

# Training 2025 Schedule

## MONTHLY THEMES

This year again, 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

Did you know that we now offer hybrid training?

This allows us to engage with participants who are physically present, and other who tune in virtually.

## N/CVQ PROGRAMMES

We heard you and we've changed the format of our programs!

Unit clusters, shorter sessions, more digestible content.

Inside you'll find the range of programs offered.

**Browse our upcoming courses and training sessions for 2025!**

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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 2024, 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).



## 2025 TRAINING THEMES

Quarter 1	Quarter 2
<b>January:</b> Stronger Together - Safeguarding Data, Empowering Teams	<b>April:</b> Compliance
<b>February:</b> Navigating Compliance – Avoiding Pitfalls	<b>May:</b> Managing for Success Program
<b>March:</b> IR Academy Program (Pt 3)	<b>June:</b> IR Academy Program (Pt 1)

Quarter 3	Quarter 4
<b>July:</b> OSH – Ensuring a Safe Workplace	<b>October:</b> Performance and Contracts
<b>August:</b> Managing Employment Risks	<b>November:</b> Organizational Culture
<b>September:</b> HR Essentials Program	

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

#### 4 BEC Training Schedule 2025 – Open Enrollment Courses

QUARTER 1			
DATE	DAY	PROGRAM TITLE	LENGTH
January		Theme: Stronger Together - Safeguarding Data, Empowering Teams	
16 <sup>th</sup>	Thurs	Mastering Team Dynamics	4 hours
23 <sup>rd</sup>	Thurs	Data Risks Decoded: What Every Employer/Manager Must Know	8 hours
30 <sup>th</sup>	Thurs	Employees from 'Hell': How to Work with Employees Who Suck the Life Out of You	2 hours
February		Theme: Navigating Compliance - Avoiding Pitfalls	
6 <sup>th</sup>	Thurs	Final Pay 101: Mastering Severance, Notice and Holiday Payouts	6 hours
11 <sup>th</sup>	Tues	Understanding Labour Legislation – The Importance of Precedence	8 hours
20 <sup>th</sup>	Thurs	The Investigation Playbook: Navigating the Process & Implications	4 hours
27 <sup>th</sup>	Thurs	Fostering Trust for Managers	4 hours
March		Theme: Communication in HR	
4 <sup>th</sup>	Tues	The Art of Communication	4 hours
20 <sup>th</sup>	Thurs	Conducting Discipline	8 hours
March Cont'd		Theme: Bringing Theory to Life - Actionable Skills in IR IR Academy Program (Part 3 – Final) <i>*Industrial Relations NVQ Level 3 – 5 of 13 Units</i>	
19 <sup>th</sup>	Wed	Leading Negotiations: Collective Bargaining	8 hours
April 2 <sup>nd</sup>	Wed	Contribute to Resolution of Industrial Disputes in the Workplace	8 hours
April 9 <sup>th</sup>	Wed	The Power of Influence: Using Leadership to Spark Innovation	3 hours
		Mastering the IR Desk: Administration Essentials	3 hours

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## 5 BEC Training Schedule 2025 – Open Enrollment Courses

QUARTER 2			
DATE	DAY	PROGRAM TITLE	LENGTH
<b>April</b>		<b>Theme: Compliance</b>	
<b>9<sup>th</sup></b>	<b>Wed</b>	Ensuring Compliance with Employment Law Part 1	4 hours
<b>10<sup>th</sup></b>	<b>Thurs</b>	Ensuring Compliance with Employment Law Part 2	4 hours
<b>24<sup>th</sup></b>	<b>Thurs</b>	Final Pay 101: Mastering Severance, Notice and Holiday Payouts	6 hours
<b>May</b>		<b>Theme: Managing for Success Program</b> <b>*Management CVQ Level 2 – 3 of 9 Units</b>	
<b>6<sup>th</sup></b>	<b>Tues</b>	Data Risks Decoded: What Every Employer/Manager Must Know	8 hours
<b>8<sup>th</sup></b>	<b>Thurs</b>	Elements of Effective Supervision	3 hours
		Performance Management	3 hours
<b>22<sup>nd</sup></b>	<b>Thurs</b>	Understanding Labour Legislation	3 hours
		Handling Grievances and Conducting Discipline	3 hours
<b>29<sup>th</sup></b>	<b>Thurs</b>	Introduction to OSH	2 hours
		Managing Conflict and Diversity	2 hours
		Team Building	2 hours
<b>June</b>		<b>Theme: IR Academy Program Part 1</b> <b>*Industrial Relations NVQ Level 3 – 4 of 13 Units</b>	
<b>4<sup>th</sup></b>	<b>Wed</b>	Understanding IR	3 hours
		Write on Target: Effective Writing for HR & IR	3 hours
<b>11<sup>th</sup></b>	<b>Wed</b>	Handling Grievances and Conducting Discipline	3 hours
		Research and Strategy	3 hours
<b>18<sup>th</sup></b>	<b>Wed</b>	Collective Bargaining Essentials	8 hours
<b>23<sup>rd</sup></b>	<b>Mon</b>	Holiday with Pay	3 hours

