

T Training 2023 Schedule



MONTHLY THEMES

This year, each month's training sessions will revolve around a specific theme from Management to HR. Scroll through to the areas of most importance to you!

FLEXIBLE OPTIONS

At the BEC, we provide both in-house and online training; but we can also customize training upon request.

N/CVQ PROGRAMMES

Management
Human Resources
Industrial Relations
Occupational Safety and Health
... and more!

Browse our upcoming courses and training sessions for 2023!

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ABOUT BEC

Founded in 1956, the Barbados Employers' Confederation (BEC) is a membership-based business support organization which specializes in Industrial Relations, Labour Legislation, Human Resources Management and Occupational Health and Safety.

Over the last decade, **the BEC has trained hundreds of individuals** in these fields, helping businesses improve their operations, and avoid costly missteps especially in the context of labour legislation.

Within this Training Schedule, you can browse the list of offerings for 2023, specifically designed to include the frequently requested topics and concerns identified by our membership.

ACCREDITATION

The Barbados Employers' Confederation is a Registered Training Provider with the Barbados Accreditation Council.



We are also an approved National / Caribbean Vocational Qualification (N/CQ) Centre with the Technical & Vocational Education & Training Council (TVET).



2023 TRAINING THEMES

Quarter 1	Quarter 2
January: Professional Development	April: Labour Legislation
February: Managing Teams	May: Unionized Businesses
March: Performance Management	June: Human Resources Management

Quarter 3	Quarter 4
July: Occupational Safety & Health	October: Human Resources Development
August: Compliance – Avoiding Fines	November: Leadership and Culture
September: Conducting Discipline	

The delivery method for all Open Enrollment courses will be announced as confirmed.

4 BEC Training Schedule 2023 – Open Enrollment Courses

QUARTER 1			
DATE	DAY	PROGRAM TITLE	LENGTH
January		Theme: Professional Development	
11th – 18th		OSH – Creating a Safe Workplace	4 days
24th	Tues	Emotional Intelligence for Supervisors**	8 hours
26th	Thurs	Keys to Exceptional Service	4 hours
February		Theme: Managing Teams	
15th	Wed	Collaborative Workplaces: Mastering Hybrid Team Dynamics *NEW	4 hours
21st – 23rd	Tues-Thurs	Managing for Success Workshop	3 days
March		Theme: Performance Management	
15th	Wed	Review and Analysis of Tribunal Cases	4 hours
21st	Tues	Performance Management	4 hours
23rd	Thurs	Conducting Discipline	4 hours

**This program 'Emotional Intelligence for Supervisors' includes assessments and reports. The pricing quoted is distinct from general full day programs.

The delivery method for all Open Enrollment courses will be announced as confirmed.

5 BEC Training Schedule 2023 – Open Enrollment Courses

QUARTER 2			
DATE	DAY	PROGRAM TITLE	LENGTH
April		Theme: Labour Legislation	
4th	Tues	Holiday with Pay	2 hours
May		Theme: Industrial Relations / Unionized Businesses	
4th	Thurs	Conducting Investigations *NEW	4 hours
18th	Thurs	Handling Grievances	2 hours
June		Theme: Human Resources Management	
13th – 15th	Tues - Thurs	HR Essentials for New Practitioners	3 days
29th	Thurs	Write on Target: Effective Letter Writing for HR or IR	4 hours
21st	Wed	IR Academy	3 days
28th			
July 5th			

The delivery method for all Open Enrollment courses will be announced as confirmed.

6 BEC Training Schedule 2023 – Open Enrollment Courses

QUARTER 3			
DATE	DAY	PROGRAM TITLE	LENGTH
July		Theme: Occupational Safety and Health	
5th	Wed	IR Academy	
6th	Thurs	Essentials of Occupational Safety and Health (EOSH) Academy	4 weeks
13th			
20th			
27th			
August		Theme: Compliance – Avoiding Fines	
16th	Wed	Ensuring Compliance with Employment Law Part 1	4 hours
17th	Thurs	Ensuring Compliance with Employment Law Part 2	4 hours
September		Theme: Conducting Discipline	
13th	Wed	Redundancy & Severance Payments	4 hours
19th	Tues	Conducting Discipline	4 hours

The delivery method for all Open Enrollment courses will be announced as confirmed.

