

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](mailto: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				
Procurement 101	Sage Room – 40 C Burns Avenue	April 22, 2020	9:00am-12:00pm	<input type="checkbox"/>
Human Resource Administration and Management				
Preparing for the Interview	Sage Room, 40 C Burns Avenue	March 25, 2020	9:00am-12:00pm	<input type="checkbox"/>
Classification Review Process and the New Position Questionnaire	Sage Room, 40 C Burns Avenue	May 4, 2020	9:00am-12:00pm	<input type="checkbox"/>
Employee Health and Well-being				
Stress Reset	Sage Room, 40 C Burns Avenue	March 31, 2020	9:00am-12:00pm	<input type="checkbox"/>
Business and Personal Effectiveness				
Program Evaluation 101	Media Room, Shaw Building	April 1, 2020	9:00am-12:00pm	<input type="checkbox"/>
Cultural Competence				
Traditional Mi’kmaq Culture and History	Beaconsfield Carriage House	TBD		<input type="checkbox"/>
Contemporary Mi’kmaq Society	Beaconsfield Carriage House	TBD		<input type="checkbox"/>
Consulting with the Mi’kmaq	Beaconsfield Carriage House	TBD		<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](mailto: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](mailto: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](mailto:tmcguirk@gov.pe.ca) or [learningandyou@gov.pe.ca](mailto:learningandyou@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](mailto:tmcguirk@gov.pe.ca)**  
**Alaina Roach O’Keefe: 902-368-4186, [alroachokeefe@gov.pe.ca](mailto:alroachokeefe@gov.pe.ca)**

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