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

## 6 BEC Training Schedule 2025 – Open Enrollment Courses

QUARTER 3			
DATE	DAY	PROGRAM TITLE	LENGTH
July		<b>Theme: OSH – Ensuring A Safe Workplace</b> *OSH CVQ Level 2 – 4 of 7 Units	
1 <sup>st</sup>	Tues	Fire Safety	1 day
3 <sup>rd</sup>	Thurs	First Aid	1 day
8 <sup>th</sup>	Tues	Introduction to OSH	3 hours
8 <sup>th</sup>	Tues	Manual Handling	3 hours
10 <sup>th</sup>	Thurs	Joint Health and Safety Committees	3 hours
15 <sup>th</sup>	Tues	Emergency Preparedness	3 hours
17 <sup>th</sup>	Thurs	Accidents on the Job and Reporting	3 hours
August		<b>Theme: Managing Employment Risks</b>	
14 <sup>th</sup>	Thurs	Handling Appeals	8 hours
19 <sup>th</sup>	Tues	Risk Assessment	8 hours
26 <sup>th</sup>	Tues	Employees from 'Hell': How to Work with Employees Who Suck the Life Out of You	4 hours
28 <sup>th</sup>	Thurs	Tribunal Cases	8 hours
September		<b>Theme: HR Essentials Program</b> *HRM NVQ Level 3 – 4 of 12 Units	
4 <sup>th</sup>	Thurs	Introduction to HR	3 hours
		Employee and Employer Rights	3 hours
11 <sup>th</sup>	Thurs	Understanding Labour Legislation	3 hours
		Write on Target: Effective Writing for HR and IR	3 hours
18 <sup>th</sup>	Thurs	Introduction to Performance Management	3 hours
		Conducting Discipline	3 hours

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



## 7 BEC Training Schedule 2025 – Open Enrollment Courses

QUARTER 4			
DATE	DAY	PROGRAM TITLE	LENGTH
October		Theme: Performance and Contracts	
9 <sup>th</sup>	Thurs	Cultivating High Performing Teams	4 hours
16 <sup>th</sup>	Thurs	Driving Results: A Comprehensive Guide to Performance Management	3 hours
27 <sup>th</sup>	Mon	Understanding Contracts	3 hours
Oct 7 <sup>th</sup> – Dec 12 <sup>th</sup>	Tues & Thurs	Business Administration Part 1	10 weeks
November		Theme: Organizational Culture	
6 <sup>th</sup>	Thurs	Keys to Exceptional Service	4 hours
13 <sup>th</sup>	Thurs	Moving the Engagement Bar	4 hours
18 <sup>th</sup>	Tues	Transforming Workplace Cultures	4 hours

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



## 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.

2025 N/CVQ Program offerings				
Date	Course Title	Duration	N/CVQ	Level
March 19 <sup>th</sup> – April 9 <sup>th</sup>	Industrial Relations Academy (Pt 3)	3-week workshop	Industrial Relations (NVQ)	3
May 8 <sup>th</sup> – 29 <sup>th</sup>	Managing for Success	3-week workshop	Management (NVQ)	2
June 4 <sup>th</sup> – 18 <sup>th</sup>	Industrial Relations Academy (Pt 1)	3-week workshop	Industrial Relations (NVQ)	3
July 1 <sup>st</sup> – 15 <sup>th</sup>	OSH – Ensuring A Safe Workplace	3-week workshop	Occupational Safety and Health (NVQ)	2
September 4 <sup>th</sup> – 18 <sup>th</sup>	HR Essentials for New Practitioners	3-week workshop	Human Resource Management (NVQ)	3
October 7 <sup>th</sup> – December 12 <sup>th</sup>	Business Administration	10-week workshop	Business Administration (NVQ)	1

**All courses present an opportunity for certification from the TVET Council.**

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

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

# 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).**

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
	3 hours	320	400	
	4 hours	380	475	
	Full Day	480	600	
	2 Days	760	950	
	3 Days	1,060	1,325	
	4 days	1,440	1,800	
	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
Funding may be available to defray some of the expenses for N/CVQs through the Employment Training Fund.				

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

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

# HAVE YOU OUTLINED AND PLANNED YOUR TRAINING NEEDS FOR 2025?



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