

Leadership Competency: Influence and Self Awareness

Personal Growth and Development

- Stress Reset
- Insights Workshop
- Sleep Hygiene, Sleep Support and Other Helpful Sleep Information
- Career Planning
- Preparing for the Interview
- Time for You: Reset for More Happiness and Balance
- Career Development Services – Resume Development Workshop
- Balance, Boundaries and Bouncing Back
- Psychological Health & Safety – General Overview
- Emotional Intelligence
- Transitions and Retirement: Pensions and Benefits Sessions
- Your Retirement Finances Workshop
- French Language Training Program
- French Course and Learning Opportunities
- French Language Training Incentive Program for Civil Service Employees
- Mental Health First Aid – Basic

Communication

- Conflict Management for Supervisors, Managers, and Directors
- Public Engagement 101
- Facilitation 101
- Writing for Government; Executive Council Memos, Treasury Board Memos, and Briefing Notes
- Clear Writing for Busy People
- Effective Presentation
- Fostering Inclusive Communication in the Workplace
- Procurement 101

Professionalism, Political Acumen, and Decision Making

- How Government Works; Structure and the Budget Process
- Public Service Values and Ethics
- Applying an Inclusive Lens in Decision-Making
- Staffing: Process and Practices for Managers
- Overview of the PEI Child and the Youth Act & the Office of the Child and Youth Advocate
- Psychological Health & Safety – General Overview (OHS Course)

Leadership Competency: Builds Relationships

Collaborative Practice

- Conflict Management
- Conflict Management for Supervisors, Managers, and Directors
- Conflict Management for all Employees
- Influencing and Persuading

Change Management and Facilitation

- Dynamics of Policy Development and Policy Innovation
- Developing Resiliency During Times of Change
- Change Management 101

Conflict Management

- How Government Works; Structure and the Budget Process
- Public Service Values and Ethics
- Conflict Management for all Employees
- Writing for Government: Policy Lenses
- Safetalk Suicide Prevention Course
- Difficult Conversations in the Workplace
- Facilitating Difficult Conversations
- Thriving Teams in Tricky Times
- Supporting Employees to Manage Conflict

Leadership Competency: Leads Others

Positive Culture and Working Environment

- Unconscious Bias in the Workplace Webinar (UBWW)
- Reconciliation Training
- Valuing Diversity and Human Rights in the Workplace
- Braver Spaces 101
- Cross-Cultural Understanding
- Dismantling Racism in the Public Service
- Equity, Diversity, and Inclusion Training
- Strategies for Leading Respectful Workplace Cultures for Supervisors, Managers and Director
- Family Violence Prevention Training
- Psychological Health & Safety – General Overview

Team Development and Leadership

- Understanding Burnout
- Customer and Client Service
- Productivity Organizational Skills and Time Management
- Safety for Supervisors (OHS course)
- Psychological Health & Safety – General Overview

Performance Management

- Coaching Skills for Performance Management 1
- Coaching Skills for Performance Management 2
- Facilitating Difficult Conversations
- Thriving Teams in Tricky Times
- Conflict Management
- Supporting Employees to Manage Conflict
- Performance Management – Guidelines and Resources

Leadership Competency: Focus on Results

Accountability

- Public Engagement 101
- Facilitation 101
- RIM Basics 101 training
- Project Management Basics
- Introduction to Lean Six Sigma
- Classification Review Process and the New Position Questionnaire
- Workplace Driving Safety (OHS course)
- Workplace Inspections & Incident Investigations (OHS course)

Continuous Improvement

- Writing for Government: Policy Lenses
- Policy Lens Series: Anti-Racism Impact Assessment
- Policy Lens Series: Climate Change
- Policy Lens Series: Gender and Diversity Analysis Worksheet
- Policy Lens Series: Indigenous Considerations and Duty to Consult
- Digital 101
- Office Ergonomics & Working from Home (OHS course)

System and Resource Management

- RIM Basics 101 training
- Office 365 training
- Excel training
- Introduction to Lean Six Sigma
- Skillsets Virtual training
- Request for Proposal (RFP) Overview
- Hazardous Materials in the Workplace (OHS course)
- Safe Lifting & Moving Techniques (OHS Course)
- Emergency First Aid & CPR-C/AED (OHS course)