshop (Part II): A Report to Guide the Proper & Lawful Exercise of Discretionary Powers		Premiers Office	23rd May, 2025	BVI Finance Conference Room		

Ten Soft Skills You Need to Know Training Session	2	Ms. Anisha Brewley	22nd May, 2025 2:00 p.m. - 4:00 p.m.	Virtual - WebEx	https://bvigov.webex.com/weblink/register/r67c45b85588896787281d2a624b35825	400 persons
HR Management for Non HR Professionals (Grades 10 - 13)	3	Marsha Smith	29th May, 2025 9:00 a.m. - 12:00 noon or 1:00 p.m. - 4:00 p.m.	Governor's House Reception Hall		56 persons
Customer Service Training for DMV	4	Kedimone Rubaine	20th & 22nd May, 2025 9:00 -12:00	DMV		16 persons
Public Speaking Essentials	6	Eusa Adams	26th May, 2025	Faith Baptist Church Conference Room		14 persons
Supervisory Skills for First Line Managers & Performance Appraisals/IDP (VG)	6	Damien Williams	27th May, 2025	Flax Admin Building		16 persons
Discretionary Policy Workshop (Part II): A Report to Guide the Proper & Lawful Exercise of Discretionary		Premier's Office	28th May, 2025 9:00 - 12:00	Premier's Office Conference Room, Whit Cedar Conference Room		16 persons
Introduction to Government Processes and Protocols (VG) & Leadership Processes	6	Dr. Arliene Penn 9:00 - 4:00	28th May, 2025	Flax Admin Building		27 persons
Effective Business Writing (VG)	6	Eulet Evelyn 9:00 a.m. - 1:00 p.m.	29th May. 2025	Flax Admin Building		31 Persons
JUNE						
Course Name	**Avg. Awarded Learning Hour**		**Course Date and Duration**	**Venue**	**Registration Link**	**Additional Information**
	1.5	Mrs. Marshay Venter-Smith	5th June, 2025 10:30 a.m. - 12:00 noon	Virtual - WebEx	https://bvigov.webex.com/weblink/register/r5b2ee4a25dad8b0278ba3053d6adf2bf	**Postponed**
The Perfect Interview (A comprehensive interview skills workshop covering question responses, practical application, and transitional interviews, ensuring participants are well-prepared to excel in interviews.)	6	Mr. Damien Williams	6th June, 2025 9:00 a.m. - 4:00 p.m.	Faith Baptist Church Conference Room		22 persons
National Tourism Policy Information Session		Joseph Smith Abbott	11th June, 2025 10:00 a.m. - 12:00 noon or 2:00 p.m. - 4:00 p.m.	Virtual - WebEx		300
The Perfect Interview (A comprehensive interview skills workshop covering question responses, practical application, and transitional interviews, ensuring participants are well-prepared to excel in interviews.)	6	Mr. Damien Williams	10th June, 2025 9:00 a.m. - 4:00 p.m.	Faith Baptist Church Conference Room	https://forms.office.com/r/kKySWKS04r	13 persons
Monitoring & Evaluation Training Session (Grades 17 -21)	2	Mrs. Marsha Smith	16th June, 2025 2:00 p.m. - 4:00 p.m.	Virtual-WebEx	https://bvigov.webex.com/weblink/register/r9cbd368faec12e30f34e952a65e0ba5e	240 persons

Understanding Menopause: Health, Wellbeing, and Everyday Impact Training	1.5	Dr. Kedrick Pickering	19th June, 2025 10:00 a.m. - 11:30 a.m.	Virtual		490 persons
The Age Gap in the Workplace (This session will address generational differences in the workplace and provide strategies for effective collaboration and inclusivity across age groups.)	1.5	Mr. Damien Williams	18th June, 2025 2:00 p.m. - 3:30 p.m.	Virtual - WebEx	https://bvigov.webex.com/weblink/register/r6fa97a3f88290c7dd6d887e9137bc538	**Postponed**

