



Learning Catalogue

Spring 2024

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New Employee Orientation

New Employee Orientation Online Learning Path

This Learning Path will include a series of 8 e-Learning modules that provide new employees with valuable information to get started in their career as public service employees. The information in this series of courses will include:

- Welcome messages from the Deputy Minister to the Premier, Raynelle Wilson, and Executive Council.
- An overview of the Human Resource Service Centre's services.
- An understanding of the financial management framework.
- Content on and employee's health, safety and wellness.
- An understanding of the Government accountability framework.
- Information on the Government pension plan.



New Employee Resources

The following links provide employees with access to information on Taskroom.

- [Competencies](#)
- [Corporate Mentorship Program](#)
- [Employee Programs](#)
- [Employee Information](#)
- [Work Planning](#)

If your new employee has not yet gained access to the My Learning App, please complete the manual registration form using the links on page 47 and send it to learn@gov.sk.ca.



Online



Free



Ongoing

[Register Here!](#)



Onboarding for New Employees Learning Path

The onboarding for New Employee Learning path includes all required and recommended courses for new Government of Saskatchewan employees.

Employees will also have the opportunity to choose six elective courses covering topics such as work planning, policy, equity, diversity, and inclusion, leadership, etcetera.

Onboarding for New Employees Learning Path includes:

4 required trainings:

- Incident Reporting Policy Training
- WHIMIS 2015: An Introduction
- Substance Use and the Workplace
- Conflict of Interest

In addition to 13 recommended trainings as well as 4 recommended inclusion trainings.

Total number of training to complete the learning path is 10 courses.



Online



Free



Ongoing

[Register Here!](#)



Employee Mental Health Strategy

We are committed to supporting mental health at all levels of the organization by being informed, supportive, and proactive leaders and colleagues.

TELUS Health One App

Free video series provided by EFAP provider's website or app, TELUS Health One

To log in:

Username: gos

Password: efap

When We Feel Down: This series will provide tips to navigate time of low mood.

Coping with Challenges: This series will provide simple, actionable tools that can improve your capacity to cope with challenges.

Mindful Break: This series will provide short meditation and breathing practices designed to create small mindful breaks in your day. These exercise can be helpful when feeling stressed or anxious, or when you simply need to center yourself. They can also be used regularly and added to your daily routine.

Mental Health Awareness

Individuals experiencing mental disorders often feel distant from friends and loved ones and can find it difficult to perform to their maximum productivity in the workplace. In fact, mental health issues are growing at a faster rate than any other kind of disability in today's workplace. This situation is exacerbated by the stigma that still exists around mental disorders and the reluctance to discuss it openly at home or at work. In this seminar, participants will be encouraged to shatter popular myths and misconceptions about mental health and to increase their understanding of the causes and symptoms of mental disorders.



Virtual



Free



May 5th, 2024

[Learn Registration](#)

Thinking Traps

Our thoughts affect, positively or negatively, our emotions and behaviors. Thinking traps, also known as cognitive distortions, are often automatic and unless we learn to notice them they can have a powerful yet invisible effect upon our emotions and behaviors. In this session, participants will explore negative thinking traps in themselves and others and ways to overcome them.



Virtual



Free



TBA

[Learn Registration](#)




**JOHNSON
SHOYAMA**



GRADUATE SCHOOL OF PUBLIC POLICY

UREGINA USASK

JSGS—Public Sector Workshop Series

The Johnson-Shoyama Graduate School of Public Policy (JSGS) and the Government of Saskatchewan (GOS) entered into a partnership in 2008. Since that time, JSGS has been delivering workshops for the government in the policy area.

The JSGS workshops are scheduled over three semesters, and all existing participants are advised via email about topics. Anyone can register to these exciting workshops with manager approval.

The cost of the workshops is covered by individual ministries, at the cost of \$325.00 (+PST) for half-day workshops and \$450.00 (+PST) for full-day workshops. Cancellations must be received 1 full week in advance; all late cancellations will be charged a 50% cancellation fee. Substitutions are allowed.

The Public Sector Workshop Series Certificates of Completion are earned by attending the equivalent of 6 full-day workshops. *The Role of the Public Servant* is a full-day workshop that introduces participants to the unique role of government. This course is foundational to the other workshops; therefore, it is suggested that participants attend this workshop before participating in the other offerings. It is required that participants complete *The Role of the Public Servant* to gain the certificate while attendance at other offerings is based on discretion and preference.


Participants are responsible for checking their registration status in the My Learning App and managing their completed workshops.

The Role of the Public Servant

The unique role of government has a significant impact on the structure and function of government ministries and crowns. This workshop provides an introduction to that unique role and its influence on the processes of decision making and accountability in the public sector. It also presents practical tools to use when engaging in policy design and implementation. You will also explore and address challenges to creating good policy in today's complex context.

 Online

 \$450.00


 April 16th, 2024


[Learn Registration](#)

Collaborative Approaches to Wicked Problems

Wicked problems are complex issues, such as climate change, mental health and addictions, and poverty, which impact a diverse group of partners and interested parties and lack easily implementable solutions. This full-day workshop provides public servants with an introduction to developing policy through consensus-driven dialogue and participatory practices. It provides public servants with tools and strategies to address wicked problems in a rapidly-changing environment. You will examine various components of collaborative policy making, including skills, knowledge and strategies to develop collaborative solutions to complex public policy issues. You will also collaborate with other public servants to have meaningful discussions on how to approach wicked problems in Saskatchewan and beyond.

 Online


 \$450.00


 April 23rd, 2024


[Learn Registration](#)

The Art of the Briefing Note

Writing a briefing note can be considered an art. It is not just a cut and dry writing exercise. The Art of the Briefing Note provides Saskatchewan public servants with several points to consider in writing better briefing notes. The half-day session covers several areas: your audience and what their needs are; the why, how and when of using briefing notes; as well as writing tips for communicating effectively. You will also get a chance to gain experience through practical exercises

 Online


 \$325.00

 April 30th, 2024


[Learn Registration](#)

Policy Development and Implementation

Policy development and implementation are often described as distinct and separate stages within the policy cycle. In practice, policy development and implementation are integrally linked. This workshop will cover topics related to both processes and will help participants to understand the relationship and interdependence between them. During the policy development stage, both political and technical issues have to be addressed. Political issues include linking with government goals, getting buy-in, and setting a vision. Technical issues include gathering evidence, identifying effective strategies, analysis and design of options, implementation planning, and public consultation.

 In person

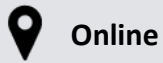
 \$450.00

 May 1st, 2024

[Learn Registration](#)

Strategic Collaboration

This workshop assists leaders in sorting out competing expectations in order to work corroboratively to meet organizational objectives. You will explore the key principals of collaborative problem solving, including establishing and maintaining a positive culture, managing personality types, and guiding discussions to reach decisions.



Online



\$325.00



May 7th, 2024

[Learn Registration](#)

The Relationship between Indigenous & Non-Indigenous People

This full-day workshop provides an overview of the historical events and policies that have shaped the current relationship between Indigenous and non-indigenous people in Canada. The workshop highlights how this historical context plays a role in the Calls to Action highlighted by the Truth and Reconciliation Commission (TRC). We are also honored to have Knowledge Keeper Kewistep share his story of survival from his experiences with residential school in Saskatchewan. The workshop also examines current Indigenous policy and reviews engagement strategies and relationship-building tools that public servants can use with Indigenous communities.



