

**Public Service Commission**  
**Learning Sessions for Working in Government**  
**Registration Form 2022**

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

Please fill out and email to the Public Service Commission at [LEARNINGANDYOU@gov.pe.ca](mailto:LEARNINGANDYOU@gov.pe.ca)

Your registration in the program will be confirmed by an Outlook 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

<b>Business and Personal Effectiveness</b>	
<b>*NEW</b> Balance, Boundaries and Bouncing Back	<input type="checkbox"/> June 3, 2022 – 8:30am-12:00pm
<b>*NEW</b> Customer/Client Service Fundamentals	<input type="checkbox"/> May 26, 2022 – 8:30am-12:30am
<b>*NEW</b> Emotional Intelligence	<input type="checkbox"/> May 31, 2022 – 8:30am-12:00pm
SkillSets Virtual Training (Excel, Adobe, WebEx, Office 365)	<input type="checkbox"/> Two-week virtual library card (start dates will be during the first and middle of each month)

<b>Leadership and Management</b>	
Facilitation 101	<input type="checkbox"/> May 13, 2022 9:00am-12:00pm

<b>Human Resource Administration and Management</b>	
Preparing for the Interview	<input type="checkbox"/> May 18, 2022 – 9:00am-12:00pm
Classification Review Process and the New Position Questionnaire	<input type="checkbox"/> May 31, 2022 – 9:30am-11:00am

<b>Planning for Retirement</b>	
Transitions into Retirement: Pension and Benefit Session	<input type="checkbox"/> May 12, 2022 – 8:30am-12:30pm
Your Retirement Finance Workshop	<input type="checkbox"/> May 26, 2022 – 1:00pm-4:30pm <input type="checkbox"/> June 8, 2022 – 1:00pm-4:30pm