Report Writing	6	Ms. Eulet Evelyn	19th June, 2025 9:00 a.m. - 4:00 p.m.	Premier's Office	https://forms.office.com/r/x4qFa29K2Q	**POSTPONED**
Professional Ethics in Government	2	Mrs. Carolyn Stoutt Igwe/Premier's Office	20th June, 2025 10:00 a.m. - 12:00 noon	Virtual - WebEx	https://forms.office.com/r/mUF1TUNBW4	**Postponed**
Custodial Environmental Hygiene & Deep Cleaning Training (Facility Management)	3	Environmental Health	9:00 - 12:00 25th June, 2025	Faith Baptist Church Conference Room		35 participants POSTPONED
Public Speaking Essentials	6	Mr. Eusa Adams	23rd June, 2025	Youth Affairs & Sports Conference Room		POSTPONED
Public Speaking Essentials	6	Mr. Eusa Adams	25th June, 2025	Youth Affairs & Sports Conference Room		5 participants
First Aid Training	6	BVI Red Cross	23rd & 25th June, 2025 9:30 a.m. - 12:00 noon	BVI Red Cross		29 participants
Performance Rating & Evidence for Performance Appraisals Training	1.5	Human Resources Dept.	25th June, 2025 2:00 p.m. - 3:30 p.m.	Virtual-WebEx		215 participants
Let's Be Real: Self-Care and Expectations	2	Mr. Cedric Thomas	26th June, 2025 10:30 a.m. - 12:00 noon	Virtual - WebEx	https://bvigov.webex.com/weblink/register/r80d36487e51bb2a13e682cff3e372670	POSTPONED
Virgin Islands History (Part 2)	2	Dr. Angel Smith	30th June, 2025 10:00 a.m. - 12:00 noon	Virtual - WebEx	https://bvigov.webex.com/weblink/register/r5ebcd020b9ce9e0939799d209a25a0e4	POSTPONED
JULY						
Course Name	**Avg. Awarded Learning Hours**	**Presenter**	**Course Date and Duration**	**Venue**	**Registration Link**	**Additional Information**
One VI, One Service: A Public Officer's Learning Day on Anegada	6	VIPSLI	2nd July, 2025 9:00 a.m. - 4:00 p.m.	Emile E. Dunlop Community Centre	https://forms.office.com/r/yByZ8WS0BK	18 participants

The Art of Conflict Resolution: Tools and Techniques To Transform Tensions In The Workplace	6	Dr. Albert Thompkins	3rd July, 2025 9:00 a.m. - 4:00 p.m.	Faith Baptist Church Conference Room	https://forms.office.com/r/4XZa9XsVTj	25 Participants
Let's Be Real: Self-Care and Expectations	1.5	Mr. Cedric Thomas	4th July, 2025 10:30 a.m. - 12:00 noon	Virtual - WebEx	https://bvigov.webex.com/weblink/register/r1692da42d8ab652dcaee0ed543cf00fd	415 participants
CARICAD Webinar: Customer Experience Management in the Caribbean	1.25	CARICAD	8th July, 2025 9:45 a.m. - 11:00 noon	Virtual - Zoom Meetings	Meeting Registration - Zoom	
HR Management for Non-HR Professionals	6	Mrs. Marsha Smith	8th or 10th July2025 9:00 a.m. - 4:00 p.m.	Faith Baptist Church Conference Room	https://forms.office.com/r/QNYbFJ9brX	28 participants
Custodial Environmental Hygiene & Deep Cleaning Training	3	Ms. Rhonexie Anderson & EHD	9th July, 2025 9:00 a.m. - 12:00 p.m.	Faith Baptist Church Conference Room	Registration is Closed	13 participants
The Perfect Interview	6	Mr. Damien Williams	14th July, 205 9:00 a.m. - 4:00 p.m.	Faith Baptist Church Conference Room	https://forms.office.com/r/Y71BPuUSj2	22 participants
