

# LEARNING CATALOGUE Winter 2021



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## Welcome to the 2020 Learning Catalogue

The Public Service Commission is proud to provide information about the online and classroom learning available to Government of Saskatchewan employees through Learn. This catalogue will provide links to key websites, registration, and resources to further explore topics. In addition to the classes in this catalogue, most ministries have additional learning and development requirements and opportunities. We encourage you to learn more about opportunities available to you through discussion with your manager.

If you have questions or feedback for the Learning Catalogue, please send them to us! [learn@gov.sk.ca](mailto:learn@gov.sk.ca)

### What is Learn?

Learn is a website for Government of Saskatchewan employees. It provides self-serve access to many e-learning opportunities, which are described in this catalogue. From your Learn account, you can register for a number of classroom sessions and your manager approver will be able to review your registration in their Learn account. Learn is an excellent resource to glean learning from for personal advancement, and to fulfill the required 48 hours of annual learning in your personal work plan.

**Note:** Classes are not visible in Learn until they are opened for registration so please check back if you are unable to find a specific class.

If you have registration questions or difficulty navigating in Learn please contact the Learn Help Desk at [learn@gov.sk.ca](mailto:learn@gov.sk.ca)

### Taskroom Learning

This [link](#) provides employees of various positions with assistance on how the electronic timecard system works. Information includes advanced employee timecard, delegate timecard, manager timecard, ministry admin timecard and reporting timecard.

# Employee Orientation & Onboarding

## New Employee Orientation Online

This *new* Learning Path will orientate new employees to the Government of Saskatchewan via e-learning on a number of important topics including A Snapshot of the Workplace, Role of the Public Service Employee, and will provide introductions to the Human Resource Service Centre (HRSC), Integrated Health, Safety, and Wellness, Financial Management in Government, Planning and Accountability Management, and PEPP. The purpose of this Learning Path is to offer new employees a similar learning experience to what is typically experienced during face-to-face orientations.



[Learn Registration](#)

**Location:**  
Online

**Cost:**  
Free

## 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 Learn, please complete the registration form on page Registration Form<sup>38</sup> and send it to [learn@gov.sk.ca](mailto:learn@gov.sk.ca)

## Manager & Senior Executive Orientation & Onboarding

### New Manager Orientation Online

This *new* Learning Path for managers and supervisors new to government and/or new in this role. It covers topics such as managing employees in the public service, planning and budgeting framework, OHS, employee onboarding, access to information and protection of privacy and managing a respectful workplace.

Managers are encouraged to take this session within the first three months in their new role. Please note this class is currently being revamped and there won't be any offerings for the fall.

[Learn Registration](#)

**Cost:** Free

**Location:**  
Online

### 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 ADM's and DM's 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 support services such as Human Resources, Procurement, and Information Technology.

[Learn Registration](#)

**Expected Dates:**

June 4, 2021

June 18, 2021

June 25, 2021

**Location:** Regina

**Cost:** Free

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### New Manager Resources

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

## 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 importance of leading with empathy. The prerequisite to this course is one of the two Staffing in Government of Saskatchewan eLearning modules found on Learn.

## [Learn Registration](#)

**Expected date:**

**TBA**

**Location:**

Online

## Other Resources

Managers and Supervisors are reminded that most of the learning categorized as employee learning is also required for them. This would include Orientation to Government for New Employees as well as learning found in the Employee Development section of this catalogue.

## Learn Resources

[HOME](#)[MY DASHBOARD](#)[RESOURCE CENTRE](#)[FIND A COURSE](#)[NEWS](#)[ABOUT US](#)

The [Learn Resource Centre](#) has a number of resources that have been created to help all users navigate the system. These can be accessed from the home page menu bar and shortcuts, or from your dashboard.

### New User Resources

All users of the system have access to a number of basic functions and resources.

Managers can approve learning and have access to manager functions and resources.

Resources include the *Getting Started Tutorial*, and *Orientation to Learn for Users*, further described on page **Error! Bookmark not defined..**

### Learning Coordinator Resources

Learning Coordinators are those who strategically plan learning and development within the ministry. The resources for Learning Coordinators help them to determine the best ways to use the system to meet their ministries' and employees' needs.

## Instructor Resources

Instructors are able to mark attendance, add resources to classes, and moderate online discussions for their classes, if required.

## Manager Resources

[Orientation to Learn for Managers](#): This 10-minute class provides managers with an overview of how to manage their learners, approve registrations and complete other manager functions.



