

## Public Service Commission Employee Wellness & Safety 2022 Spring Training Schedule Civil Service

Pre-registration is required for all sessions. All in-person sessions will be delivered safely and in accordance with PEI Chief Public Health Office COVID-19 requirements. Each in-person session will be limited to a maximum of **15 participants**.

Please register by e-mailing Pam Webster at [prwebster@gov.pe.ca](mailto:prwebster@gov.pe.ca).

(Include your name, department, email address, employee number, and the course/date you wish to register for).

**Note: Health PEI employees are asked to contact their Employee Wellness & Safety Team for their training needs.**

### Training Schedule

Session	Delivery Method	Date	Time
Psychological Health & Safety - General Overview	In-person	Thursday, April 21	9am-12:00pm
	Virtual	Wednesday, April 20	9am-11:00am
Psychological Health & Safety for Leaders	In-person	Tuesday, April 26	9am-12:00pm
	Virtual	Thursday, April 28	9am-11:00am
Office Ergonomics & Working from Home	In-person	Tuesday, May 3	9am-12:00pm
	Virtual	Thursday, May 5	9am-11:00am

- Sarah MacDonald, Employee Wellness & Safety Manager, will be presenting the above sessions.
- **In-person training sessions** will be held in the Sage Room, 40C Burns Avenue, Charlottetown.
- **Virtual training sessions** will be presented live via Microsoft Teams. You will be emailed a meeting link for the session after registering for the session.

The following is a short description of each course:

#### Psychological Health & Safety – General Overview

This session will provide a general overview of psychological health and safety topics and would be recommended for any employee. Main themes discussed will include reviewing the 13 psychosocial factors from the National Standard for Psychological Health and Safety in the Workplace, how to promote respect in the workplace, and how to effectively manage conflict. Everyone has a role to play in creating a psychologically healthy and safe workplace. Come learn how you can contribute and make a difference.

#### Psychological Health & Safety for Leaders

This session builds on the general session listed above and is intended for supervisors, managers or directors who have direct reports. This session will review the 13 psychosocial factors from the National Standard for Psychological Health and Safety in the Workplace and will provide leaders with helpful tools and resources to use with their teams. The online Psychologically Safe Leader assessment will be introduced during this workshop for leaders to use to identify and strengthen competence in managing employees in a way that is psychologically safe.

#### Office Ergonomics & Working from Home

This session is recommended for any employees who work in an administrative type role where they primarily sit or stand at a workstation for the majority of their shift. Participants will learn about safe work postures to prevent injuries and how to make basic adjustments to their office equipment. Helpful tips for how to create a safe workspace when working from home with common items found around your home will also be reviewed. Come learn how to best set yourself up to work safely and comfortably whether you are working in the office or from home.