Emerging Leaders Virtual Close	.	Dr. Lois Parkes	15th July, 2025 12:45 p.m.	Zoom Meetings	N/A	
Custodial Environmental Hygiene & Deep Cleaning Training	3	Ms. Rhonexie Anderson	16th July 2025 9:00 a.m. - 12:00 p.m.	Faith Baptist Church Conference Room	Registration is Closed	17 participants
Supervisory Skills for Emerging Leaders	4	Dr. Connie E. George	28th July, 2025 9:00 a.m. - 12:00 noon or 1:30 p.m. - 4:30 p.m.	Faith Baptist Church Conference Room	https://forms.office.com/r/H34qNgAvgT	29 participants
Discretionary Policy Workshop	3.5	Premier's Office	17th July, 2025 9:30 a.m. - 12:00 noon	Premier's Office, White Cedar Conference Room, Cutlass Tower	https://forms.office.com/r/h8Qsdmh0cK	
Disciplinary Action in the VI Public Service	1.5	Ms. Jovelle Lewis	21st July, 2025 10:00 a.m. - 11:30 a.m.	Virtual - WebEx	https://bvigov.webex.com/weblink/register/rc8f5a82ffdc176fbc66519e698aae194	For Heads of Departments, Supervisors
Basic Accounting	6	Mr. Kenrick Grant	22nd or 23rd July 2025 9:00 a.m. - 4:00 noon	Faith Baptist Church Conference Room	https://forms.office.com/r/yJPG5repDa	51 participants
Financial Strategy Workshop	4	Mr. Meade Malone	24th July, 2025 8:30 a.m. - 12:30 p.m.	Faith Baptist Church Conference Room	Personal Financial Strategy Workshop 2025 – FORGE Registration (mwmglobalhld.com)	21 participants
Professional Ethics in Government	2	P.S. Carolyn Stoutt-Igwe	25th July, 2025 10:00 a.m. - 12:00 noon	Virtual - WebEx	https://bvigov.webex.com/weblink/register/r3d2a09931c193c1131594c6103ef44a4	POSTPONED
Creating & Mastering Work Plans	6	Mr. Damien Williams	29th July, 2025 9:00 a.m. - 4:00 p.m.	Faith Baptist Church Conference Room	https://forms.office.com/r/ZakVtKGDVL	24 persons
Report Writing	6	Ms. Eulet Evelyn	30th July, 2025 9:00 a.m. - 4:00 p.m.	Faith Baptist Church Conference Room	Registration is Closed	POSTPONED

Law Enforcement Customer Service Training (Prison)	24	Ms. Abbarah Brown & Mr. Jemron Delphesche	29th July - 1st August, 2025	T.B.A.	N/A	POSTPONED
Accident & Incident Reporting	1.5	Ms. Rhonexie Anderson	31st July, 2025 10:00 a.m. - 11:30 p.m.	Virtual - WebEx	https://bvigov.webex.com/weblink/register/r2cdf4c77df301e1cd081f5e2ff812b2e	260 participants
AUGUST						
Course Name	**Avg. Awarded Learning Hour**		**Course Date and Duration**	**Venue**	**Registration Link**	**Additional Information**
Virgin Islands History II - Emancipation Without Freedom: The Experience of the Virgin Islands	2	Dr. Angel Smith	1st August, 2025 10:00 a.m. - 12:00 noon	Virtual - WebEx	https://bvigov.webex.com/weblink/register/rbb412f7999dddc55f99306d4b7890332	540 participants
The Art of Conflict Resolution: Tools and Techniques To Transform Tensions In The Workplace	6	Dr. Albert Thompkins	11th August 2025 9:00 a.m. - 4:00 p.m.	Faith Baptist Church Conference Room	https://forms.office.com/r/96xKcexdhb	16 participants
Effective Business Writing for RVIPF	6	Ms. Eulet Evelyn	13th August, 2025 9:00 a.m. - 4:00 p.m.	Marine Base	N/A	
Team Building Master Class	2	Ms. Veanna Thomas	14th August 2025 10:00 a.m. - 12:00 noon	Virtual - WebEx	https://bvigov.webex.com/weblink/register/ra2ad497bf14671be65b48c16d8a9c5ad	350 participants