## Employee Development: E-Learning

### Access and Privacy in the Government of Saskatchewan

This 90-minute e-learning course is designed to create basic awareness of Saskatchewan's access and privacy legislation for employees in executive government. This consists of 4 key parts: Introduction, Access, Privacy, Quiz. Knowledge about Access and Privacy should be renewed on a yearly basis. [Learn Registration](#)

## **FAM Awareness**

This short e-learning module will provide useful training to all government employees on the Financial Administration Manual, or FAM. [Learn Registration](#)

## **Allergens and Sensitivities in the Workplace**

This module provides an overview of the Allergens and Sensitivities in the Workplace Guideline. The module provides practical examples and more detailed information on the subject. [Learn Registration](#)

## **Budgeting and Appropriation**

Geared toward new managers, the module explores the Saskatchewan Provincial Budget, Estimates and Appropriation, and Budgeting Cycle. The module is also recommended for financial analysts and other staff with budget responsibilities. [Learn Registration](#)

## **Covid-19: Return to the Workplace**

This 10 minutes e-Learning module is intended as a general safety awareness presentation and will explain common safety protocols and responsibilities to help us safely transition back to the workplace [Learn Registration](#)

## **Overarching Security Policy**

This 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. [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. [Learn Registration](#)

This module will explore:

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



- How to reframe our biases to create an inclusive workplace

### **Conflict of Interest (Updated) (Mandatory)**

This 20-minute e-learning module reviews why it may be necessary to restrict the activities of the public employee to ensure that a conflict of interest does not or does not appear to exist.

[Learn Registration](#)

### **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.

[Learn Registration](#)

### **Disability Awareness**

This 30-minute e-Learning Module provides an understanding of the importance of disability awareness in the workplace, dispelling misconceptions, the role of a Manager in supporting individuals experiencing disabilities, and shows how to create an inclusive workplace culture.

[Learn Registration](#)

### **Creating Positive Spaces**

This 15-minute module provides awareness and creates understanding in order to support the LGBT+ community in your workplace, as well as providing an opportunity to examine your personal views and create understanding on how to be an ally.

[Learn Registration](#)

### **Inclusion and You**

This 15-minute module examines topics of diversity and inclusion related to what does inclusion mean, what is unconscious bias, why diversity and inclusion matters and what is your role in contributing to an inclusive workplace in the Government of Saskatchewan.

[Learn Registration](#)

### **Duty to Report Child Abuse**

This 15-minute e-learning module provides an understanding of individual's legal obligation to report suspicions and disclosures of child abuse, and teaches the process for reporting.

[Learn Registration](#)

### **Fraud Awareness**

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

[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.

[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 are applicable to employees.

[Learn Registration](#)

If you are a supervisor, please complete "Incident Reporting Investigation (IRI) App - For Supervisors" rather than this module.

### **Incident Reporting 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 are applicable to supervisors

[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 in the development of their personal work plans.

[Learn Registration](#)

### **IT Acceptable Usage**

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.

[Learn Registration](#)

### **Making Payments in Government (2020)**

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.

[Learn Registration](#)

### Office Ergonomics

This 90-minute e-Learning course is ideal for any employee who uses a computer as a part of their regular duties. It is broken down into 9 interactive modules for self-paced learning, designed to educate employees on how to design a comfortable and safe work environment.

[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*, teach about the key elements within the legislation and how to handle potential wrongdoings during the course of their employment.

[Learn](#)  
[Registration](#)

### Planning and Accountability

This 12-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 and report on fit together.

[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.

[Learn](#)  
[Registration](#)

### Security Awareness

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 and more.

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

[Learn](#)  
[Registration](#)

### Substance Use and the Workplace (Mandatory)

This 10-minute e-Learning module ensures all Government of Saskatchewan employees are aware of and understand the requirements and expectations respecting substance use and the workplace. The module guides participants through the PS 805 - Substance Use and the Workplace.

[Learn](#)  
[Registration](#)

### Union Management Committees

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

[Learn](#)  
[Registration](#)

### Work Planning for Out-of-Scope Employees

This 15-minute e-Learning class- created to supplement conversations with managers and supervisors in regard to the development of personal work plans- guides out-of-scope employees through the process of *Planning for Success* and can be revisited as needed.

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

[Learn](#)  
[Registration](#)



## Learn

### Getting Started Tutorial

This 10-minute e-Learning class has been created to provide all employees with a brief tour of Learn. All new users are encouraged to take this class before using navigating through the system.

[Learn Registration](#)

### How to Add Session to A Class

This e-learning course will take participants through how to add sessions to a class. The course will follow the steps laid out in this [fact sheet](#) on Class Sessions in Learn.

[Learn Registration](#)

### How to Pull the Registration Status Report

This e-learning course will take you through how to pull the registration status report. The course will follow the steps laid out in the provided [fact sheet](#).

[Learn Registration](#)

### How to use Mass Registration

The following link will take you to a fact sheet on Mass Registration in Learn. This course will follow the steps laid out in the [fact sheet](#).

[Learn Registration](#)

### How to Use Workflows

This e-learning course will take you through how to change workflows when setting up courses and classes.

