

Learning Sessions for Working in Government Registration Form 2019-2020

Name: _____
 Employee #: _____

Position Title: _____
 Department: _____

Email: _____
 Work location: _____
 Phone: _____

Manager's Name: _____
 Manager's Signature: _____

(Please Print)

Scan your completed form to the Public Service Commission at LEARNINGANDYOU@gov.pe.ca or fax (902)368-4383.
 Your registration in the program will be confirmed by a GroupWise appointment from the Public Service Commission.

Check the boxes for the programs that you would like to attend				
Program	Location	Date and Time		Select
Government Structure, Process and Practice				
How Government Works; Structure and the Budget Process	Media Room, Shaw Building	October 15, 2019	1:00pm-4:00pm	<input type="checkbox"/>
	Media Room, Shaw Building	March 3, 2020	9:00am-12:00pm	<input type="checkbox"/>
Writing for Government: Executive Council Memos, Treasury Board Memos and Briefing Notes	Media Room, Shaw Building	November 13, 2019	9:00am-12:00pm	<input type="checkbox"/>
	Media Room, Shaw Building	January 8, 2020	9:00am-12:00pm	<input type="checkbox"/>
Dynamics of Policy Development and Policy Innovation	Sage Room, 40 C Burns Avenue	November 4, 2019	9:00am-4:00pm	<input type="checkbox"/>
Financial Management in the PEI Government	Media Room, Shaw Building	November 19, 2019	9:00am-12:00pm	<input type="checkbox"/>
	Media Room, Shaw Building	February 26, 2020	9:00am-12:00pm	<input type="checkbox"/>
Procurement 101	Sage Room – 40 C Burns Avenue	November 26, 2019	9:00am-12:00pm	<input type="checkbox"/>
Public Service Values and Ethics	Media Room, Shaw Building	November 20, 2019	9:00am-12:00pm	<input type="checkbox"/>
	Media Room, Shaw Building	February 5, 2020	9:00am-12:00pm	<input type="checkbox"/>
Effective Presentations	Media Room, Shaw Building	October 29, 2019	9:00am-12:00pm	<input type="checkbox"/>
	Media Room, Shaw Building	March 16, 2020	9:00am-12:00pm	<input type="checkbox"/>
Human Resource Administration and Management				
Preparing for the Interview	Sage Room, 40 C Burns Avenue	October 17, 2019	9:00am-12:00pm	<input type="checkbox"/>
	Sage Room, 40 C Burns Avenue	November 28, 2019	9:00am-12:00pm	<input type="checkbox"/>
	Sage Room, 40 C Burns Avenue	February 19, 2020	9:00am-12:00pm	<input type="checkbox"/>
	Sage Room, 40 C Burns Avenue	March 25, 2020	9:00am-12:00pm	<input type="checkbox"/>
Staffing: Process and Practices for Managers	Media Room, Shaw Building	November 12, 2019	9:00am-12:00pm	<input type="checkbox"/>
	Media Room, Shaw Building	February 12, 2020	9:00am-12:00pm	<input type="checkbox"/>
Classification Review Process and the New Position Questionnaire	Sage Room, 40 C Burns Avenue	November 1, 2019	9:00am-12:00pm	<input type="checkbox"/>
	Sage Room, 40 C Burns Avenue	February 10, 2020	9:00am-12:00pm	<input type="checkbox"/>
	Sage Room, 40 C Burns Avenue	May 4, 2020	9:00am-12:00pm	<input type="checkbox"/>
PeopleSoft Reporting for Managers	Training Room A&B Sullivan	November 6, 2019	9:00am-12:00pm	<input type="checkbox"/>
	Training Room A&B Sullivan	February 12, 2020	9:00am-12:00pm	<input type="checkbox"/>