Which Major Is Right for Me?	6	Mr. Damien Williams	15th August, 2025 9:00 a.m. - 4:00 p.m.	Faith Baptist Church Conference Room	https://forms.office.com/r/dNWFWGktFX	20 Participants
Resume Writing	3	Mr. Damien Williams	20th August, 2025 9:00 a.m.- 4:00 p.m.	Faith Baptist Church Conference Room	https://forms.office.com/r/BtpWjWb91k	19 participants
Introduction to Microsoft Excel	6	Ms. Careen Cuffy	18th or 19th August, 2025 9:00 a.m. - 4:00 p.m.	Room 305, L Adorothy Building, Elmore Stoutt High School	https://forms.office.com/r/gD2exs3EUh	18th POSTPONED 19 participants
Law Enforcement Customer Service Training (Customs & Immigration)	T.B.A.	Ms. Abbarah Brown & Mr. Jemron Delphesche	T.B.A.	T.B.A.	N/A	POSTPONED
Climate Change Policy Information Session	1.5	Ministry of Environment, Natural Resources & Climate Change	21st August, 2025 2:00 p.m. - 3:30 p.m.	Virtual - WebEx	*Registration is not required Meeting number: 2331 853 1897 Meeting Password: gJZtaa65b3b	POSTPONED
VIPSLI Shark Tank Information Session	None	VIPSLI	21st August, 2025 10:30 a.m. - 11:30 a.m.	Virtual - WebEx		
Climate Change Policy Information Session	1.5	Ministry of Environment, Natural Resources & Climate Change	22nd August, 2025 10:00 a.m. - 11:30 a.m.	Virtual - WebEx	Meeting number: 2336 052 1780 Meeting Password: J63b38q2QF3	270 participants
Report Writing	6	Ms. Eulet Evelyn	26th August, 2025	Faith Baptist Church Conference Room	https://forms.office.com/r/a46ssrNzJE	24 participants

Strategic Personal Assistant: Elevating Executive Support with Excellence	1.5	Mr. Devon Penn	27th August, 2025 10:00 a.m. - 11:30 p.m.	Virtual - WebEx	https://bvigov.webex.com/weblink/register/r1ebd5a819ad189ee6fbd9e949df6a537	For Personal Assistants and secretaries
Supervisory Skills for Emerging Leaders	3	Mr. Damien Williams	28th August, 2025 9:00 a.m. - 12:00 p.m. or 1:30 p.m. - 4:30 p.m.	Faith Baptist Church Conference Room	https://forms.office.com/r/WGwZkZwriY	40 participants
Virgin Islands History III	2	Dr. Angel Smith	29th August, 2025 10:00 a.m. - 12:00 noon	Virtual - WebEx	https://bvigov.webex.com/weblink/register/r9495f55146e89f2b75657819fab7c542	POSTPONED
SMART SEPTEMBER						
Course Name	**Avg. Awarded Learning Hour**		**Course Date and Duration**	**Venue**	**Registration Link**	**Additional Information**
Virgin Islands History III	2	Dr. Angel Smith	September, 2025 10:00 a.m. - 12:00 noon	Virtual - WebEx		POSTPONED
Basic Accounting	6	Mr. Kenrick Grant	3rd or 4th September, 2025 9:00 a.m. - 4:00 p.m.	Faith Baptist Church Conference Room	https://forms.office.com/r/hALirxxJw7	POSTPONED
Strategic Personal Assistant: Elevating Executive Support with Excellence	1.5	Devon Penn	3rd or 15th September, 2025	Virtual - WebEx		For Personal Assistants and secretaries
Building Bridges: Enhancing Workplace Communication and Collaboration	1.5	Mrs. Marshay Venter-Smith	4th September, 2025 10:00 a.m. - 11:30 p.m.	Virtual - WebEx	https://bvigov.webex.com/weblink/register/r026e0ba305ddd4aa8b3162c3bb4398e3	POSTPONED