Online



\$450.00



May 16th, 2024

[Learn Registration](#)

The ABCs of CDIs

Cabinet Decision Items (CDIs) are one of a number of important decision-making tools used by cabinet. This workshop is designed to provide Saskatchewan public servants with the knowledge and skills to better prepare cabinet documents. You will review the different types of cabinet documents, their functions and purposes, their organization and formats, and the importance of properly framing options and recommendations. You will learn practical tips and guidelines that will help you prepare and write better quality cabinet documents in the future.



Online



\$450.00



May 23rd 2024

[Learn Registration](#)

Indigenous Engagement (NEW!)

Engaging with Indigenous communities is a vital part of any public servant's role, particularly when advancing the TRC Calls to Action or developing and implementing policies and programs that impact Indigenous peoples. It can also be a challenging task because of the realities many Indigenous communities face and the roles that governments have played historically in implementing policies that have significantly harmed Indigenous peoples. In this workshop, you will learn how to engage with Indigenous communities and governments in a meaningful and thoughtful way that moves beyond tokenism or "ticking a box." You will learn about the historical policies that have shaped the current context in Saskatchewan and Canada, the fundamentals of public sector engagement practices, and how to apply and adapt best practices when engaging with Indigenous communities and governments in your work



Online



\$450.00



June 4th, 2024

[Learn Registration](#)

Strategic Thinking

To make progress in economic and social policy, it is important to define a preferred future. A preferred future gives context to immediate decisions, it sets a general direction, and it allows you to monitor progress. Knowing where you're headed also supports resilience and invites innovative and creative solutions. This workshop will get at the heart of strategic thinking so that public policy leaders can spend valuable energy on shaping their direction as they prepare strategies to get there.



In-Person



\$325.00



June 6th, 2024

[Learn Registration](#)

Leadership Foundations

Aimed at emerging, new, or mid-level leaders, this workshop will equip you with practical tips, tools, and techniques to be an effective leader. In this workshop you will review research-based leadership best practices and different leadership styles. Included in the cost of this workshop is a personalized leadership self-assessment, which you will complete to discover your strengths and areas for improvement. In this session you will also learn how to lead yourself, team members, and projects effectively and how to find the right balance between delegation and micro-managing. You will also learn how to action plan and keep growing to reach your full leadership potential.



In-Person



\$450.00



June 12th, 2024

[Learn Registration](#)

Business Case Analysis

Do you think business case analysis is only useful in private industry? Think again! In this workshop, you will be introduced to the idea of business case analysis in the public sector and learn how to write a business case, including your policy problem definition, development of alternatives, cost-effectiveness analysis, risk assessment and the development of recommendations. We will discuss the theory underpinning business case analysis and review public sector examples to demonstrate how this approach can be useful in your work.



In-Person



\$325.00



June 13th, 2024

[Learn Registration](#)



Corporate Mandatory Training for Government of Saskatchewan Employees

TR-00167: Incident Reporting Policy Training

An Introduction for all employees to the roles and responsibilities of OH&S incident reporting requirements for the Government of Saskatchewan.

TR-00199: WHMIS 2015: An Introduction

Learn about the common set of rules for classifying hazardous products, common rules for labels, and a standard format for safety data sheets (SDSs). Participants will learn the basics about the impact of these standards for chemical suppliers and employers.

TR-00307: Substance Use and the Workplace

Ensures all employees of the Government of Saskatchewan are aware of and understand the requirements and expectations respecting substance use and the workplace including the possession, distribution and use of substances while at work and while engaged in duties on behalf of the employer.

TR-01092: Government of Saskatchewan's Corporate Conflict of Interest Training

Provides an overview of the Conflict of Interest (COI) Policy and how it applies to public service employees.

TR-00560: Respect in the Workplace

Help create a healthy and inclusive workplace for all employees. This 90-minute online program addresses bullying, abuse, harassment and discrimination in the workplace.

TR-00376 Indigenous Awareness—PSC Offerings to all of GOS (In Person/Virtual Events)

Indigenous Awareness training is mandatory for all Government of Saskatchewan employees. This is our corporate offering of this training. Ministry specific options for Indigenous Awareness training may also be available.



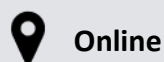
Employee Development: e-Learning

Learning and development is an important part of professional development and is available to all executive government employees. There are many online e-Learning opportunities available to all employees. All of these can be found on the following pages, or through the My Learning App on PSC Client.

Policy

Access and Privacy in the Government of Saskatchewan

The course is designed to create basic awareness of Saskatchewan's access and privacy legislation for employees in the executive government. This consists of 4 key parts: Introduction, Access, Privacy, and Quiz. Employees should renew their knowledge about access and privacy yearly.



Online



Free



Ongoing

[Learn Registration](#)

Allergens and Sensitivities in the Workplace

This module provides an overview of the Allergens and Sensitivities in the Workplace guidelines. The module provides practical examples and more detailed information on the subject.



Online



Free

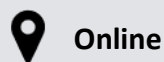


Ongoing

[Learn Registration](#)

Introduction to Records Management

This 60 minute e-Learning class provides an introduction to records and management for managers and administrators. It is the policy of the Government of Saskatchewan that all Saskatchewan government institutions manage the records in their possession or control to meet the obligations outlined in *The Archives and Public Records Management Act, 2015*.



Online



Free

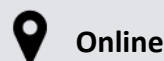


Ongoing

[Learn Registration](#)

IT Acceptable Usages

This 10 minute e-Learning class guides users through the Information Technology Acceptable Usage Policy. All Government of Saskatchewan employees are expected to be familiar with and follow this policy.



Online



Free

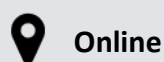


Ongoing

[Learn Registration](#)

Overarching Security Policy

The short e-Learning module will provide a framework to manage information security for all Government of Saskatchewan (GOS) information systems. The following policy applies to all Government of Saskatchewan employees, contractors, vendors, or agents granted access to GOS information/



Online



Free

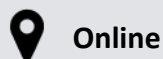


Ongoing

[Learn Registration](#)

Public Interest Disclosure Act (PIDA)

This 15 minute training module will provide Saskatchewan public service employees with an overview of *The Public Interest Disclosure Act*, which teaches about the key elements within the legislation and how to handle potential wrongdoings during the course of their employment.



Online



Free



Ongoing

[Learn Registration](#)

Records and Information Management Part 1

This is part 1 of 4 in a series of training modules about records and information management for the Government of Saskatchewan developed by the Provincial Archives of Saskatchewan. Part 1 provides an introduction to records management programs: what they are, why they are required, and the framework for developing and maintaining a successful program.



Online



Free



Ongoing

[Learn Registration](#)

Records and Information Management Part 2

This is part 2 of 4 in a series of training modules about records and information management for the Government of Saskatchewan developed by the Provincial Archives of Saskatchewan. Part 2 defines what a record is in the context of the Saskatchewan Government. It details the different types of records and the responsibilities and requirements for dealing with



Online



Free



Ongoing

[Learn Registration](#)

Records and Information Management Part 3

This is part 3 of 4 in a series of training modules about records and information management for the Government of Saskatchewan developed by the Provincial Archives of Saskatchewan. Part 3 focuses on records schedules along with the retention and disposal of records. It details the different types of records schedules and how to use them properly. A detailed description is given of how retention periods are calculated along with the disposal request process for records that have met their retention periods. A short exercise is included that asks users to classify records according to ARMS2014 or a fictional ORS. The exercise is not graded and is for learning purposes only.