[Learn Registration](#)

### **Mass Registration**

The mass registration function allows administrators and managers to register employees for classes. This video outlines the required steps. [Learn Registration](#)

### **Orientation to Learn for Users**

This 10-minute e-Learning class has been created to provide Learn users with an overview of how to use the various features of Learn: your dashboard, the registration process, how to find resources, etc. [Learn Registration](#)

### **Setting up Course in Learn**

This e-learning course will guide users through a [flowchart](#), providing steps for setting up a course in Learn. Further information on each step is provided by linking to the resource center. [Learn Registration](#)

### **Setting Up Learning Paths**

This e-Learning course will take participants through how to set a learning path, following the steps laid out in 2 Fact sheets: [What a Learning Path is](#) and [Creating Learning Paths in Learn](#). [Learn Registration](#)

### **System Administrator: Managing Learn**

This 20-minute e-Learning class provides System Administrators with an overview of Learn, and guidelines for setting up and editing courses and classes. [Learn Registration](#)

### **System Administrator Orientation to Learn**

This 20-minute e-Learning class provides System Administrators with a foundational understanding of Learn. [Learn Registration](#)

## Records Management

### Introduction to Records Management

This 60-minute e-Learning class provides administrative and management employees with an introduction to records management. It is a policy of the Government of Saskatchewan that records are managed to meet the obligations outline in *The Archives Act, 2004*.

[Learn Registration](#)

### Records & 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.

[Learn Registration](#)

### Records & Information Management Part 2

Part 2 defines what a record is in the context of the Saskatchewan Government. It goes into detail about the different types of records and the responsibilities and requirements for dealing with each. Two short, not marked, exercises are included to help users practice applying the concepts to example records.

[Learn Registration](#)

### Records & Information Management Part 3

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.

[Learn Registration](#)

### Records & Information Management Part 4

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, as well as providing some guidance about tracking/inventorying/maintaining these records throughout their lifecycles. The final section reiterates responsibility for managing email records and gives some broad options and best practices for doing so.

[Learn Registration](#)

## Online and Recorded Learning

### **The Art of Opening Doors**

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

[Learn Registration](#)

### **Empathy: Why it Matters and How to Get It**

This 45-minute video covers the six habits of Highly Empathetic People, by Roman Krznaric, with the goal of helping participants use their full empathetic potential.

[Learn Registration](#)

### **Incident Investigations in Saskatchewan Workplaces**

This 2-4-hour e-learning class is for anyone who may be called upon to complete an incident investigation. Learning objectives include understanding OHS requirements for investigating incidents and dangerous occurrences, collecting and analyzing evidence, developing a report.

[Learn Registration](#)

*(Course costs \$10)*

### **Mental Health Awareness**

This course provides an introduction to the complex issue of mental health in the workplace, and explains why it is so important – as about one in five Canadians experience mental health issues at some point during their working years. 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.

[Learn Registration](#)

### **Musculoskeletal Disorders**

This 20-minute e-Learning class will review Musculoskeletal disorders (MSD's). MSD's are a potential risk for all sectors and occupations. Work related MSD's are the most frequent type of lost-time injury and the largest source of lost-time worker compensation costs in Canada.

[Learn Registration](#)

### **Saskatchewan Employment Act Compliance Online Training**

This 2-hour online training session will cover critical information regarding the HR application of the recent changes (July 2018) to the Saskatchewan Employment Act including new deadlines for timecard submissions, employer responsibilities and liabilities, new processes for commencement packages and critical impacts of other human resource administration functions.

[Learn Registration](#)

Managers and employees must be aware of these changes and be accountable to them. Ministries and managers will be directly responsible for offenses and fines that result from employees not being paid.

### Saskatchewan Workplace Inspections

This 2-4-hour e-learning class is for anyone who may be called upon to do an incident investigation. Learning objectives include understanding the purpose of workplace inspections and regulatory requirements, planning and conducting workplace inspections, using results to improve workplace health and safety, and reviewing and revising a workplace inspection system.

[Learn Registration](#)  
(Course costs \$10)

### Skid Smart Collision Avoidance

This two-part course is designed to provide information on the conditions that produce a skid and how to recover from them, with a focus on winter conditions.

Part 1 consists of a class room session covering theory and techniques.

Part 2 is a practical application session on an outdoor skid pad.

Participants must complete a registration request before formally registering through the site.

[Learn Registration](#)

### Strategic Orientation Learning Resource Class

In this online learning resource class Managers will gain a deeper understanding of Strategic Orientation. Participants will have access to a list of carefully curated content that addresses the competency of Strategic Orientation.

[Learn Registration](#)

### Violence in the Workplace

Workplace violence is a serious issue that affects all business sectors and occupations and the safety and security of every employee and employer. This course is offered FREE of charge by CCOHS 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*.

[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). The goal is to create standardized rules for classifying hazardous products, labelling, and formatting safety data sheets. Participants will learn the basics about the impact of these changes for chemical suppliers and employers

[Learn Registration](#)





### Respect in the Workplace (Mandatory)

This 90-minute Webinar on [Respect in the Workplace](#) is geared towards both Managers and Employees. Emphasis will be placed on providing an overview of harassment and violence under the legislation. This course will reinforce the goal of creating a respectful and safe workplace. [Registration](#)

### Anti-Harassment

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

## Employee Development

### Ombudsman Saskatchewan “Fine Art of Fairness” Workshop

Every day government employees make decisions that affect people’s lives. For the most part, employees follow policies and try to be fair. So...Why does one client willingly accept a decision, when another says it’s unfair? What if someone says a decision is unfair, but the underlying reason is something else altogether?