Financial Strategy Workshop	4	Mr. Meade Malone	4th or 25th September, 2025 8:30 p.m. - 12:30 noon	Faith Baptist Church Conference Room BVI Finance Conference Room	Personal Financial Strategy Workshop 2025 – FORGE Registration (mwmglobalhld.com)	13 participants 25th Postponed
Professional Ethics in Government	2	P.S. Carolyn Stoutt-Igwe	5th September, 2025 10:30 a.m. - 12:00 noon	Virtual - WebEx	https://bvigov.webex.com/weblink/register/r1a2c3cdad3ef032415fd1d4c5d2f26a7	POSTPONED
Climate Change Policy Information Session	1.5	Ministry of Environment, Natural Resources & Climate Change	8th September, 2025 2:00 p.m. - 3:30 p.m.	Virtual - WebEx		POSTPONED
Creating & Mastering Work Plans	6	Mr. Damien Williams	9th September, 2025 9:00 a.m. - 4:00 p.m.	Faith Baptist Church Conference Room	https://forms.office.com/r/FuCvXM1uc2	24 participants
Office Procedures Course	6	Ms. Veanna Thomas	10th or 12th September, 2025 9:00 a.m. - 4:00 p.m.	Faith Baptist Church Conference Room	https://forms.office.com/r/6vCgwPh0Yt	POSTPONED
Resume Writing	6	Mr. Damien Williams	11th September, 2025 9:00 a.m. - 4:00 p.m.	Faith Baptist Church Conference Room	https://forms.office.com/r/cLvCTcPLbv	12 participants

Effective Business Writing	5	Ms. Eulet Evelyn	16th September, 2025 9:00 a.m. - 4:00 p.m.	Faith Baptist Church Conference Room	https://forms.office.com/r/xnezvgWTfR	21 participants
VIPSLI Shark Tank Individual Presentation			17th September, 2025 9:00 a.m. - 12:30 p.m.	Faith Baptist Church Conference Room		
Read the Room	6	Mr. Damien Williams	18th September, 2025 9:00 a.m. - 4:00 p.m.	Faith Baptist Church Conference Room	https://forms.office.com/r/nmZX5tNuWS	22 PARTICIPANTS
VIPSLI Shark Tank Group/ Department/ Unit Presentation			19th September, 2025 9:00 a.m. - 4:00 p.m.	Faith Baptist Church Conference Room		
Performance Rating & Evidence for Performance Appraisals	2	Mr. Damien Williams	22nd September, 2025 2:00 p.m. - 4:00 p.m.	Virtual - WebEx	https://bvigov.webex.com/weblink/register/r2e2745161732de8611160a7a032f002e	320 participants
Law Enforcement Associates Degree Opening Ceremony		VIPSLI	22nd September, 2025 9:00 a.m. - 12:00 noon	Faith Baptist Church Conference Room		27 participants
Law Enforcement Associates Degree Class Session		VIPSLI	23rd September, 2025	Faith Baptist Church Conference Room		27 participants
Law Enforcement Associates Degree Class Session		VIPSLI	24th September, 2025	Faith Baptist Church Conference Room		27 participants

Financial Strategy Workshop	4	Mr. Meade Malone	25th September, 2025 8:30 p.m. - 12:30 noon	Faith Baptist Church Conference Room BVI Finance Conference Room	Personal Financial Strategy Workshop 2025 – FORGE Registration (mwmglobalhld.com)	POSTPONED
Public Service 101 Tortola	16.5	VIPSLI	30th September -2nd October 8:30 a.m. - 4:00 p.m. daily	Faith Baptist Church Conference Room		42 participants
Basic Accounting	6	Mr. Kenrick Grant	26th or 29th September, 2025 9:00 a.m. - 4:00 p.m.	Faith Baptist Church Conference Room		26th Postponed
Responding to Medical Emergencies in the Workplace	1.5	Ms. Rhonexie Anderson	30th September, 2025 10:30 a.m. - 12:00 noon	Virtual - WebEx	https://bvigov.webex.com/weblink/register/r4650c597a9367286226a12aee49a5e8f	POSTPONED
OCTOBER						