Online



Free

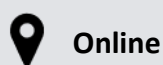


Ongoing

[Learn Registration](#)

Records and Information Management Part 4

This is part 4 of 4 in a series of training modules about records and information management for the Government of Saskatchewan developed by the Provincial Archives of Saskatchewan. Part 4 focuses on the logistics of records management and special considerations for electronic records, including email. It details how files are stored, both physically and in electronic drive structures, and provides some guidance about the tracking/inventory/maintaining of these records throughout their lifecycles. The final section reiterates responsibility for managing email records and gives some broad options and best practices.



Online



Free



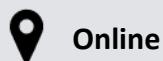
Ongoing

[Learn Registration](#)

Security Awareness 2020

This 20 minute interactive e-Learning class will increase security awareness and facilitate employees understanding of IT security policies, procedures, roles and responsibilities. Topics include email and internet security, identity theft, phishing attacks, government IT security policies, mobile computing devices, and more.

The Security Awareness Program aims to engage and enable staff to protect the confidentiality, availability, and integrity of the Government's information and assets.



Online



Free

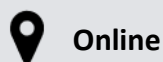


Ongoing

[Learn Registration](#)

Substance Use in the Workplace

This 10 minute e-Learning module will guide you through the PS 805—Substance Use and the Workplace. This module ensures all employees of the Government of Saskatchewan are aware of and understand the requirements and expectations respecting substance use and the workplace, including the possession, distribution and use of substances while at work and while engaged in duties on behalf of the employer.



Online



Free



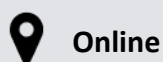
Ongoing

[Learn Registration](#)

Union Management Committees

This 15 minute module provides a high-level overview of Union Management Committees (UMC), including:

- History of how and why UMCs are formed
- Five critical goals that UMCs strive to achieve
- Structure and operating parameters of UMCs
- Roles and responsibilities of UMC co-chairs



Online



Free



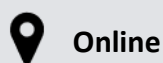
Ongoing

[Learn Registration](#)

Planning & Finance

Budgeting and Appropriation

This learning module provides an overview of the budgeting and appropriation process in the province of Saskatchewan. Geared toward new managers, the module explores the Saskatchewan Provincial Budget, estimates and appropriation, and budgeting cycle. The module is also recommended for financial analyst and other staff with budget responsibilities.



Online



Free



Ongoing

[Learn Registration](#)

FAM Awareness

This 20-minute e-Learning module on the Financial Administration Manual (FAM) will provide employees with an awareness of FAM, build an understanding of the importance controls outlined in FAM to protect government resources, and encourage employees to use FAM as a reference tool. An overview of the role of the Legislature to control public money and the framework established for the management of public money is provided to inspire employees to learn more about financial management in government. All employees are encouraged to complete this module to gain an awareness of FAM.



Online



Free



Ongoing

[Learn Registration](#)

Fraud Awareness

This 20 minute e-Learning module on fraud awareness will provide employees with knowledge and tools to detect and report fraudulent activities, including information on common types of fraud, the methods in which fraud is committed and the methods in which fraud can be minimized.

As Treasury Board policy requires all employees within a ministry of the Government of Saskatchewan to immediately report any suspicious incidents that may involve fraud or similar illegal acts, all government employees are encouraged to complete this module.



Online



Free

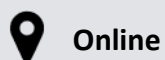


Ongoing

[Learn Registration](#)

In-Scope Work Planning and Review

Work planning is an annual expectation of all Government of Saskatchewan employees. This 20 minute e-Learning course guides in-scope employees through the review process and is made to supplement the conversations and work they do with their managers and supervisors to develop their personal work plans. Employees can revisit this resource as needed.



Online



Free

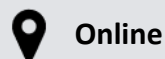


Ongoing

[Learn Registration](#)

Making Payments in Government (2021)

This 60-minute e-Learning class provides an overview and guidelines for making payments in government. All employees who are required to make payments should participate in this class.



Online



Free

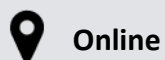


Ongoing

[Learn Registration](#)

Planning and Accountability

This 25 minute e-Learning module provides an overview of the Government of Saskatchewan's Accountability Framework, the Planning and Accountability Management System. It explains how all of the items that Government of Saskatchewan employees are asked to work on and report fit together.



Online



Free



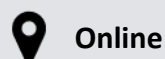
Ongoing

[Learn Registration](#)

Work Planning for Out of Scope Employees

The resource out of scope employees through the Planning for Success process and is made to supplement the conversations and work they do with their managers and supervisors to develop their personal work plans.

Work planning is an annual expectation of all Government of Saskatchewan employees.



Online



Free



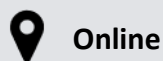
Ongoing

[Learn Registration](#)

Equity, Diversity, and Inclusion

Creating Positive (Safe) Spaces

This 15 minute module provides awareness and creates understanding to support the LGBTQIA2S+ community in your workplace and provide an opportunity to examine your personal views and create understanding on how to be an ally



Online



Free



Ongoing

[Learn Registration](#)

Disability Awareness

The Disability Awareness e-Learning module is an online tool that provides an understanding of a manager's role in supporting individuals experiencing disabilities. The module will provide an understanding of the importance of disability awareness in the workplace; dispel misconceptions; show how to create an inclusive workplace culture.



Online



Free



Ongoing

[Learn Registration](#)

Inclusion and You

This 15 minute e-Learning module examines the topics of diversity and inclusion. The audience of this module is intended for all employees of the Government of Saskatchewan.

This module will explore:

- What diversity and inclusion mean
- What is the concept of unconscious bias
- Why diversity and inclusion are important to all public service employees



Online



Free



Ongoing

[Learn Registration](#)

Recognition Matters

The Government of Saskatchewan believes that recognition matters, and as a leader, you have a critical role in ensuring that recognition is part of the public service culture.



Online



Free



Ongoing

[Learn Registration](#)

Reframing our Biases

This 15 minute e-Learning module examines the topics of unconscious bias. The audience of this module is intended for all employees of the Government of Saskatchewan.

This module will explore:

- Perceptions and their effects on us
- How our brains process and organize information
- Types of biases in the workplace



Online



Free



Ongoing

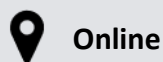
[Learn Registration](#)



Safety

Devoir de Signaler

Ce module d'apprentissage en ligne de 15 minutes vous aidera à respecter l'obligation légale de chaque individu de signaler les soupçons et les révélations de mauvais traitements infligés aux enfants. Ce module d'apprentissage en ligne reconnaît que tous les citoyens ont un « devoir de faire rapport » et fournit des informations sur le processus de déclaration



Online



Free



Ongoing

[Learn Registration](#)

Duty to Report

This 15 minute e-Learning module will take you through every individual's legal obligation to report suspicions and disclosures of child abuse. This e-Learning module recognizes that all citizens have a Duty to Report and provides information on the process of reporting.