Consider joining us for a “Fine Art of Fairness” one-day workshop. Follow the [link](#) for more details. To request a separate workshop for your team, call 306-933-5500



**Expected Dates:**  
TBD

**Cost:** Free

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### Parliamentary Program for the Public Service

The Parliamentary Program for the Public Service (PPPS) is open to all Public Service Employees and provides a firsthand opportunity to observe the workings of government, to speak to individuals serving the Legislative Assembly, and to participate in question and answer discussions with members of the Legislative Assembly and the Speaker. It is held at the Saskatchewan Legislative Building during the spring and fall legislative sessions.

This full day program includes a tour/history of the Legislative Building, an overview of our system of government, and a discussion about House procedures, Executive Council and the Legislative Library. Participants sit in the Speaker’s gallery to observe Question Period and House Business, as well as meet with a Cabinet Minister, a Member of the Opposition, and the Speaker of the Legislative Assembly to discuss their roles and to respond to questions.

*Participants must report to the commissionaire at the kiosk in the front entrance hall of the Legislative Building by 8:15 a.m. Photo ID is required. Dress code is business casual. Lunch is **not** provided.*

**Expected Dates:**  
TBD

**Location:** Regina

**Cost:** Free

## Dispute Resolution Office Ministry of Justice

The [Ministry of Justice's](#) Dispute Resolution Office offers workshops to provide participants with skills needed to collaboratively solve problems. 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 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](#).

For further information and registration follow this [link](#).



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## French Language Training for Government of Saskatchewan Employees

On site French classes offered for corporate registration. Select the hyperlinks below to review class descriptions on Learn.

- [French Beginner 1 \(Winter 2021\) Online – PCS.10047](#)
- [French Beginner 2 \(Winter 2021\) Online – PCS.10048](#)
- [French Beginner 3 \(Winter 2021\) Online – PCS.10049](#)
- [French Intermediate 1 \(Winter 2021\) Online – PCS.10050](#)
- [French Intermediate 2 \(Winter 2021\) – PCS.10051](#)
- [French Intermediate 3 \(Winter 2021\) – PCS.10053](#)

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## Project Management

The University of Regina Centre for Continuing Education offers a non-credit certificate program that encompasses a number of two-day classroom sessions to provide participants with the tools and skills that support effective project management. This non-credit program meets the professional development units required to obtain a Project Management Certificate and prepares participants for the Project Management Certification exam.

If you are interested in this Project Management class, visit the [University of Regina's Centre for Continuing Education](#) for more details.

Links to information on degree programs offered by the University of Saskatchewan and the University of Regina in project management can be found [here](#).

## Manager Development – eLearning

### **Accommodating Employees: Introduction**

This 10-minute e-Learning class provides managers and supervisors with a basic foundation of the principles of accommodating employees and return to work. Managers and supervisors who become engaged in accommodating return to work are expected to take the follow up class: *Accommodation: A Managers Guide to Accommodating Employees*.

[Learn Registration](#)

### **Accommodation: A Managers 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 pertaining to 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 with respect to 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 in relation to substance use and workplace.

[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 strategic direction of government.

[Learn Registration](#)

### **Supervisors Guide to In-Scope Work Planning and Review**

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

[Learn Registration](#)

### **Supervisors Guide to Planning for Success**

This 15-minute class has been created as a guide to Planning for Success in order 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](#)

### **Staffing in the Workplace (In-Scope)**

This 2-hour e-learning module is intended for HR Business Partners, Supervisors and Managers. This module discusses the principles and processes involved in hiring within the Government of Saskatchewan for In-Scope positions, and is broken into 7 sections which follow the natural progression of a typical hiring action.

[Learn Registration](#)

### **Staffing in the Workplace (Out-of-Scope)**

This 2-hour e-learning module is intended for HR Business Partners, Supervisors and Managers. This module discusses the principles and processes involved in hiring within the Government of Saskatchewan for Out-of-Scope positions, and is broken into 7 sections which follow the natural progression of a typical hiring action.

[Learn Registration](#)

### **Orientation to Learn for Managers**

This 10-minute e-learning course reviews approving learners and viewing registered learners.

[Learn Registration](#)

### **Middle Manager Excellence**

This module will explain the purpose of the Middle Manager Excellence (MME) project; define the ideal roles of a middle manager; and discuss next steps as the Government of SK continues to support Middle Manager Excellence.

[Learn Registration](#)

## Manager Development

### Managing Competencies through the Employee Lifecycle

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.

[Learn Registration](#)

**Expected Dates:**

January 19, 2021  
February 4, 2021  
March 2, 2021  
April 7, 2021

**Location:** Regina

**Cost:** Free

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### Staffing in the Government of Saskatchewan for Hiring Managers

A two half-day virtual workshop that will help managers build upon the knowledge gained in the Staffing in the Government of Saskatchewan e-learning module. This session provides an overview of the staffing processes and hands on application in a workshop setting. Topics covered include: competency selection, recruitment, candidate experience, screening, assessments, evaluation and reference checking.