Course Name	**Avg. Awarded Learning Hours**	**Presenter**	**Course Date and Duration**	**Venue**	**Registration Link/ Meeting Information**	**Additional Information**
Public Service 101	16.5	VIPSLI	1st & 2nd October, 2025 8:30 a.m. - 4:00 p.m.	Faith Baptist Church Conference Room		42 participants
Basic Accounting	6	Mr. Kenrick Grant	3rd October, 2025	Faith Baptist Church Conference Room		13 participants
Professional Ethics in Government	2	P.S. Carolyn Stoutt-Igwe	7th October, 2025 10:00 a.m. - 12:00 noon	Virtual	Will be shared at a later date	POSTPONED

Customer Service Panel Discussion	1.5	Customer Service	7th October, 2025 2:00 p.m. - 3:00 p.m.	Virtual		
Fire Safety Virtual Session	1	Mr. Zebalon Mclean	8th October, 2025 10:00 a.m. - 11:00 a.m.	Virtual		250 participants
Supervisory Skills for New Managers	3	Dr. Connie George	10th October, 2025 9:00 a.m. - 12:00 noon 1:30 p.m. - 4:30 p.m.	Faith Baptist Church Conference Room	https://forms.office.com/r/JjdDKMVVwT	64 participants
Academic Qualifications, Degrees and Certifications Information Session	2	Mr. Damien Williams	13th October, 2025 2:00 p.m. - 4:00 p.m.	Virtual - Microsoft Teams	Meeting ID: 277 656 247 586 1 Passcode: nc3ex22s	320 participants
Coaching and Mentoring Fundamentals	1.5	Ms. Kimra Dewindt	14th October, 2025 10:30 a.m. - 12:00 noon	Virtual - Microsoft Teams	Meeting ID: 219 845 198 447 0 Passcode: Th3gm2W2	270 participants
Records Retention, Destruction, and Transfer	2	Ms. Sandra Herbert	15th October, 2025 10:00 a.m. - 12:00 noon	Virtual - Microsoft Teams	Meeting ID: 286 938 677 219 Passcode: mx7x4ja3	235 participants
Climate Change Policy Information Session	1.5	Ministry of Environment, Natural Resources & Climate Change	15th October, 2025 2:00 p.m. - 4:00 p.m.	Virtual - Microsoft Teams	Meeting ID: 286 951 075 192 2 Passcode: 6kK3V8nW	277 participants
Customer Service Training	3	Mr. Darnel Flax	17th October, 2025 9:00 a.m. - 12:00 noon Or 1:30 p.m. - 4:30 p.m.	Faith Baptist Church Conference Room	https://forms.office.com/r/HS3bz0sbAW	22 participants
Responding to Medical Emergencies in the Workplace	1.5	Ms. Rhonexie Anderson	22nd October, 2025 10:30 a.m. - 12:00 noon	Virtual	Will be shared at a later date	420 participants
Women in Leadership: Breaking Barriers in the Public Service	2	PS Mrs. Sharleen DaBreo-Lettsome	23rd October, 2025 10:00 a.m. - 12:00 noon	Virtual	Will be shared at a later date	360 participants
Introduction to Microsoft Excel	6	Ms. Careen Cuffy	24th October, 2025 9:00 a.m. - 4:00 p.m.	Elmore Stoutt High School	https://forms.office.com/r/ZCcu8LY7eJ	16 participants
Circular Economy Business Models & Circular Economy Lab Protyping	3	Green VI	30th October, 2025 10:00 a.m. - 1:00 p.m.	Virtual	Meeting ID: 372 291 097 311 7 Passcode: qY3q8ND2	
NOVEMBER						
Course Name	**Avg. Awarded Learning Hour**	**Presenter**	**Course Date and Duration**	**Venue**	**Registration Link**	**Additional Information**

Team Building (Waste Management)	3	Mr. Damien Williams	3rd November, 2025	VIPSLI Learning & Development Centre CTL Commerce Center, Suite 108, Fish Bay, Tortola VI		13 participants