Online



Free



Ongoing

[Learn Registration](#)

Office Ergonomics

Upon registration in this 90-minute e-learning course, learners will be directed to an external web link to complete it. This course is ideal for any employee who uses a computer as part of their regular duties. It is broken down into nine interactive modules for self-paced learning. Designed to educate your employees on creating a comfortable and safe work environment, its modules include information on basic ergo principles, posture, office chair positioning, and light glare.



Online



Free



Ongoing

[Learn Registration](#)

Incident Report and Investigation (IRI) App— For Supervisors

This is the expanded e-Module intended for supervisors and covers everything from the employee version, plus additional sections that apply to supervisors



Online



Free



Ongoing

[Learn Registration](#)

Incident Reporting and Investigation (IRI) App—For Employees

This is the Employee version of this training module and only covers sections of the IRI App that apply to employees. If you are a supervisor, please complete the "Incident Reporting Investigation (IRI) App - For Supervisors" rather than this module



Online



Free



Ongoing

[Learn Registration](#)

Mandatory e-Learning

Government of Saskatchewan's Corporate Conflict of Interest Training (Mandatory)

This 30 minute e-Learning module provides an overview of the Conflict of Interest (COI) Policy and how it applies to public service employees. This module has been developed to reflect the changes in the renewed COI policy, effective April 11, 2022.

 Online


 Free

 Ongoing

[Learn Registration](#)

Incident Reporting Policy Training (Mandatory)

This mandatory 40 minute e-Learning course will introduce all employees to the roles and responsibilities of OH&S incident reporting requirements for the Government of Saskatchewan. This module includes a teaching and testing components requiring a passing mark of 80% on the final test, the learner can retake the test until a passing mark is achieved. The Government of Saskatchewan introduced the Incident Reporting and Investigation (IRI) Policy in 2012 to help promote a safer and healthier workplace. Your cooperation in following the IRI policy and procedures by recognizing and reporting all incidents supports the investigation and implementation of corrective actions to prevent future injuries

 Online

 Free

 Ongoing

[Learn Registration](#)





Employee Development: Online and Recorded Learning

Learning and development is an important part of professional development and is available to all executive government employees. There are many online and recorded learning opportunities available to all employees. All of these can be found on the following pages, or through the My Learning App on PSC Client.

The Art of Opening Doors

The recording of The Art of Opening Doors mentorship event was held on November 28, 2018, via Zoom.



Online



Free



Ongoing

[Learn Registration](#)

Empathy: Why it Matters and How to Get It

98% of people have the ability to empathize, but few of us use our full empathic potential. Learn more about empathy from this 45-minute video.



Online



Free



Ongoing

[Learn Registration](#)

Incident Investigations in Saskatchewan Workplaces

This e-Learning class is 2 to 4 hours and is for anyone who may be called upon to do an incident investigation, including managers, supervisors, safety personnel, occupational health committees and occupational health and safety representatives. Participating in incident investigations is essential for the occupational health committee and the health and safety representative



Online



\$10.00



Ongoing

[Learn Registration](#)

Being a Mindful Employee: An Orientation to Psychological Health and Safety in the Workplace

This course introduces the complex issue of mental health in the workplace and explains why it is so important. You will learn the difference between mental well-being and mental illness, factors that put people at risk, and the roles of early intervention and promotion of mental well-being at work.



Online



Free



Ongoing

[Learn Registration](#)

Musculoskeletal Disorders (MSDs) Awareness

Musculoskeletal disorders (MSDs) are a potential risk for all sectors and occupations. They can cause discomfort, fatigue, pain, injury, and illness to workers. In fact, work-related musculoskeletal injuries are the most frequent type of lost-time injury and are the largest source of lost-time worker compensation costs in Canada.



Online



Free



Ongoing

[Learn Registration](#)

Strategic Orientation Learning Resource Class

In this course, Managers will have access to a list of carefully curated content that addresses the competency of Strategic Orientation



Online



Free



Ongoing

[Learn Registration](#)

Violence in the Workplace: Awareness

Workplace violence is a serious issue that affects all business sectors and occupations and the safety and security of every employee and employer. CCOHS offers this course FREE of charge to promote the awareness of this very important issue and as a precursor to the other Workplace Violence e-courses: *Recognize the Risk and Take Action* and *Establish a Prevention Program*



Online



Free



Ongoing

[Learn Registration](#)

WHMIS 2015: An Introduction (Mandatory)

The Workplace Hazardous Materials Information System (WHMIS) has aligned with the Globally Harmonized System of Classification and Labelling of Chemicals (GHS). GHS is a worldwide system. Its goal is to have a common set of rules for classifying hazardous products, common rules for labels, and a standard format for safety data sheets (SDSs).



Online



Free



Ongoing

[Learn Registration](#)

Respect in the Workplace (Mandatory)

Respect in the Workplace training is a mandatory online training course that helps create a healthy and inclusive workplace for all employees. This 90-minute online program addresses bullying, abuse, harassment and discrimination in the workplace. **Note:** this training is done through a 3rd party platform.



Online



Free



Ongoing

[Learn Registration](#)

Anti-Harassment

This 20-minute e-Learning class will guide the Learner through the Government of Saskatchewan's policy on anti-harassment. AS an employer, the Government of Saskatchewan values the dignity of all employees and is committed to creating and maintaining a respectful work environment. Every employee is entitled to employment free from harassment. All managers, supervisors and employees are expected to treat each other respectfully



Online



Free



Ongoing

[Learn Registration](#)



Employee Development : Classroom and Virtual Learning

Learning and development is an important part of professional development and is available to all executive government employees. There are many in-person or virtual learning opportunities available to all employees. All of these can be found on the following pages, or through the My Learning App on PSC Client.

Procurement Templates Training

Pre-planning is strategic in determining the type of procurement process that will be used. Best Value is integral to procurement and template selection

This module will provide an overview of available templates to conduct your procurement and how to use them, and examples of procurement that fit within the chosen template.

 Regina, SK

 Free

 May 9th, 2024


[Learn Registration](#)

Vendor Debrief Training

This module will provide an overview of procurement debriefing—the who, what, where, why and how debriefs are conducted

 Regina, SK

 Free

 May 9th, 2024


[Learn Registration](#)

Procurement Evaluator Training

Evaluation in procurement is the process of assessing the suitability of goods or services before awarding a contract. It involves comparing proposals from different suppliers and selecting the option that offers the best value.

 Regina, SK

 Free

 May 16th, 2024


[Learn Registration](#)

Basis of Payment and Price Cost Evaluations

The objective of this session is to be aware of options in your project and how to develop the basis of payment.

 Regina, SK

 Free

 May 16th, 2024


[Learn Registration](#)

Strategic Procurement

In this module, the goal is to provide you with information on how to develop a strategic procurement. Participants will learn about industry consultations, jurisdictions, information sharing, outcome-based thinking, multi-stage competition, and category management methodologies.

 Regina, SK

 Free

 April 18th, 2024
June 13th, 2024

[Learn Registration](#)

Best Value Procurement

The Government of Saskatchewan is committed to the use of a best value approach in its procurement practices. A best value approach means the public entity structuring and conducting procurements in a fashion which allows consideration of factors beyond price in determining which vendor proposal provides the greatest overall benefit to the public entity. While price remains a fundamental component of any procurement, public entities are encouraged to consider other applicable factors, such as those set out in this policy, in developing the evaluation components of procurement opportunities.