[Learn Registration](#)

**Expected Dates:**

January 26-27, 2021  
February 10-11, 2021  
March 3-4, 2021  
April 13-14, 2021

**Location:** Regina

**Cost:** Free

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### Expedition Coaching

This two-day workshop is designed to equip managers, supervisors and employees with examples, models and skills to coach people at all levels through the everyday challenges and opportunities faced in today's changing environment.

In this virtual workshop, participants will discover coaching as a powerful tool, and walk away with a usable action plan to use their knowledge and skills immediately

[Learn Registration](#)

**Expected Dates:**

January 20, 21, 2021  
8:30-4:30

**Location:** Virtual delivery

**Cost:** \$500

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## Communicating for High Performance

[Learn Registration](#)

This one-day workshop explores how people communicate and the positive impact that understanding how you communicate can have on performance and communication within teams and with the public.

**Expected Dates:**

January 20, 21, 2021

8:30-4:30

**Location:** Virtual delivery

**Cost:** \$500

In this class participants will:

- Identify their personal style of communication and how to effectively structure one's message to ensure you get what you need from the communication
- Learn how to give and receive feedback
- Incorporate a problem solving model
- How to facilitate problem solving through discussion and lead an effective decision making process

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## Expedition Coaching

[Learn Registration](#)

This two-day workshop is designed to equip managers, supervisors and employees with examples, models and skills to coach people at all levels through the everyday challenges and opportunities faced in today's changing environment.

**Expected Dates:**

January 20, 21, 2021

8:30-4:30

**Location:** Virtual delivery

**Cost:** \$500

In this virtual workshop, participants will discover coaching as a powerful tool, and walk away with a usable action plan to use their knowledge and skills immediately

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## Communicating for High Performance

[Learn Registration](#)

This one-day workshop explores how people communicate and the positive impact that understanding how you communicate can have on performance and communication within teams and with the public.

**Expected Dates:**

May 19, 2021

**Location:** Regina

In this class participants will:

- Identify their personal style of communication and how to effectively structure one's message to ensure you get what you need from the communication

**Cost:** \$560

- Learn how to give and receive feedback
- Incorporate a problem solving model
- How to facilitate problem solving through discussion and lead an effective decision making process

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## Managing Change

Navigating Change is complicated. Change Management should be simple. Many change initiatives fail to achieve their objective, which causes leaders to dread change and teams to approach change with dismay. Participants will learn:

- The importance of effective change management
- How to effectively communicate
- How to recognize and address emotional responses to change

[Learn Registration](#)

***Expected Dates:***

March 11, 2021

8:30 - 12:30

***Location:*** Virtual delivery

***Cost:*** \$300



## Developing High Performing Teams

Your success as a manager can often depend on how well your team operates. How are their problem-solving skills? Are they enthusiastic and motivated to do their best? Do they work well together?

There have been hundreds of studies demonstrating that human beings function better and learn better in groups. This two-day workshop will take a practical look at current leadership practices that work.

Participants will learn their DISC style, others style, people reading and the Five Behaviors of a Cohesive Team

[Learn Registration](#)

**Expected Dates:**

March 3, June 2, 2021

8:30 - 4:30

**Location:** Virtual Delivery

**Cost:** \$450

## Effective Supervision

In this two-day classroom session, Supervisors and Managers will learn ways to motivate employees, delegate effectively and manage multiple priorities.

In this class participants will learn:

How to delegate deliberately

Motivate for full engagement

How to manage multiple priorities

[Learn Registration](#)

**Expected Dates:**

February 17-18, 2021

8:30 – 12:30

**Location:** Regina

**Cost:** \$500

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## Manager Development Learning Path

The Manager Development Program, geared towards MCP 6-9 with direct reports, is a comprehensive learning path for managers to develop the skills and competencies needed to be successful in their roles and to lead high performing teams.

The 18-24-month program is structured as follows:

Section 1: Onboarding and Orientation

Section 2: Leadership and Management Competencies

Section 3: Supplemental Learning

[Learn Registration](#)

Please register in [Learn](#) or email [Talent@gov.sk.ca](mailto:Talent@gov.sk.ca) for any questions.

## Managing Safely

The Managing Safely Learning Path reviews the various legal requirements under OHS legislation for managers/supervisors. The course is broken into 5 separate steps to guide the learner through the various obligations, responsibilities, duties and information a supervisor requires to safely manage the work of employees.

[Learn Registration](#)

## Leadership Development Program: Edwards school of Business, University of Saskatchewan

The Leadership Development Program (LDP) is for current and future leaders. Many ministries have a selection process for employees to be able to attend, please discuss your options with your manager.

Built from Kouzes and Posner's *Five Practices of Exemplary Leadership*® Model, LDP uses a variety of assessments that must be completed as pre-work for the class.

LDP is a comprehensive learning path that consists of three 2-day modules, occurring over a 3-month period. Participants are expected to attend all three modules. In addition, an optional follow-up coaching session is scheduled approximately one month after the class is completed.