Building Bridges: Enhancing Workplace Communication and Collaboration	1.5	Mrs. Marshay Venter-Smith	6th November, 2025 10:30 a.m. - 12:00 noon	Virtual - WebEx	Meeting link: https://bvigov.webex.com/bvigov/j.php?MTID=mceb350b99ddbfac5fa249acef968fa80 Meeting number: 2344 178 9200 Password: aKttft7RN65	365 participants
Pathways to Progress: Education, Accreditation, and Growth with the VI Public Service Learning Institute	1.5	Mr. Damien Williams	10th November, 2025 2:00 p.m. - 3:30 p.m.	Virtual - WebEx	Meeting link: https://bvigov.webex.com/bvigov/j.php?MTID=mecbd333dbe986cfe7ce7af126a2e31a2 Meeting number: 2344 308 5584 Password: jEdnrRF7p99	300 participants
Demonstration of Redesigned Online Platform for the Laws of the Virgin Islands	1	Attorney General Chambers	11th November, 2025 9:00 a.m. - 10:00 a.m.	Virtual - WebEx	Meeting link: https://bvigov.webex.com/bvigov/j.php?MTID=m47ee3fcf1f627733ff1f77441388da2c Meeting number: 2349 232 8817 Password: VVbK9BtFp44	66 Participants: For Public Officers serving within the Judicial and Court
Leveling Up: Joy in the Workplace	1.5	Mr. Darnell Flax	11th November, 2025 10:30 a.m. - 12:00 noon	Virtual - WebEx	Meeting link: https://bvigov.webex.com/bvigov/j.php?MTID=mf2447fddeb4875251a93cb0ad71c20dd Meeting number: 2335 820 1360 Password: TkPmH9Geg86	378 participants
Asia Scholarship Abroad Programme		VIPSLI & Asia Abroad	12th November, 2025 9:00 a.m. - 11:00 a.m.	Virtual - WebEx		86 participants
Introduction to AI for Government	2	UNDP	13th November, 2025 11:00 a.m. - 1:00 p.m.	Virtual: Zoom Meetings	https://us06web.zoom.us/j/81509451885?pwd=24E9ceUYcuLrgE31vCOhmwQCqd4GoI.1 Meeting ID: 815 0945 1885 Passcode: 596479	391 participants
Strategic Planning & Execution Workshop	6	Mr. Damien Williams	14th November, 2025 9:00 a.m. - 4:00 p.m. 18th November, 2025 9:00 a.m. - 12:00 noon	VIPSLI Learning & Development Centre CTL Commerce Center, Suite 108 Fish Bay, Tortola VI	https://forms.office.com/r/hvn3zeQ4zy	35 participants

Strategic Personal Assistant: Elevating Executive Support with Excellence	1.5	Mr. Devon Penn	17th November, 2025 10:30 a.m. - 12:00 noon	Virtual - WebEx	Meeting link: https://bvigov.webex.com/bvigov/j.php?MTID=m4614172e973f6ae0fbd452aac8ddff52 Meeting number: 2341 441 7645 Password: KHq7cKtCK33	160 participants For Supervisors & Heads of Department
Men in Leadership	1.5	Pastor Johnathan Jn. Baptiste	19th November, 2025 10:30 a.m. - 12:00 noon	Virtual - WebEx	Meeting link: https://bvigov.webex.com/bvigov/j.php?MTID=m1e0e73e56b39d7411ca62feff0cd016f Meeting number: 2342 435 5696 Password: EwVCqU5MP57	230 participants
Elections (Amendment) Bill 2025 Information Session	2	Ms. Carlene Herbert	19th November, 2025 2:00 p.m. - 4:00 p.m.	Virtual - WebEx	Meeting link: https://bvigov.webex.com/bvigov/j.php?MTID=mb0eebb8ffddce17f6db5772cee542925 Meeting number: 2345 135 8789 Password: 8FQrEMs5ku3	180 participants
Supervisory Skills for New Managers	3	Dr. Connie George	20th November, 2025 9:00 a.m. - 12:00 noon Or 1:30 p.m. - 4:30 p.m.	VIPSLI Learning & Development Centre CTL Commerce Center, Suite 108 Fish Bay, Tortola VI	https://forms.office.com/r/hmmwZRQu4a	25 participants
