

## Registration Information - PSC Client

### Delivery

Our winter schedule includes a blend of delivery methods – most workshops will be online, though we do have a few that are in person. 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. There is a cost for on-site parking, 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 register for JSGS workshops with supervisor approval – so feel free to share this information with colleagues! Our workshops are aimed at public sector employees who are involved in the development and implementation of public policy or public administration.

### Registration fees

Full-day workshops cost \$350 per person, and half-day workshops cost \$250 per person. The *Leadership Foundations* workshop includes an additional and non-refundable fee for a leadership self-assessment, so the cost for that workshop is \$500 per person. Your ministry, agency, or organization will be invoiced at the end of each semester for their registration fees.

### Registration launch

Registration for Winter 2023 will open in PSC Client on **Wednesday, November 16 @ 1 pm**. As many of our workshops fill up quickly, we encourage you to register as soon as registration opens to avoid disappointment.



## 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 Training Catalog or the direct registration links by clicking on "Register for External Training." 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.

## Cancellations & Waitlists

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. 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).

Cancellations 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

If you complete at least six full days of training, including the introductory workshop, *The Role of the Public Servant*, you will earn a Policy Workshop Series Certificate of Completion. Two half-day workshops equal one full day of training, and online workshops are worth the same as in-person workshops. Participants are responsible for tracking their completed workshops. Please note that information on all past workshop attendance has been fully integrated from Learn to PSC Client. You can view the workshops you've completed in your PSC Client profile.

## Additional Training

JSGS also offers policy workshops for specific ministries, departments, or organizations. If you are interested in organizing a workshop for your team, please contact [sharri.dewey@uregina.ca](mailto:sharri.dewey@uregina.ca).