Regina, SK



Free



April 9th, 2024
June 11th, 2024

[Learn Registration](#)

Dispute Resolution Office Ministry of Justice

The Ministry of Justice's Dispute Resolution Office offers workshops to provide participants with skills to solve problems collaboratively. Training modules include lectures, small and large group work and activities to practice skills. Workshop presenters have advanced training in the field of mediation and alternate dispute resolution. Each is bringing unique and diverse experiences to the workshops.

The Dispute Resolution Office class courses include Access to Information and Privacy, Resolving Conflict When You Are Not Neutral, Resolving Conflict Constructively, Introduction to Mediation, and Negotiation and Influencing.



Online



Free



Ongoing

Best and Final Offer

This course is designed to instruct users on how to employ BAFO within the competitive process and to increase understanding for both parties, which results in better proposals with reduced risk. BAFO objectives are to understand needs, enhance competition, encourage innovation/creativity, identify risks or problems and allow adjustment for new technology and market conditions.



Regina, SK



Free



April 25th, 2024

[Learn Registration](#)

French—Beginner 1

Students will acquire the basic essentials of communication and master the key elements of French for social or work situations. By the end of this class, learners will have mastered the basic rules of the French language, giving them the skills required to obtain a Beginner 1 skill level in French. Learners should be able to engage in some common everyday communications in a Francophone milieu and interact at an elementary level in the French language. This training is equivalent to the **Canadian Language Benchmarks Level 1 and Level 2**. Upon completion of this training, learners will receive a diploma certificate, as well as 2.0 units of Continuing Education Credits.



Virtual



\$470.00



April 23rd 2024

[Learn Registration](#)

French—Beginner 2

Students will acquire the basic essentials of communication and master the key elements of French for social or work situations. By the end of this class, learners will have mastered certain rules of the French language, giving them the skills required to accomplish day to day transaction and interact in the Francophone milieu. Learners will review the basics of the French language, acquire a broader vocabulary and will start learning some more complex grammatical structures (e.g., the past and future verb tense, negatives, the interrogative form). Learners will interact through a selection of oral expressions activates. This training is equivalent to the **Canadian Language Benchmarks Level 3**. Upon completion of this training, learners will receive a certificate, as well as 2.0 credit units.



Virtual



\$470.000



April 24th, 2024

[Learn Registration](#)

French—Beginner 3

Students will acquire knowledge to complete more complex conversations or verbal interventions. At the conclusion of the program, learners should be able in a few simple sentences, to talk about their activities, their work or their travels, to describe an event and describe people or locations. Learners in the Beginner Level 3 program will master a broader vocabulary, learn more expressions and verb tenses, allowing them to undertake more complex conversations or verbal interventions. Learners will advance to a higher level of interaction during verbal expressions activates, This training is equivalent to the **Canadian Language Benchmarks Level 4**. Upon completion of this training, learners will receive a certificate as well as 2.0 units of Continuing Education Credits.



Virtual



\$470.00



April 24th, 2024

[Learn Registration](#)

French—Intermediate 1

Students will acquire a broad vocabulary, isolated expressions, and understand some of the difficulties of the French language. At the end of the session, learners will have the ability to actively take part in many French language communications. The learners will be able to function independently in French in most daily situations whether it be social, in school, or at work as well as in an atypical context and more complex situation. This knowledge will allow for more fluent public or private interventions and to write complete French language messages or texts. This training is equivalent of the **Canadian Language Benchmarks Levels 5 and 6**. Upon completion of this training, learners will receive a certificate as well as 2.0 units of Continuing Education Credits.



Virtual



\$470.00



April 25th, 2024

[Learn Registration](#)

French—Intermediate 2

Students acquire a broad vocabulary, isolated expressions and understand some of the difficulties of the French language. Learners in intermediate 2 should be able to write a simple format text, to various recipients, relaying a complex message, in spite of some imperfections. Apply a range of linguistic structures to express their own ideas in writing; understand content of general interest, regardless of the complexity of certain sentences, unusual words of implicit ideas and meanings. Understand without assistance the content of informal conversations or presentations as well as in written texts in predictable situations. Establishes and maintains communication independently, in familiar situations. This training is equivalent to the **Canadian Language Benchmarks Level 7**. Learners will receive a certificate as well as 2.0 units of Continuing Education credits.



Virtual



\$470.000



April 23rd, 2024

[Learn Registration](#)

French—Intermediate 3

Students will acquire a broad vocabulary, isolated expressions and understand some of the difficulties of the French language. Learners in Intermediate 3 should be able to write a simple format text, to various recipients, relaying a complex message, in spite of some imperfections. Apply a range of linguistic structures to express their own ideas in writing; understand content of general interest, regardless of the complexity of certain sentences, unusual words of implicit ideas and meanings. Understand without assistance the content of informal conversations or presentations as well as in written texts in predictable situations. Establishes and maintains communication independently, in familiar situations. **This training is equivalent to the Canadian Language Benchmarks Level 8**. Upon completion of this training, learners will receive a certificate as well as 2.0 units of Continuing Education Credits



Virtual



\$470.00



April 25th, 2024

[Learn Registration](#)

French—Advanced 1

Designed for learners who have a good command of French and who specifically aim to further develop their communication skills and handling of more complex grammar; and to perform oral presentations and take part in various debates and discussions. Learners in French Advanced 1 should be able to write a well-structured/fluid text to convey clear and logical ideas; Read and analyze essential information, overt or implied in a specialized text; Communicate easily on various topics, including in unpredictable situations; Listen and understand conversational content in various spoken contexts and to have a sufficiently wide vocabulary range. ***This training is equivalent to the Canadian Language Benchmarks Level 9.*** Upon completion of this training, learners will receive a certificate as well as 2.0 units of Continuing Education Credits



Virtual



\$470.00



April 26th, 2024

[Learn Registration](#)

French—Advanced 2

This course offers further development of knowledge, understanding and skills acquired in Advanced 1 and earlier stages, with a focus on oral and written communication in French. Learners will work on more complex grammar structures and how to convey information in writing and express their own ideas.

This training is equivalent to the Canadian Language Benchmarks Level 10. Upon completion of this training, learners will receive a certificate as well as 2.0 units of Continuing Education Credits.



Virtual



\$470.000



April 26th, 2024

[Learn Registration](#)

French—Advanced 3

At Advanced Level 3, students will learn to anticipate the content of a text from a quick reading and locate information in formal documents, to listen and understand various speeches. Also, to master and refine vocabulary and the use of complex structures to express opinions appropriately, exchange ideas and evaluate topics. Upon completion of this training, students will receive a certificate as well as 2.0 units of Continuing Education Credits



Virtual



\$470.00



TBA

[Learn Registration](#)



Parliamentary Program for the Public Service

The Parliamentary Program for the Public Service has been offered for over 30 years and provides an opportunity for public servants working in all government ministries to come to the legislative building for a day and learn more about how the work they do contributes and is essential to the work done by the Legislative Assembly

Participants will tour the Legislative Building, observe House proceedings, and meet with MLA representatives from both sides of the House. They also participate in workshops and meetings where they learn about the work done in the Chamber, the Legislative Process, Executive Council and the Legislative Library.