### **Expected Dates (\*FULL):**

Module 1: Feb. 24-25, 2021

Module 2: Mar. 24-25, 2021

Module 3: Apr. 28-29, 2021

**Location:** Regina

**Cost:** \$3700

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## Strategic and Systems Thinking

Are you ready to achieve your STAR potential? As a middle manager or high level supervisor, your challenges in operationalizing government, ministry and division strategic planning while thinking about risk and managing your day-to-day responsibilities such as staff needs is a significant task.

In this course participants will learn to:

- Describe elements of complex problems and systems thinking
- Identify system thinking strengths and opportunities
- Anticipate trends and developments within complex systems.

[Learn Registration](#)

### **Expected Dates:**

May 4-5, 2021

8:30 – 4:30

**Location:** Regina

**Cost:** \$500

## Leading Change Simulation: Edwards School of Business, University of Saskatchewan

The Leading Change Simulation is an expert-guided workshop designed to help organizations execute their ideas while teaching the essentials of a successful change. The simulation delivers the essentials of a year-long journey in a one-day workshop, enabling people to engage with behaviors, tools, and skill sets that make change happen. Government of Saskatchewan leaders that participate in this workshop will leave with confidence, process, and practice to immediately start leading change and making an impact. In this course participants will learn to:

- Understand why leading change effectively is critical for team and organizational success
- Explore 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

### [Learn Registration](#)

#### **Expected Dates:**

February 23, 2021

May 26, 2021

8:30 – 4:30

**Location:** Regina

**Cost:** \$1500

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## 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 build an understanding of the customer life cycle.

We offer two Service Best workshops:

- Service Best for Frontline – provides practical and effective tools that help you adopt a proactive, solution-focused approach to customer service.
- Service Best for Leaders – helps management create the right environment for delivering superior customer experiences.

### [Learn Registration](#)

#### **Expected Dates:**

Service Best for Frontline

February 2, 9, 2021, June

11, 2021

Service Best for Leaders

February 4, 2021, June 13,

2021

8:30 – 12:00

**Location:** Regina

**Cost:** \$100

## Priority Saskatchewan Procurement Training

### Procurement Training: Module 1

The public service makes thousands of purchases every year. The Priority Saskatchewan team has an action plan to modernize how we make these purchases. It's a best practice approach to ensuring Saskatchewan businesses are treated fairly. It also gives us tools to decide which offer promises the best value rather than simply the lowest initial price.

This introductory training is helpful for anyone that interacts with the private sector. Talk to your procurement colleagues and leadership team about attending.

[Learn Registration](#)

**Expected Dates:**  
TBD

**Location:** TBD

**Cost:** Free

### Procurement Training: Module 2

Module 2 is a one-day session which builds on Module 1 course and will provide ministry and Crown staff who are involved in procurement with additional tools, techniques and resources to ensure best value procurement.

Each session is a full day with a noon hour break

[Learn Registration](#)

**Expected Dates:**  
TBD

**Location:** TBD

**Cost:** Free

### Procurement Training: Templates

Template training will provide users with an understanding on how to develop and conduct a procurement competition, including procurement template selection and how to use each template.

[Learn Registration](#)

**Expected Dates:**  
TBD

**Location:** TBD

**Cost:** Free

### Procurement Training: Vendor Debrief Training

Vendor Debrief training will provide the user with details on how to conduct a proper debrief that complies with Government policy. You will learn the ins and outs of what to say and what not to say in a debrief. This is a very valuable process for both the Vendor and Government when done properly.

[Learn Registration](#)

**Expected Dates:**  
TBD

**Location:** TBD

**Cost:** Free

### Procurement Training: Vendor Performance Training

The Vendor Performance Framework is designed to ensure ministry and Crown organizations maximize value, competition and fairness, and achieve the best possible balance of benefits to ministry and Crown stakeholders, customers and vendor community.

More information on vendor performance and its role in effective public sector procurement is available in the [Priority Saskatchewan Vendor Performance Manual](#). Priority Saskatchewan will be offering training sessions to support vendor performance implementation for ministry and Crown employees.

[Learn Registration](#)

**Expected Dates:**  
TBD

**To register please email [saskbuilds.prioritysk@gov.sk.ca](mailto:saskbuilds.prioritysk@gov.sk.ca).**

## Policy Development

### Policy 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 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 a cost of \$225.00 for half day workshops and \$300.00 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 Policy 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 work shop prior to 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 own registration status in Learn and managing the workshops they have completed.

### Public Service Ethics

The Public Service Ethics workshop examines the concept of “the public trust” and the role that individual public servants and the leaders have as caretakers of the public trust. The workshop explores the role that organizational culture plays in maintaining a positive environment and the impact of culture on individual choices and behaviour.

[Learn Registration](#)

**Expected Dates:**

*January 8, 2021*

*9:00 – 11:30*

**Location:** *Virtual delivery*

**Cost:** *\$250*

### Policy Lessons from COVID-19

In this workshop participants will be able to identify strategies and skills that should be on hand for addressing policy changes in this new environment, while understanding the importance of taking a long term view of public policy given the lasting implications of the pandemic.