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QUARTER 4			
DATE	DAY	PROGRAM TITLE	LENGTH
October		Theme: Human Resource Development	
11th	Wed	Transforming Workplace Cultures	4 hours
25th	Wed	Strategic Planning for Contemporary HR Part 1	4 hours
26th	Thurs	Strategic Planning for Contemporary HR Part 2	4 hours
November		Theme: Leadership and Culture	
22nd	Wed	Mastering Team Dynamics (Strengths Based Leadership)	4 hours

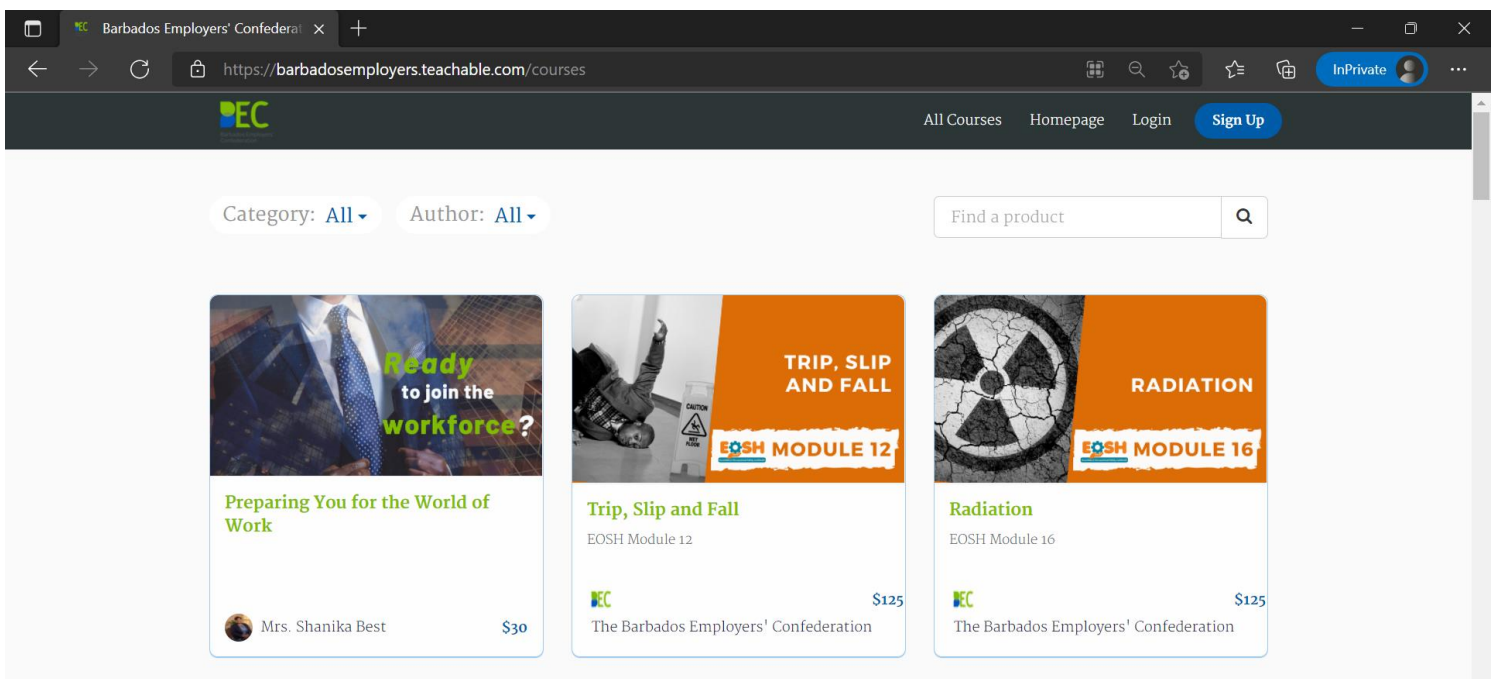
The delivery method for all Open Enrollment courses will be announced as confirmed.

