

Public Service Commission
Learning Sessions for Working in Government
Registration Form 2020-2021

Name:	Employee ID#:
Position Title:	Department:
Work location (town/community):	
Email:	Phone:
Supervisor's Name(please print):	
Permission obtained from supervisor to attend session <input type="checkbox"/> Yes <input type="checkbox"/> No	

Please fill out and email to the Public Service Commission at LEARNINGANDYOU@gov.pe.ca

Your registration in the program **will be confirmed by a GroupWise appointment** from the Public Service Commission.

All sessions will be virtual unless otherwise indicated.

Please check the boxes for the program(s) that you would like to attend	
Program	Date & Location

Business and Personal Effectiveness	
*NEW Productivity, Organizational Skills and Time Management	<input type="checkbox"/> January 12, 2021 9:00am-11:30am <input type="checkbox"/> February 19, 2021 9:00am-11:30am
*NEW Project Management	<input type="checkbox"/> Three part session January 20, 21, and 22 9:00am-11:30am each day
Introduction to Lean Six Sigma	<input type="checkbox"/> January 28, 2021 1:00pm-4:00pm <input type="checkbox"/> March 3, 2021 9:00am-12:00pm
Work Life Balance	<input type="checkbox"/> January 7, 2021 - 9:00am-11:30am
Project Management Basics	<input type="checkbox"/> Two part session February 18 and 19, 2021- 9am-12:00pm

Diversity and Inclusion	
*NEW Strategies for Leading Respectful Workplace Cultures	<input type="checkbox"/> January 19, 2021 - 9am-12:00pm <input type="checkbox"/> January 20, 2021 - 9am-12:00pm <input type="checkbox"/> January 21, 2021 - 9am-12:00pm
*NEW Applying an Inclusion Lens in Decision Making	<input type="checkbox"/> Two part session February 9 and 10, 2021- 9am-11:00am
Valuing Diversity in the Workplace	<input type="checkbox"/> March 4, 2021 - 9:00am-12:00pm
Gender and Diversity Consideration in Policy Analysis	<input type="checkbox"/> March 11, 2021 - 9:00am-12:00pm
Traditional Mi'kmaq Culture and History	Date to be announced
Contemporary Mi'kmaq Society	Date to be announced
Consulting with the Mi'kmaq	Date to be announced

Government Structure, Process and Practice	
How Government Works; Structure and the Budget Process	<input type="checkbox"/> February 11, 2021 – 9:00am-11:30am
Writing for Government: Treasury Board Memos and Briefing Notes	<input type="checkbox"/> February 3, 2021 – 9:00am-11:00am
Financial Management in the PEI Government	<input type="checkbox"/> February 25, 2021 – 9:00am-12:00pm
Procurement 101	<input type="checkbox"/> March 26, 2021 – 9:00am-11:30am

Public Service Values and Ethics	<input type="checkbox"/> February 18, 2021 – 9:00am-12:00pm
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Employee Health and Well-being	
*NEW Mental Health and Wellness During COVID for all Employees	<input type="checkbox"/> Two part session March 3, 2021 - 9:00am-11:30am and March 4, 2021 – 1:00pm-3:30pm <input type="checkbox"/> Two part session April 7, 2021 - 9:00am-11:30am and April 8, 2021 – 1:00pm-3:30pm
Stress Reset	<input type="checkbox"/> March 9, 2021 - 9:00am-12:00pm

Leadership and Management	
*NEW Conflict Management for Supervisors, Managers and Directors	<input type="checkbox"/> Three part session January 11, 18, and 25 2021 - 9:00am-11:00am each day
*NEW Mental Health and Wellness During COVID for Managers	<input type="checkbox"/> Two part session January 26 and 27, 2021 9:00am-11:30am each day <input type="checkbox"/> Two part session February 4, 2021 – 1:00pm-3:30pm and February 5, 2021 - 9:00am-11:30am
Employee Assistance Program: Supervisor Assisted Referrals	<input type="checkbox"/> March 5, 2021 – 9:00am-11:00am
Public Engagement 101	<input type="checkbox"/> February 24, 2021 – 9:00am-12:00pm
Leading and Managing Different Generations in the Diverse Work Environment	<input type="checkbox"/> Two part session March 10 and 11, 2021 - 9:00am-11:30am each day
Coaching Skills for Performance Management Part 1	<input type="checkbox"/> Two part session February 11 and 12, 2021 - 9:00am-11:30am each day
Coaching Skills for Performance Management Part 2	<input type="checkbox"/> Two part session March 30 and 31 9:00am-11:30am each day

Human Resource Administration and Management	
Preparing for the Interview	<input type="checkbox"/> March 2, 2021 – 9:00am-11:00am
Staffing: Process and Practices for Managers	<input type="checkbox"/> March 2, 2021 - 1:00pm-3:00pm
Classification Review Process and the New Position Questionnaire	<input type="checkbox"/> February 23, 2021 – 9:30am-11:30am
PeopleSoft Reporting for Managers	To be announced

Planning for Retirement	
Transitions into Retirement: Pension and Benefit Session	<input type="checkbox"/> February 17, 2021 – 8:30am-12:30pm <input type="checkbox"/> March 10, 2021 – 8:30am-12:30pm
Your Retirement Finance Workshop	<input type="checkbox"/> January 12, 2021 – 1:00pm-4:30pm Sage Room, 40C Burns Avenue <input type="checkbox"/> January 20, 2021 – 1:00pm-4:30pm Sage Room, 40C Burns Avenue