

Learning Sessions for Working in Government Registration Form

Name: _____ Employee #: _____

Position Title: _____ Department: _____

Email: _____ Work location: _____ Phone: _____

Manager's Name: _____ Approval 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	February 5, 2019 9:00am-12:00pm	<input type="checkbox"/>
Writing for Government: Executive Council Memos, Treasury Board Memos and Briefing Notes	Media Room, Shaw Building	March 5, 2019 9:00am-12:00pm	<input type="checkbox"/>
Financial Management in the PEI Government	Media Room, Shaw Building	February 19, 2019 9:00am-12:00pm	<input type="checkbox"/>
Public Service Values and Ethics	Media Room, Shaw Building	February 7, 2019 9:00am-12:00pm	<input type="checkbox"/>
Effective Presentations	Media Room, Shaw Building	March 7, 2019 9:00am-12:00pm	<input type="checkbox"/>
Human Resource Administration and Management			
Preparing for the Interview	Sage Room, 40 C Burns Avenue	January 18, 2019 9:00am-12:00pm	<input type="checkbox"/>
	Sage Room, 40 C Burns Avenue	March 1, 2019 9:00am-12:00pm	<input type="checkbox"/>
Staffing and Classification: Process and Practices for Managers	Media Room, Shaw Building	February 12, 2019 9:00am-12:00pm	<input type="checkbox"/>
PeopleSoft Reporting for Managers	Training Room A&B Sullivan	February 14, 2019 9:00am-12:00pm	<input type="checkbox"/>
Leadership and Management			
Employee Assistance Program: Supervisor Assisted Referrals	Sage Room, 40 C Burns Avenue	March 8, 2019 9:00am-12:00pm	<input type="checkbox"/>
Public Engagement 101	Media Room, Shaw Building	January 22, 2019 9:00am-12:00pm	<input type="checkbox"/>
Leading and Managing Different Generations in the Diverse Work Environment	Sage Room, 40 C Burns Avenue	February 6, 2019 9:00am-12:00pm	<input type="checkbox"/>
Coaching Skills for Performance Management Part 2	Sage Room, 40 C Burns Avenue	January 23, 2019 9:00am – 4:00pm	<input type="checkbox"/>
Employee Health and Well-being			
Stress Reset	Sage Room, 40 C Burns Avenue	April 16, 2019 9:00am-12:00pm	<input type="checkbox"/>
Unplugging to Connect	Media Room, Shaw Building	February 13, 2019 9:00am-12:00pm	<input type="checkbox"/>
Business and Personal Effectiveness			
Project Management Basics	Sage Room, 40 C Burns Avenue	April 3, 2019 9:00am-12:00pm	<input type="checkbox"/>
Career Planning	Sage Room, 40 C Burns Avenue	March 20, 2019 9:00am-12:00pm	<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 related directly to and is necessary for accessing learning and development opportunities and will be used for that purpose.

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Business and Personal Effectiveness				
Introduction to Lean Six Sigma	Sage Room, 40 C Burns Avenue	January 24, 2019	9:00am-12:00pm	<input type="checkbox"/>
	Sage Room, 40 C Burns Avenue	March 7, 2019	9:00am-12:00pm	<input type="checkbox"/>
Business Writing Skills	Sage Room, 40 C Burns Avenue	February 12, 2019	9:00am-4:00pm	<input type="checkbox"/>
Collaborative Strategies for Resolving Conflict for Employees	Sage Room, 40 C Burns Avenue	January 17, 2019	9:00am-4:00pm	<input type="checkbox"/>
Cultural Competence				
Valuing Diversity in the Workplace	Sage Room – 40 C Burns Avenue	February 15, 2019	9:00am-12:00pm	<input type="checkbox"/>

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