

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"/> December 8, 2020 9:00am-11:30am <input type="checkbox"/> January 12, 2021 9:00am-11:30am
*NEW Change Management	<input type="checkbox"/> November 19, 2020 9:00am-12:30am
*NEW Project Management	<input type="checkbox"/> Three part session January 20, 21, and 22 9:00am-11:30am each day
*NEW Facilitation and Communication	<input type="checkbox"/> Three part session December 2, 9, 16 9:00am-11:00am each day
Introduction to Lean Six Sigma	<input type="checkbox"/> December 10, 2020 1:00pm-4:00pm <input type="checkbox"/> January 28, 2021 1:00pm-4:00pm <input type="checkbox"/> March 3, 2021 9:00am-12:00pm
Business Writing Skills	<input type="checkbox"/> Two part session November 24 and 27, 2020 -9:00am-11:30am each day
Work Life Balance	<input type="checkbox"/> January 7, 2021 - 9:00am-11:30am
Microsoft Excel Intermediate	<input type="checkbox"/> November 25, 2020 - 9:00am-12:30pm
Microsoft Excel Advanced	<input type="checkbox"/> December 9, 2020 - 9:00am-12:30pm

Diversity and Inclusion	
*NEW Fostering Inclusive Communication in the Workplace	<input type="checkbox"/> November 17, 2020 - 9:00am-12:00pm <input type="checkbox"/> November 18, 2020 - 9am-12:00pm <input type="checkbox"/> November 20, 2020 - 9am-12:00pm
*NEW Working from Unconscious Bias to Conscious Inclusion	<input type="checkbox"/> November 25, 2020 - 9am-12:00pm <input type="checkbox"/> November 26, 2020 - 9am-12:00pm <input type="checkbox"/> November 27, 2020 - 9am-12:00pm <input type="checkbox"/> November 30, 2020 - 9am-12:00pm
*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"/> November 19, 2020 - 9:00am-12:00pm <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"/> November 5, 2020 – 9:00am-11:30am <input type="checkbox"/> February 11, 2021 – 9:00am-11:30am
Writing for Government: How to Write an Executive Council Memo	<input type="checkbox"/> December 3, 2020 – 9:00am-11:30am
Writing for Government: Treasury Board Memos and Briefing Notes	<input type="checkbox"/> February 3, 2021 – 9:00am-11:00am
Dynamics of Policy Development and Policy Innovation	<input type="checkbox"/> Two part session December 17, 2020 - 1:00pm-4:00pm and December 18, 2020 - 9am-12:00pm
Financial Management in the PEI Government	<input type="checkbox"/> January 14, 2021 – 1:00pm-4:00pm <input type="checkbox"/> February 25, 2021 – 9:00am-12:00pm
Procurement 101	<input type="checkbox"/> January 14, 2021 – 9:00am-11:30am
Public Service Values and Ethics	<input type="checkbox"/> February 18, 2021 – 9:00am-12:00pm
Effective Presentations	<input type="checkbox"/> December 10, 2020 – 9:00am-11:30am

Employee Health and Well-being	
Stress Reset	<input type="checkbox"/> December 3, 2020 – 1:00pm-4:00pm <input type="checkbox"/> March 9, 2021 - 9:00am-12:00pm
Family Violence Prevention Training	<input type="checkbox"/> November 18, 2020 – 9:00am-12:00pm
Insights	<input type="checkbox"/> November 9, 2020 – 1:00pm-4:30pm

Leadership and Management	
*NEW Conflict Management for Supervisors, Managers and Directors	<input type="checkbox"/> Three part session December 4, 11, 15 2020 - 9:00am-11:00am each day <input type="checkbox"/> Three part session January 11, 18, and 25 2021 - 9:00am-11:00am each day
*NEW Mental Health Awareness and Work Performance for Supervisors, Managers and Directors	<input type="checkbox"/> Two part session December 1 and 2, 2020 1:00pm-3:30am each day <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 <input type="checkbox"/> Two part session March 3, 2021 - 9:00am-11:30am and March 4, 2021 – 1:00pm-3:30pm
Employee Assistance Program: Supervisor Assisted Referrals	<input type="checkbox"/> November 6, 2020 9:00am-11:00am <input type="checkbox"/> March 5, 2021 – 9:00am-11:00am
Public Engagement 101	<input type="checkbox"/> December 1, 2020 – 9:00am-12:00pm <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
Facilitation 101	<input type="checkbox"/> December 3, 2020 – 9:00am-11:00am

Human Resource Administration and Management	
Preparing for the Interview	<input type="checkbox"/> November 19, 2020 – 1:00pm-3:00pm <input type="checkbox"/> December 17, 2020 – 9:00am-11:00am <input type="checkbox"/> March 2, 2021 – 9:00am-11:00am
Staffing: Process and Practices for Managers	<input type="checkbox"/> November 24, 2020 – 9:00am-11:00pm <input type="checkbox"/> March 2, 2021 - 1:00pm-3:00pm
Classification Review Process and the New Position Questionnaire	<input type="checkbox"/> November 17, 2020 – 9:30am-11:30am <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"/> November 18, 2020 – 8:30am-12:30pm <input type="checkbox"/> December 2, 2020 – 8:30am-12:30pm
Your Retirement Finance Workshop	<input type="checkbox"/> November 17, 2020 – 1:00pm-4:30pm Sage Room, 40C Burns Avenue <input type="checkbox"/> November 25, 2020 – 1:00pm-4:30pm Sage Room, 40C Burns Avenue <input type="checkbox"/> December 16, 2020 – 1:00pm-4:30pm Sage Room, 40C Burns Avenue <input type="checkbox"/> January 12, 2021 – 1:00pm-4:30pm Sage Room, 40C Burns Avenue