



### **Course Outline**

The Belize Training and Employment Centre (BTEC) is a technical unit of the Belize Trade and Investment Development Service (BELTRAIDE), which caters to provide specialized training to all participants interested in improving their employability skills. Our team encourages and fosters an inclusive environment through training where participants, staff and the community demonstrate respect for diversity.

<b>Training Topic</b>	<b>Date</b>	<b>Description</b>	<b>Duration</b>	<b>Facilitator</b>
<b>Building a Positive Work Culture Tactics</b>	May 21, 2025	<p>A positive workplace is paramount to your organization's long-term success. As a manager, you play a key role in establishing a positive work culture and noticing when negativity takes the place of positivity. At the end of the training, participants will be able to:</p> <ol style="list-style-type: none"> <li>1.) Identify the characteristics of a positive workplace,</li> <li>2.) Identify management techniques you can apply to create a positive work environment</li> <li>3.) Recognize the signs of a negative work environment,</li> <li>4.) Identify the impacts of a negative work environment, and</li> <li>5.) Choose managerial behavior that can improve a negative environment.</li> </ol>	9:00 am – 3:00 Pm (6 hours)	<p>Ms. Marcelli Richards, Sr. Training and Recruitment Officer &amp; Mrs. Angelita Staine-Henderson, Sr  Training &amp; Facilitation Coordinator</p>