PPPS is offered in both the fall and spring sessions. All participants must be pre-registered for this program. This program is fully organized and operated by Parliamentary Education and Heritage.

Please discuss with your manager before registering to ensure that you have received permission to attend this full-day event.

Event Day Information

Participants must report to the commissioner at the kiosk in the front entrance hall of the Legislative Building by 8:15 a.m. on the day of the event. Photo ID is required, dress code is business casual, and lunch is not provided.

Full day logistics and details will be emailed to registrants in advance of the event

Please contact Sarah Wood, manager of Parliamentary Education and Heritage by email swood@legassembly.ca for further information.



Regina, Saskatchewan



Free



Dates TBA

[Register Here!](#)



Indigenous Awareness

In this one-day workshop, participants will learn: 1) Appropriate terminology 2) Demographics and socioeconomic issues 3) Treaty negotiations 4) Metis history and current issues 5) The Indian Act 6) Truth and Reconciliation 7) Aboriginal rights and Indigenous 8) Demystifying cultural protocols and 9) Turning the corner

Indigenous Awareness training is mandatory for all Government of Saskatchewan employees. This is our corporate offering of this training. Ministry specific options for Indigenous Awareness training may also be available.

As a result of attending the Indigenous Awareness Training, it is expected that participants will:

- Enhance their appreciation and understanding of Indigenous peoples' history and social context that contributes to contemporary issues
- Gains knowledge and awareness that will enhance relationships and the delivery of services to Indigenous people within the organization and with the public

Due to pre-work and/or location cancellation deadlines, participant cancellations are only accepted up to 2 weeks prior to the class start date. After this time, if the individual cannot attend for any reason, and no suitable replacement can be found, the ministry will remain responsible for the full participant cost.



Regina, Saskatchewan



\$250.00



May 14th, 2024

[Register Here!](#)

Supervisor Development Program

The supervisor Development Program is a comprehensive learning path that focuses on the key skills and competencies that in-scope managers need to succeed in their roles. As participants move through the program, they will build on skills and knowledge and put this learning into action with their teams/units and branches. This program is geared toward in-scope supervisors in levels 5 through 14 with direct reports. The learning path will be updated as needed as new training and resources become available.

Other SGEU and CUPE employees may participate in the program if approved by their out-of-scope supervisor.

The course content is based on the SGEU In-Scope Competency Model.

For more information, please view the [Supervisor Development Program Outline](#).



Structure

1. Mandatory Pre-Requisite Course
2. Foundational Courses Requirement
 - Required Knowledge and Skills: Complete six (6) courses
 - Onboarding and Orientation: Complete two (2) courses
3. Core Supervisory Courses Requirement
 - Thirteen (13) courses must be completed
4. Supplemental Learning Requirement
 - Corporate Mentorship Program



Online



Cost varies by classes selected



Ongoing

[Register Here!](#)



New Manager Orientation Learning Path

This learning path is for managers and supervisors new to government and/or new in this role. It is a series of 6 e-Learning modules that will provide new managers with valuable information to get started in their career as public service managers. The information in this series of courses will include:

- A welcome message from the Deputy Minister to the Premier, Raynelle Wilson, an overview of the Human Resource Service Centre's services
- An understanding of the financial management framework
- Content on an employee's health, safety, and wellness
- An understanding of the Government accountability framework
- Information on managing employees in the public service

New Manager Resources

- [Hire an Employee](#)
- [Employee Onboarding/Orientation](#)
- [Corporate Mentorship Program](#)
- [Leadership and Management Competencies](#)



Online



Free



Ongoing

[Register Here!](#)



Onboarding for New Managers

This learning path includes all required and recommended courses for managers new to their role in the Government of Saskatchewan.

With 22 courses available (9 mandatory and 13 optional) new managers will have education opportunities to reinforce existing skills, or build new ones to help manage with confidence in the Government of Saskatchewan,



Virtual Delivery



Free



Ongoing

[Register Here!](#)

Requirements for Completion

9 Mandatory Courses including:

- Incident Reporting
- Substance Use and the Workplace
- WHIMIS 2015L An Introduction
- Managing Safely Step 1-5 plus Exam

Elective Courses (6 must be completed)

- Budgeting and Appropriation
- Security Awareness 2020
- Work Planning for Out of Scope
- How to Administer the Substance Use and the Workplace Policy
- Attendance Policy
- Intro to Records Management
- Supervisors Guide to In-scope Work Planning and Review
- Supervisor's Guide to Planning for Success
- Incident Investigations in Saskatchewan workplaces
- Making Payments in Government
- Recognition Matters
- Accommodating Employees: Introduction
- Accommodation: A Managers Guide to Accommodating Employees



Managing the Employee Lifecycle: Massive Open Online Course (MOOC)

Managing the Employee Lifecycle is an eight week Massive Open Online Course (MOOC) that gives managers tools and best practices for managing their staff for the entire course of their career. The modules include onboarding an employee through the probationary period, co-creating work and learning plans with employees, holding regular meetings and coaching, recognizing and rewarding talent, performance improvement and corrective action, and the important of leading with empathy. The prerequisite to this course is one of the two Staffing in Government of Saskatchewan eLearning modules found on the My Learning App.

My Learning App Resources

- New User Resources
 - ◆ All users of the system have access to a number of basic functions and resources.
 - ◆ Resources include the Getting Started Tutorial and the My Learning App Employee Manual
- Learn System Administrator Resources
 - ◆ System administrators can mark attendance, add resources to classes, and moderate online discussions for their courses if required.
 - ◆ For System Administrator access and resources, please contact learn@gov.sk.ca
- Manager Resources
 - ◆ Managers can approve learning and have access to manager functions and resources
 - ◆ Resources include the My Learning App Manager Manual



Online



Free



TBA

[Register Here](#)



Manager Development: e-Learning

These asynchronous, online learning modules are geared toward managers and employees with direct reports. Employees will be able to develop their knowledge and skills in various areas, while earning credit toward Manager and/or Supervisor Development Programs.

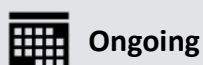
Accommodating Employees: Introduction

This 10 minute e-Learning class provides an introduction and overview of accommodating employees and is intended to provide all managers and supervisors with a basic foundation of the principles of accommodating return to work. All managers and supervisors should complete this class to ensure they are informed appropriately


[Learn Registration](#)

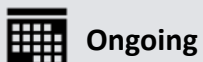
Accommodation: A Manager's Guide to Accommodating Employees

This 15-minute e-Learning class for managers and supervisors provides a more in-depth look at accommodating employees. The prerequisite for this class is *Accommodating Employees Introduction*. Managers and supervisors who become engaged in accommodating return to work are expected to take this class, which provides information and details about appropriate processes and procedures


[Learn Registration](#)

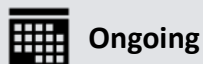
Attendance Policy

In this 25-minute e-Learning class, managers and supervisors learn about the Attendance Policy, which provides guidance and tools for managers to talk to staff about any issues they may have concerning regular attendance at work and offer opportunities to discuss common-sense solutions


[Learn Registration](#)

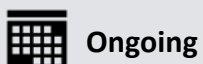
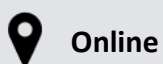
How to Administer Substance Use and the Workplace Policy

This 10-minute e-Learning module will provide managers and supervisors with information related to the roles and responsibilities of the employer and employees of the Government of Saskatchewan about substance use and the workplace


[Learn Registration](#)

Supervisor's Guide to Planning for Success

This 15-minute class has been created to guide Planning for Success to support supervisors and managers of out-of-scope employees. The resource provides participants with tools and skills for navigating the work planning process with their employees. Work Planning is an annual expectation of all Government of Saskatchewan Employees


[Learn Registration](#)

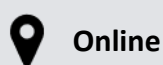
Supervisor's Guide to In-Scope Work Planning and Review

This 15-minute course guides managers through the in-scope planning and review process. It is made to supplement the conversations and work they do with their managers and supervisors to develop their personal work plans. Work Planning is an annual expectation of all Government of Saskatchewan Employees.


