



# Registration Information – PSC Client Registration System

## Delivery

Our winter schedule includes a blend of online and in-person delivery. Please read the brochure carefully so you know the delivery format for your preferred workshops.

All workshops include both a live workshop (online or in person) and an online curriculum that participants must complete the week prior to the workshop. The online curriculum may include videos, discussion questions, applied exercises, assignments, pre-reading, and recorded presentations.

## In-person workshops

In-person workshops will be held at JSGS on the University of Regina's College Avenue Campus. On-site parking is available for \$2/hour, and parking instructions and further information will be sent the week prior to each workshop. The in-person workshops will be delivered entirely in person, and we are not able to accommodate any participants joining those workshops virtually.

## Time commitment

Each half-day workshop includes a 1-2 hour pre-workshop online curriculum and a 3 hour live workshop. Each full-day workshop includes a 2 hour pre-workshop online curriculum and a 6 hour live workshop. Participants must be able to attend both live sessions to receive credit for a full-day workshop.

## Who can attend?

Any public servant can attend JSGS workshops, so feel free to share this information with colleagues. Today's public servants face unique and complex challenges, and our workshops help you develop and enhance essential skills and core competencies like thinking strategically and using evidence in policy making, effectively collaborating and connecting with citizens and stakeholders, and evaluating, implementing, and improving programs and policies.

## Registration fees

Full-day workshops cost \$450 per person (+PST), and half-day workshops cost \$325 per person (+PST). The Leadership Foundations workshop includes an additional and non-refundable fee for a leadership self-assessment, so the cost for that workshop is \$600 per person (+PST). Your ministry, agency, or organization will be invoiced at the end of each semester for their registration fees.



## Registration launch

Registration for Winter 2024 workshops will open in PSC Client on Wednesday, November 22 @ 1 pm. As many of our workshops fill up quickly, we encourage you to register as soon as registration opens to avoid disappointment. You are not considered registered until your supervisor has approved your registration and you have submitted all required information. Please note that for in-person workshops, there is a second part to the registration form that needs to be completed, which asks about dietary and mobility restrictions.



## Registration process

A number of ministries and groups will use the PSC Client system to register for our workshops, including employees of:

- Government of Saskatchewan (GoS) ministries
- Saskatchewan Apprenticeship and Trade Certification Commission (SATCC)
- Provincial Capital Commission (PCC)
- Saskatchewan Public Safety Agency (SPSA)
- Financial and Consumer Affairs Authority of Saskatchewan (FCAA)

Direct PSC Client registration links will be sent to the JSGS Executive Education email list the morning of the registration launch. Supervisor approvals are built into the registration process.

Please do not bypass the PSC Client Training Catalog or the direct registration links by clicking on "Register for External Training." Doing so will not register you. To register for our workshops, you must use the direct registration links, or you are not considered registered.

Please note that when you register for a workshop, you are consenting to have JSGS share your basic registration information (name, job title, and organization) with facilitators and guest speakers. All workshop registrants are added to our email list automatically and will receive registration information for workshops going forward. If you'd like to be removed from the email list, please just let us know and we'd be happy to do so.

## Waitlists & cancellations

Cancellations must be received at least one week prior to each workshop. If you need to cancel after the deadline, we are happy to accept a substitute, even on short notice. Please note that we enforce the cancellation fee policy, no matter the reason for the absence. If you are sick (with COVID or any other illness) or suddenly cannot attend, we are happy to follow up with your supervisor to find a substitute to use your seat. If you are unable to find a substitute, we will charge 50% of the registration fee. Please cancel using PSC Client or, if it is past the cancellation deadline, email [janice.yule@uregina.ca](mailto:janice.yule@uregina.ca) or [sharri.dewey@uregina.ca](mailto:sharri.dewey@uregina.ca).

Cancelled seats will be filled using the waitlists on a first-come, first-serve basis. If you can no longer attend a workshop and need to be removed from the waitlist, it is your responsibility to cancel in PSC Client.

## Certificates of Completion

JSGS offers Certificates of Completion to participants who complete 6 full days of training, including the introductory workshop, The Role of the Public Servant. Certificates are distributed annually each summer, and we've awarded certificates to over 800 public servants since 2010. For more information on the certificate, visit our website.



## Custom Training

In addition to the Public Sector Workshop Series, we also offer workshops for individual public sector organizations. You can choose from one of our pre-existing workshop topics, or we could customize course content to meet your specific learning needs. Contact us for information on availability and workshop pricing.