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Leadership and Management				
Employee Assistance Program: Supervisor Assisted Referrals	Sage Room, 40 C Burns Avenue	November 15, 2019	9:00am-12:00pm	<input type="checkbox"/>
	Sage Room, 40 C Burns Avenue	March 3, 2020	9:00am-12:00pm	<input type="checkbox"/>
Public Engagement 101	Media Room, Shaw Building	October 22, 2019	9:00am-12:00pm	<input type="checkbox"/>
	Media Room, Shaw Building	February 3, 2020	9:00am-12:00pm	<input type="checkbox"/>
Mental Health and Performance Matters in the Workplace	Sage Room, 40 C Burns Avenue	December 10, 2019	9:00am-4:00pm	<input type="checkbox"/>
Leading and Managing Different Generations in the Diverse Work Environment	Sage Room, 40 C Burns Avenue	February 6, 2020	9:00am-12:00pm	<input type="checkbox"/>
Coaching Skills for Performance Management Part 1	Sage Room, 40 C Burns Avenue	January 16, 2020	9:00am-4:00pm	<input type="checkbox"/>
Coaching Skills for Performance Management Part 2	Sage Room, 40 C Burns Avenue	February 25, 2020	9:00am-4:00pm	<input type="checkbox"/>
Facilitation 101	Sage Room, 40 C Burns Avenue	November 19, 2019	9:00am-12:00pm	<input type="checkbox"/>
Employee Health and Well-being				
Stress Reset	Sage Room, 40 C Burns Avenue	October 22, 2019	9:00am-12:00pm	<input type="checkbox"/>
	Sage Room, 40 C Burns Avenue	March 31, 2020	9:00am-12:00pm	<input type="checkbox"/>
Family Violence Prevention Training	Media Room, Shaw Building	November 20, 2019	1:00pm-4:00pm	<input type="checkbox"/>
Mental Health and You at Work	Sage Room, 40 C Burns Avenue	November 26, 2019	1:00pm-4:00pm	<input type="checkbox"/>
Unplugging to Connect	Media Room, Shaw Building	March 2, 2020	9:00am-12:00pm	<input type="checkbox"/>
Business and Personal Effectiveness				
Career Planning	Media Room, Shaw Building	October 30, 2019	9:00am-12:00pm	<input type="checkbox"/>
	Media Room, Shaw Building	March 4, 2020	9:00am-12:00pm	<input type="checkbox"/>
Introduction to Lean Six Sigma	Sage Room, 40 C Burns Avenue	October 23, 2019	9:00am-12:00pm	<input type="checkbox"/>
	Sage Room, 40 C Burns Avenue	January 22, 2020	1:00pm-4:00pm	<input type="checkbox"/>
	Sage Room, 40 C Burns Avenue	March 10, 2020	9:00am-12:00pm	<input type="checkbox"/>

Business and Personal Effectiveness continued on Page 3

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Business and Personal Effectiveness				
Program Evaluation 101	Media Room, Shaw Building	November 4, 2019	9:00am-12:00pm	<input type="checkbox"/>
Work Life Balance	Sage Room, 40 C Burns Avenue	October 8, 2019	9:00am-12:00pm	<input type="checkbox"/>
Building Collaborative Skills	Sage Room, 40 C Burns Avenue	January 28, 2020	9:00am-4:00pm	<input type="checkbox"/>
Collaborative Skills for Resolving Conflict for Employees	Sage Room, 40 C Burns Avenue	November 12, 2019	9:00am-4:00pm	<input type="checkbox"/>
Excel Workshop	Training Room A & B, Sullivan	January 29, 2020	9:00am-12:00pm	<input type="checkbox"/>
Cultural Competence				
Valuing Diversity in the Workplace	Sage Room – 40 C Burns Avenue	November 21, 2019	9:00am-12:00pm	<input type="checkbox"/>
	Sage Room – 40 C Burns Avenue	February 13, 2020	9:00am-12:00pm	<input type="checkbox"/>
Gender and Diversity	Sage Room – 40 C Burns Avenue	January 29, 2020	9:00am-11:00am	<input type="checkbox"/>
Traditional Mi’kmaq Culture and History	Beaconsfield Carriage House	TBD	12:30pm-4:00pm	<input type="checkbox"/>
Contemporary Mi’kmaq Society	Beaconsfield Carriage House	TBD	12:30pm-4:00pm	<input type="checkbox"/>
Consulting with the Mi’kmaq	Beaconsfield Carriage House	TBD	12:30pm-4:00pm	<input type="checkbox"/>

Personal information on this form is collected under Section 31 (c) of the *Freedom of Information and Protection of Privacy Act* R.S.P.E.I. 1988, c.F-15.01 as it relates directly to and is necessary for accessing learning and development opportunities and will be used for that purpose. If you have any questions about this collection of personal information you may contact the FOIPP coordinator with the Public Service Commission: Kathryn Dickson at (902) 569-0568 or kedickson@gov.pe.ca.

- To register - fax your registration form to Tara McGuirk, PSC: 902-368-4383 or send registration form by scan/email to learningandyou@gov.pe.ca
- Your registration in the course will be confirmed by Groupwise appointment
- If you need to change the date of your course or you are unable to attend, contact Tara McGuirk at 902-368-6175, tmcguirk@gov.pe.ca or learningnandyou@gov.pe.ca 5 days before the scheduled session date
- Storm Policy: Sessions will be cancelled when there is a delayed opening or closure of the provincial civil service in the Charlottetown or Summerside areas.
- When a session is cancelled, you will be contacted for a new session time.

If you have any questions contact:
Tara McGuirk: 902-368-6175, tmcguirk@gov.pe.ca
Alaina Roach O’Keefe: 902-368-4186, alroachokeefe@gov.pe.ca