[Learn Registration](#)

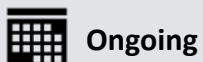
Middle Manager Excellence

This module is intended for managers who are currently in a middle manager position. This module will explain the purpose of the Middle Manager Excellence (MME) project, define the ideal roles of a middle manager, and discuss the next steps as the Government of SK continues to support Middle Manager Excellence.


[Learn Registration](#)

In-Scope Staffing in the Government of Saskatchewan Learning Path

In this Learning Path, you will find the e-Learning modules for In-Scope Staffing. The modules are broken down into sections for your convenience. If you are planning on attending the classroom/virtual "Staffing in the Government of Saskatchewan" training session, please note that completing the In-Scope Staffing Modules (1 through 6) is mandatory. The "Managing Competencies Through the Employee Lifecycle Training Session" is optional but highly recommended.


[Learn Registration](#)

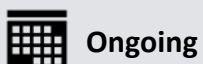
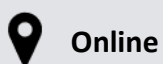
Out-of-Scope Staffing in the Government of Saskatchewan Learning Path

In this Learning Path, you will find the e-Learning modules for Out-of-Scope Staffing. The modules are broken down into sections for your convenience. If you are planning on attending the classroom/virtual "Staffing in the Government of Saskatchewan" training session, please note that completing the Out-of-Scope Staffing Modules (1-6) is mandatory. The "Managing Competencies Through the Employee Lifecycle Training Session" is optional but highly recommended.


[Learn Registration](#)

Leadership and Management Competencies

This 45-minute e-learning class walks participants through the Leadership and Management Competency Guide. Please use this class as a guide, choosing the knowledge, skills, and attributes you wish to develop, which are most important to your role and the government's strategic direction.


[Learn Registration](#)



Manager Development: Classroom and Virtual Learning

Managers and employees with direct reports have the opportunity to participate in virtual and in-person live manager development courses. These courses will aid the employee in strengthening their core competencies.

Managing Competencies Through the Employee Lifecycle—For Managers and Supervisors

A two-hour virtual classroom session intended for Managers and Supervisors. Through the lens of the role of the manager, the course focuses on how competencies are used through the employee life cycle stages within the Government of Saskatchewan Talent Management Framework. Participants will learn about competencies and how to identify and apply competencies to acquire, engage and grow employees in the workplace. The content uses scenarios to demonstrate the importance of selecting the right competencies for a position and to illustrate the critical role they play in managing talent successfully for high individual and organizational performance



Virtual



Free



May 8th, 2024
June 3rd, 2024

[Learn Registration](#)

Staffing in the Government of Saskatchewan for Hiring Managers

The first six modules in In-Scope Staffing in the Government Saskatchewan Learning Path LP-00035 are a prerequisite to this course.

This session provides an overview of the staffing process and hands-on application in a virtual setting. Topics covered include: competency selection; recruitment and candidate experience; screening; assessments and reference checking and evaluation

Target Audience: Managers and Supervisors responsible for hiring staff and Human Resource Business Partners.



Virtual



Free



April 16/17th, 2024
May 14/15th, 2024

[Virtual Registration](#)

Strategic Orientation

The class "strategic and systems thinking" has been changed to "strategic orientation" to encompass a wider range of strategic topics and foster an understanding of risk management and strategic planning. At the end of the one-day workshop participants will understand:

- Ability to identify and assess risk.
- Leadership and elements of operational planning.
- Inspire others to embrace the organization's mission, values, vision, and strategic direction with zeal and dedication.
- Understand concepts related to qualitative, quantitative analysis, mitigation, contingency and response planning.



Regina, SK



\$450.00*



June 5th, 2024

[Learn Registration](#)


* Approximate price

Communication

In this one-day class, participants will learn effective communication skills and their importance. Participants will also understand how to give and receive feedback in addition to the following:

- How to speak with authenticity
- How to facilitate a problem-solving discussion
- Channels of communication and communication plans
- Principles of recognition
- Difficult conversation

 Regina, SK

 \$450.00*

 June 26th, 2024


[Learn Registration](#)


Coaching

In this one-day class, participants will learn self-awareness, how to ask powerful questions, provide constructive feedback, and how to approach challenges and obstacles in a strategic manner. At the end of the workshop participants will understand:

- How to be an effective coach.
- How to apply different types of coaching model.
- How to deal effectively with emotions during coaching.

 Regina, SK

 \$450.00*

 May 23rd, 2024


[Learn Registration](#)


Inclusive Leadership

Inclusive leadership is one of the new classes open to all employees. In this one-day class, participants will learn how to create a work environment where everyone feels valued, respected, and included. Also learn to foster a culture of belonging and equity within an organization. At the end of the workshop participants will understand:

- The interpretation of equity, diversity, and inclusion.
- How to manage a multigenerational workforce.
- Be a diverse workforce and remove biases.
- Build distinguishing qualities of an inclusive leader.

 Regina, SK

 \$450.00*

 April 18th, 2024

[Learn Registration](#)

* Approximate price

Change Management

Through this one-day class, participants will learn how to effectively navigate and adapt to change. This includes understanding the reasons for change, managing resistance, and implementing strategies to ensure a smooth transition. At the end of the workshop participants will understand:

The importance of effective change management

How to communicate effectively

How to recognize and address emotional responses to change

How to create strategies for raising awareness and continuing communications to inform and inspire employees.

How to create accountability and assessment to guarantee that changes have fulfilled organizational objectives.

 Regina, SK
  \$450.00*
  June 19th, 2024
 [Learn Registration](#)

Developing High Performance Teams

Through this one-day powerful class “The Five Behaviors of a Cohesive Team model”, participants will learn the behaviors that will enable them to become better teammates. At the end of the workshop participants will understand:

- Learn about one’s personal tendencies as a teammate.
- Examine the idea of vulnerability-based trust and its significance.
- Identify challenges one might have with this behavior and how the behavior could be improved.
- Understand that conflict is necessary and get more comfortable with the idea of engaging in it.
- Consider how different conflict tendencies may affect others and what one can do about it.

Participant cancellations may only be accepted up to two weeks before the event. After this time, if the individual cannot attend for any reason, the Ministry will remain responsible for the full participant cost

 Regina, SK
  \$450.00*
  TBA
 [Learn Registration](#)

* Approximate price

Effective Leadership

To cover more leadership subjects, the class "effective supervision" has changed to "effective leadership." This change is done to include more leadership styles and concepts to the class. Participants in the class will learn the following objectives:

- Understand leadership concepts, styles and techniques.
- Sharpen the necessary skills to effectively lead and inspire others.
- How to develop self-awareness and emotional intelligence.
- Motivating a multi-generational workforce.
- Cascading organizational goals to team and employee work plans.
- Establishing trust, credibility as a leader
- Balancing job demands with human demands.

