



**UWI**

ST. AUGUSTINE  
CAMPUS

FACULTY OF  
SOCIAL SCIENCES

**THE BUSINESS DEVELOPMENT UNIT**

# SUMMER SKILLS

*Splash*

## 3-Hour Virtual Workshops

August 22nd, 23rd & 24th, 2023  
9:00am - 12:00 Noon EC/AST

- **Networking**
- **Project Management**
- **Professional Writing**

# OVERVIEW

The Summer Skills Splash workshop is a comprehensive program designed to equip participants with essential skills in Networking, Project Management, and Professional Writing. This workshop aims to provide a dynamic and engaging learning environment where participants can enhance their knowledge and practical expertise in these three critical areas. Whether you are a student, a professional, or someone looking to upskill, this workshop offers valuable insights and hands-on experience to help you excel in your career.

## Key Objectives

- Empower participants with essential skills in networking, project management, and professional writing.
- Provide practical knowledge and hands-on experience to enhance participants' confidence and abilities.
- Foster collaboration and networking opportunities among participants.
- Equip participants with tools and resources for continued learning and application after the workshop.
- Support participants in their career growth by providing valuable skills relevant in today's professional landscape.

## Workshop Fee: TT\$800/US\$115 per module

- Discount: Get a **10% group discount**.  
Applicable to:
- Groups of five or more individuals attending from the same organization
- The UWI campus community

**Online payment option (bank charges of 3% applies)**

**Certificate of Completion awarded from The UWI, Faculty of Social Sciences, Business Development Unit**

The workshop will be hosted by the Business Development Unit of the Faculty of Social Sciences, The University of the West Indies. You will participate in discussions, interactive presentations, group exercises, resource videos, valuable articles and case examples.

## Modules

### Module 1: Networking

- In the Networking module, participants will develop strategies to build strong professional relationships. They will learn how to effectively communicate, establish connections, and create lasting impressions in various professional settings.

### Module 2: Project Management

- The Project Management module focuses on equipping participants with the fundamental principles and techniques to successfully manage projects from initiation to completion. Participants will learn about project planning, scheduling, resource allocation, risk management, and effective communication strategies.

### Module 3: Professional Writing

- In the Professional Writing module, participants will enhance their written communication skills and learn how to craft persuasive and impactful messages across various professional contexts. They will explore techniques for structuring clear and concise emails, reports, and presentations.



**Mrs. Dana Hayes-Burke**  
**Networking Module**

Mrs. Dana Hayes-Burke is the Chief Business Strategist & Founder of DHB Vision Strategist.



**Mrs. Denise Julien-Stoute**  
**Professional Writing Module**

Mrs. Denise Julien-Stoute is a Marketing and Corporate Communication Manager and Part-Time Lecturer at The UWI.



**Mr. Selris Mahabir**  
**Project Management Module**

Mr. Selris Mahabir is a Project Management Professional (PMP) and a Microsoft Certified Application Specialist (MCAS).