Demonstration of Redesigned Online Platform for the Laws of the Virgin Islands	1	Attorney General Chambers	21st November, 2025 9:00 a.m. - 10:00 a.m.	Virtual - WebEx	Meeting link: https://bvigov.webex.com/bvigov/j.php?MTID=m23f257cd476e7b471a67cff517d9602d Meeting number: 2334 137 0773 Password: b388QBTdF2A	185 participants (All Other Public Officers)
The Role of the Permanent Secretary in Modern Government	1.5	PS Mrs. Sharleen DaBreo-Lettsome	21st November, 2025 10:00 a.m. - 11:30 a.m.	Virtual - WebEx	Meeting link: https://bvigov.webex.com/bvigov/j.php?MTID=m72c3dad75aeac0adaf21d8f61df95f59 Meeting number: 2343 707 3613 Password: sTQMWkPp343	315 participants
Customer Service Retreat		Customer Service Unit	25th & 26th November, 2025 10:30 a.m. - 12:00 noon	VIPSLI Learning & Development Centre		

Transformation Management Information Session	1.5	Mrs. Kishan Cupid Brathwaite	25th November, 2025 10:30 a.m. - 12:00 noon	Virtual - WebEx	Meeting link: https://bvigov.webex.com/bvigov/j.php?MTID=m6c60b607d8a3d24831b58479d05cf88d Meeting number: 2349 174 0759 Password: R3mCENiVZ57	POSTPONED
Virgin Islands History III: The Problem with Freedom	2	Dr. Angel Smith	28th November, 2025 10:00 a.m. - 12:00 noon	Virtual - WebEx	Meeting link: https://bvigov.webex.com/bvigov/j.php?MTID=m75f8acce37faf2fa4ca04b03746c245a Meeting number: 2347 338 9533 Password: XCm3C3CfbH4	200 participants
DECEMBER						
Course Name	**Avg. Awarded Learning Hour**	**Presenter**	**Course Date and Duration**	**Venue**	**Registration Link**	**Additional Information**
Protocol 101 Training Course	2	Mr. Kareem Hull	1st December, 2025 9:00 a.m. - 12:00 noon Or 1:30 - 4:30 p.m.	VIPSLI Learning & Development Centre CTL Commerce Center, Suite 108 Fish Bay, Tortola VI	https://forms.office.com/r/vZUgFtJirQ	39 participants
Transformational Leadership in the Virgin Islands: A Roadmap for the Next Decade	3	Deputy Governor Mr. David D. Archer Jr.	3rd December, 2025 9:30 a.m. - 12:00 noon	VIPSLI Learning & Development Centre CTL Commerce Center, Suite 108 Fish Bay, Tortola VI	https://forms.office.com/r/5qNGAkHGHZ	For all leaders and aspiring leaders regardless of grade
Interpersonal Communications Workshop	3	Mr. Eusa Adams	8th December, 2025 9:00 a.m. - 12:00 noon Or 1:30p.m. - 4:30 p.m.	VIPSLI Learning & Development Centre CTL Commerce Center, Suite 108 Fish Bay, Tortola VI	https://forms.office.com/r/61T93mtXTa	14 participants
Interpersonal Communications Workshop	3	Mr. Eusa Adams	9th December, 2025 9:00 a.m. - 12:00 noon	VIPSLI Learning & Development Centre CTL Commerce Center, Suite 108 Fish Bay, Tortola VI	https://forms.office.com/r/Hjs0Q9XsB9	21 participants
Retirement Ready	16.5	VIPSLI	10th - 12th December, 2025 8:30 a.m. - 4:00 p.m. daily	VIPSLI Learning & Development Centre CTL Commerce Center, Suite 108 Fish Bay, Tortola VI		27 participants
Office Procedures Course	6	P.S. Carolyn Stoutt-Igwe	16th December, 2025 9:00 a.m. - 12:00 noon Or 1:30 p.m. - 4:30 p.m.	VIPSLI Learning & Development Centre CTL Commerce Center, Suite 108 Fish Bay, Tortola VI	https://forms.office.com/r/0tUcSc0kiE	21 participants