OUR ONLINE TRAINING PLATFORM

Interested in completing a course, but you (or your team) are too busy to do training during your standard 9-5 schedule(s)?

Click the link below to browse our online training platform which has a range of courses on Occupational Safety and Health, Management, and Human Resources Management. With no direct instruction or specific training hours, you can complete the content at your own pace.

<https://barbadosemployers.teachable.com/courses>



Furthermore, if there is a specific course that you are interested in from our Schedule, but you do not see it available on our platform yet; you can simply request that we create an online version for you!

NATIONAL /CARIBBEAN VOCATIONAL QUALIFICATIONS

National/Caribbean Vocational Qualifications (N/CVQs) are work-related, competence-based certifications which employees (fulltime or part-time) and self-employed persons can gain.

The individual's performance of a work role must successfully be assessed against Occupational Standards to confirm competence.

2023 N/CVQ Program offerings				
Date	Course Title	Duration	N/CVQ	Level
February 6 th – April 30 th	Business Administration	12-week program	Business Administration (CVQ)	1
February 21 st – 23 rd	Managing for Success	3-day workshop	Management (NVQ)	2
April 18 th – 20 th	Industrial Relations Academy	3-day workshop	Industrial Relations (NVQ)	3
June 13 th – 15 th	HR Essentials for New Practitioners	3-day workshop	Human Resource Management (NVQ)	3
July 7 th – July 28 th	Essentials of Occupational Safety and Health (EOSH) Academy	4-week workshop	Occupational Safety and Health (NVQ)	2

All courses run for a duration of 12 weeks and are available for certification from the TVET Council.

Call 435-4753 or visit our website for further details.

Frequently Asked Questions

1 Are there any special entry requirements?

Only that you must be working in a role that allows you to develop the skills needed to complete the qualification.

It is suggested that you review the Occupational Standards to ensure that you can meet the specific requirements of each mandatory unit.

2 Is there an age limit to complete a N/CVQ?

No, you can start at any age.

3 Must I complete Level 1 before Level 2?

If you can prove competence at Management Level 3, there is no need to start at Level 2.

After reviewing the Occupational Standards for each level, you'll know which is most appropriate for your current role / duties.

4 How long does it take to complete a N/CVQ?

Training Course: 3 months

Assessment and portfolio building: 3-6 months

***The Assessment timeframe takes into account potential delays due to Covid-19**

Total Time: 6-9 months

5 What's the difference between NVQ & CVQ?

NVQs are only recognized in Barbados (National)

Completion of a CVQ means you'd be recognized for competence throughout the region (Caribbean).

11 BEC Training Schedule 2023 – Investment Details

Investment Details				
Delivery Method	Length / Type of Course	Member Rate (per person)	Non-Member Rate (per person)	Assessment Cost
		\$	\$	\$
General Face to Face & Online Workshops	2 hours	260	325	N/A
	4 hours	380	475	
	Full Day	480	600	
	2 Days	760	950	
	3 Days	1,060	1,325	
	Digital participants receive \$30 deduction per day for Full Day Programs Only			
Self-Paced Online Courses	Starting at	\$200	\$250	N/A
N/CVQs	Level 1	960	1,150	840
	Level 2	1,240	1,500	1,000
	Level 3	1,720	2,100	1,200
	2 hours	160	200	
Open Forums	Open Forums	Free	100	N/A
<p style="text-align: center;">Funding may be available to defray some of the expenses for N/CVQs through the Employment Training Fund.</p>				

***Customized company training attracts a group hourly rate.**

HAVE YOU OUTLINED AND PLANNED YOUR TRAINING NEEDS FOR 2023?



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**AT THE BEC, WE CAN HELP YOU
CUSTOMIZE, DEVELOP AND EXECUTE
TRAINING TO SUIT YOUR NEEDS.**