[Learn Registration](#)

**Expected Dates:**

January 14, 2021

9:00 – 11:30

**Location:** Virtual delivery

**Cost:** \$250

### Role of the Public Servant

This workshop provides an interactive introduction to the unique role of the government and its influence on the processes of decision making and accountability in the public sector. Participants will learn about the unique role of Government in the production of public goods, become familiar with the policy cycle and how it links to other cycles.

[Learn Registration](#)

**Expected Dates:**

January 19, 2021

9:00-11:30/1pm-3:30pm

**Location:** Virtual delivery

**Cost:** \$350

### Indigenous Economic Development

In this workshop, participants will become familiar with success stories of Indigenous economic development; discuss the role of partnerships in economic development, and explore the ways that economic development plays in improving the lives of Indigenous people.

[Learn Registration](#)

**Expected Dates:**

March 10, 2021

9:00-11:30/1pm-3:30pm

**Location:** Virtual delivery

**Cost:** \$350

### The Relationship Between Indigenous and Non-Indigenous People

This one-day workshop provides next level analysis of the impact of historical events and policies that have shaped the current relationship between Indigenous and non-Indigenous people in Canada

[Learn Registration](#)

**Expected Dates:**

February 2, 2021

9:00 – 11:30/1:00-3:30pm

**Location:** Virtual delivery

**Cost:** \$350

### **Innovative Approaches to Wicked Problems**

This workshop provides public servants with the tools and strategies they need to effectively address wicked problems in a rapidly changing environment. Participants will engage in holistic and critical thinking, discuss collaborative and adaptable methods, and hone their skills in problem solving and effective communication.

[Learn Registration](#)

**Expected Dates:**

February 11, 2021

9:00 – 11:30

**Location:** Virtual delivery

**Cost:** \$250

### **Federalism**

Federalism is the system of government in Canada, in which jurisdictional responsibility and authority is laid out within the Constitution, assigning power to either the federal or provincial / territorial governments on matters such as education, health, national security and criminal law. This workshop will explore how the concept of federalism works in practice.

[Learn Registration](#)

**Expected Dates:**

February 4, 2021

9:00 – 11:30

**Location:** Virtual delivery

**Cost:** \$250

### **Applied Government Writing**

This workshop examines how to improve your written skills for writing government documents. The workshop is built on concepts already discussed in other JSGS executive education workshops, The Art of the Briefing Note and ABCs of CDIs.

[Learn Registration](#)

**Expected Dates:**

January 28, 2021

9:00 – 11:30

**Location:** Virtual delivery

**Cost:** \$350

### **Budget Process and Financial Literacy**

This workshop will provide you with an understanding of the roles and responsibilities of various players in the budget process and how budget decisions are made in the public sector.

[Learn Registration](#)

**Expected Dates:**

February 23, 2021

9:00 – 11:30

**Location:** Virtual delivery

**Cost:** \$250



### **Business Case Analysis**

Do you think business case analysis is only useful in private industry? Think again! In Business Case Analysis, you will be introduced to the idea of business case analysis in the public sector, including 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 the public sector.

[Learn Registration](#)

**Expected Dates:**

February 9, 2021

1:00 – 3:30

**Location:** Virtual delivery

**Cost:** \$250

### **Case Study Blitz**

Case-based learning is commonly used in universities to encourage learners to test out tools and ideas in an environment built for collaboration and feedback. With that in mind, this workshop will allow participants to take part in three public policy cases in which they are presented with a scenario, placed in groups and report back on their recommendation. This interactive workshop will encourage participants to stretch their skills in collaboration, problem definition, empathy and working under tight deadlines.

[Learn Registration](#)

**Expected Dates:**

February 25, 2021

9:00 – 11:30

**Location:** Virtual delivery

**Cost:** \$250

### **The Art of the Briefing Note**

This workshop will allow participants to know the attributes of good briefing notes, apply tips and techniques to write better briefing notes, and appreciate the audience they are writing to.

[Learn Registration](#)

**Expected Dates:**

January 7, 2021

9:00 – 11:30

**Location:** Virtual delivery

**Cost:** \$250

### **Program Measurement and Evaluation**

This workshop provides public servants with an introduction to monitoring and reviewing government programs and discusses the principles and purposes of program evaluation. The workshop familiarizes participants with the main approaches to program review and discusses how program success may be measured.

[Learn Registration](#)

**Expected Dates:**

March 11, 2021

9:00-11:30/1pm-3:30pm

**Location:** Virtual delivery

**Cost:** \$350

### **Working with the Ministry of Justice**

This workshop will be delivered by two former Deputy Ministers of Justice and will include presentations and open discussions with the current Assistant Deputy Ministers of the Legal Services Division and Public Prosecutions.

[Learn Registration](#)

**Expected Dates:**

February 26, 2021

9:00 – 11:30

**Location:** Virtual delivery

**Cost:** \$250

### **Negotiating a Working Alliance**

This workshop will offer an overview of the challenges leaders face in influencing change and mobilizing others to act. It will highlight tactics for enhancing communication and problem solving to reach agreements.