 Regina, SK
  \$450.00*
  May 15th, 2024
 [Learn Registration](#)

Conflict to Collaboration

This is a new class open to all employees, and in this one-day class, participants will learn the following.

What causes conflict?
 Approaches to conflict
 How does conflict escalate?
 Rescuer's dilemma
 The satisfaction triangle
 Communication
 Raising Issues

 Regina, SK
  Free
  June 7th, 2024
 [Learn Registration](#)

* Approximate price

Customer Service Training—Service Best: Tourism Saskatchewan

Service Best workshops will help create memorable customer experiences in a world of rising expectations. The workshops include units on defining service, service recovery and service attitudes, with emphasis on developing personal resilience and understanding the connection between emotional intelligence and customer service. Participants examine their current practices and personal barriers to service, are provided with an opportunity for self-assessment, practice techniques for handling difficult situations, adopt strategies for service recovery, and understand the customer life cycle.

Note: Tourism Saskatchewan has recently updated its Service Best customer service training program. The new course has been enhanced to include more content relevant to the changing nature of the service environment. It is relevant and adaptable for both frontline staff, supervisors, and managers. Because of these updates, we are no longer offering different training as it relates to role. **The Training will be the same for leaders and frontline employees.**



Virtual



\$35.00



April 10th/11th 2024

September 23rd/24th 2024

[Register Here](#)





Manager Development Program Learning Path

The Manager Development Program (MDP) is a comprehensive learning path for managers to develop the skills and competencies they need to succeed in their roles and lead high-performing teams.

This certificate-based program is designed to be completed online and in the classroom in approximately 18-24 months.

This program is available to any out-of-scope manager from MCP05-09.

The learning path is updated as new training and resources are available.

For more information, please view the [Manager Development Program Outline](#).

Levels of Certification

The Manager Development Program offers three levels of certification.

Level One:

- Awarded to participants who complete the *Foundational Knowledge and Skills Requirement*. This requirement includes three classes of interest and six mandatory classes that are offered in this area.

Level Two:

- Awarded to participants who complete the *Foundational Knowledge and Skills Requirement* and the *Core Competencies Requirement*.
- The *Core Competencies Requirement* aligns with the five Middle Manager Excellence (MME) roles and requires participants to complete a number of classes related to each role for a total of 21 classes in this area.

Level Three:

- The third level is optional and is awarded to participants who complete the *Foundational Knowledge and Skills Requirement*, the *Core Competencies Requirement* and the *Electives Requirement*.



Online and in-person training



Cost varies by classes selected



Ongoing

[Register Here!](#)



Leadership Development Program

In this 3-module/5-day classroom-based program, current and future leaders learn the 5 essential leadership practices that improve performance: Modeling the Way, Inspiring a Shared Vision, Challenging the Process, Enabling Others to Act, and Encouraging the heart.

The Leadership Development Program (LDP) is a demanding program. It is recommended that participants attend Coaching and Communications first or have 2 years of management experience before attending LDP. Some ministries have a specific selection process in place for this program. Please ensure that you discuss your options with your manager.

The University of Saskatchewan Edward's School of Business Leadership Development Program (LDP) is designed for current and future leaders to learn the five key leadership practices that improve performance: Modeling the Way, Inspiring a Shared Vision, Challenging the Process, Enabling Others to Act, and Encouraging the Heart.

LDP participants complete a variety of assessments as pre-work and/or assignments and attend five 1-day workshops. Participants also need to complete all five days in order to receive a certificate of completion.

There are two offerings of LDP this fall. This first offering is from September 7th—November 2nd. The second offering is from October 12-November 30.



Regina, Saskatchewan



\$3750.00




[Register Here!](#)


LDP Day 1-2—Five Leadership Practices & Understanding Leadership and Leading Change

This course will introduce you to the Leadership Development Program, your session leaders and fellow participants. You will:

- Understand why leading change effectively is critical for team and organizational success
- Explore the best practices for leading change effectively
- Build, implement, and refine a change plan based on real-time feedback
- Increase your ability to lead people/teams through change
- Gain specific skills, knowledge, and tools for leading change in your workplace

 Regina, SK

 \$1050.00

 April 24th, 2024


[Learn Registration](#)

LDP Day 3-4—Leading with Influence: Emotional Intelligence

This course will:

- Review the current research in the areas of emotional intelligence and enabling others to act and explore the application of these principles to your workplace
- Deepen your understanding of leadership styles and how they affect key drivers of organizational climate and business success
- Be able to create and strengthen important relations and enhance team effectiveness

 Regina, SK

 \$1050.00

 April 2024


[Learn Registration](#)

LDP Day 5—Modeling the Way & Encouraging the Heart

Learn how you can inspire a shared vision and model the way

- Discuss actions that you can take on a daily basis to be effective in applying this leadership practice
- Identify sources of satisfaction for yourself and others, key opportunities for providing encouragement, and strategies for sharing recognition that will strengthen commitment and follow-through
- Look to the path ahead and to your plans for continuing to hone and refine your leadership skills

 Regina, SK

 \$1050.00

 April 2024

[Learn Registration](#)



Senior Executive Orientation

The three half-day sessions are for EDs, ADMs, and DMs. The sessions are delivered two weeks apart. The third session is for ADMs and DMs only. Those that register will need to hold 2-3 dates in their calendars (as applicable). There will be a different agenda for each of these three dates.

SEO topics include orientation to Executive Council, cabinet processes, planning and budgeting, media relations, access and privacy, and central services.



Virtual Delivery



Free



Please contact talent.gov.sk.ca with inquiries.

[Register Here!](#)

Part 1:

Part 1 includes the following topics:

- Orientation to Executive Council: Role of the Cabinet Secretariat and Government Direction
- Media Relations.

Part 2:

Part 2 includes the following topics:

- Planning and Accountability Management System
- Budget Process
- Financial Management
- Legislation for Senior Executives

Part 3:

This two-hour session will be an open discussion on topics, such as:

- Your Role at Treasury Board Meetings
- Recommendations to Cabinet, and
- Political Awareness.



Other Learning Opportunities

Regina

- [University of Regina](#)
- [University of Regina Centre for Continuing Education](#)

Saskatoon

- [University of Saskatchewan](#)
- [University of Saskatchewan, Edwards School of Business](#)

Provincial

- [Saskatchewan Polytechnic](#)
- [Johnson Shoyoma Graduate School of Public Policy](#)

LinkedIn

- Free access with a Regina, Saskatoon, or Moose Jaw library card

Registration Forms

These forms do not take the place of the prior approval forms within each ministry.

Registrants are reminded that they must complete the appropriate approval steps in their own ministries

Manual Registration Form

This form is to be used for the manual registration process for participants from ABC's or TBC's, or if you need to register an employee for a course who has not started.

Course Request Form

Use this form to request a training class to be set-up on your behalf. Registrations for those without access to My Learn App in PSC Client can be emailed to talent@gov.sk.ca

Share Your Feedback

Do you have comments or feedback for the Learning Catalogue? Send them to us!

talent@gov.sk.ca

Saskatchewan! 