[Learn Registration](#)

**Expected Dates:**

January 21, 2021

1:00 – 3:30

**Location:** Virtual delivery

**Cost:** \$250

### **Treasury Board vs. CIC Crowns History and Operational Frameworks**

Crown corporations are an important organizational form for governments across Canada. In Saskatchewan, they have been used as a mechanism for policy responses as diverse as taxation, social expenditures, ownership of resources, and delivery of regulatory initiatives and commercial services. The diversity of crown corporation purposes has led to two systems of crowns in Saskatchewan, which is unique in Canada. This workshop will review and compare both systems to teach you how the crowns integrate and work within government and the Saskatchewan Legislature.

[Learn Registration](#)

**Expected Dates:**

March 2, 2021

9:00 – 11:30

**Location:** Virtual delivery

**Cost:** \$250

### **Multigenerational Workforces**

This workshop will examine different styles and beliefs about personalities and values often associated with age and will provide you with new and/or better tools for responding to differences in values and styles in the workplace.

[Learn Registration](#)

**Expected Dates:**

January 21, 2021

1:00 – 3:30

**Location:** Virtual delivery

**Cost:** \$250

### **Trust, Innovation, and Economic Growth**

This workshop examines the dimensions of trust at three different levels. The first level is trust in self, which describes a sense of confidence to listen to your gut feelings and intuition, and act with courage. Secondly, at the level of teams and organizations, trust in others is necessary for accountability, learning and sharing ideas to drive innovation and manage risks. Finally, at a community level, social trust is a measure of the moral quality of a society.

[Learn Registration](#)

**Expected Dates:**

March 4, 2021

9:00 – 11:30

**Location:** Virtual delivery

**Cost:**

### **Traits and Tools for Innovation**

While our first Innovation workshop focused on how to conduct organizational assessments and identify systems and cultures conducive to innovation, the Traits and Tools for Innovation workshop identifies four categories of skills, attitudes, and behaviours required by individuals so they may contribute to an organization's capacity to innovate.

[Learn Registration](#)

**Expected Dates:**

March 15, 2021

9:00 – 11:30

**Location:** Virtual delivery

**Cost:** \$250

## **Supervisor Development**

### **Supervisor Development Program Learning Path**

The Supervisory Development Program is a comprehensive learning path that focuses on the key skills and competencies that in-scope supervisors need to be successful in their roles. The program is mainly designed for in-scope supervisor's levels 5 -13, with direct reports, to be completed within 18 to 24 months. Other SGEU and CUPE employees may be able to participate in the program if approved by their Out of Scope Supervisor. The course content is based on the SGEU in-scope competency model.

[Learn Registration](#)

Structure:

Element 1: Foundational Courses

- Required Knowledge and Skills: Complete six (6) courses
- On-boarding and Orientation: Complete two (2) courses

Element 2: Core Supervisory Courses

- Sixteen (16) courses must be completed

Element 3: Supplemental Learning

- Corporate Mentorship Program

## Other Learning Opportunities

### Regina

- University of Regina [www.uregina.ca](http://www.uregina.ca)
- University of Regina Centre for Continuing Education [www.uregina.ca/cce/](http://www.uregina.ca/cce/)

### Saskatoon

- University of Saskatchewan [www.usask.ca/](http://www.usask.ca/)
- University of Saskatchewan, Edwards School of Business [www.edwards.usask.ca/programs/execed/](http://www.edwards.usask.ca/programs/execed/)

### Provincial

- Saskatchewan Polytechnic [www.saskpolytech.ca](http://www.saskpolytech.ca) (SIAST)
- Johnson Shoyama Graduate School of Public Policy [www.schoolofpublicpolicy.sk.ca](http://www.schoolofpublicpolicy.sk.ca)

### Lynda.com

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



## Share Your Feedback

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

[Learn@gov.sk.ca](mailto:Learn@gov.sk.ca)

For employees who do not yet have access to Learn, register using the following form.

If you have access to [Learn](#) register at: <https://learn.gov.sk.ca>



## Registration Form

This form does not take the place of the prior approval process and forms within each ministry. Registrants are reminded that they must complete the appropriate approval steps in their own ministries.

|                                       |                                 |
|---------------------------------------|---------------------------------|
| Workshop:                             | Workshop Date:                  |
| Workshop Cost:                        | Workshop Location:              |
| Participant Name:                     | Participant Phone Number:       |
| Participant Ministry:                 | Participant work email address: |
| Dietary Requirements (if applicable): |                                 |

The authorized signature below confirms that the ministry will pay the full invoiced registration cost for the individual being registered, **if** a cost is involved.

Where there is a cost for a class, cancelled registrations will not require payment if cancelled 30 days or more, prior to the class. Otherwise the ministry will remain responsible for the full cost of the participant's fees.

\_\_\_\_\_  
Name of Approver (Please Print)

\_\_\_\_\_  
Signature of Approver

\_\_\_\_\_  
Date

Registrations for those **without access to Learn** can be emailed to [talent@gov.sk.ca](mailto:talent@gov.sk.ca)