

# Manager Development Program Outline

Public Service Commission

The document below is the Manager Development Program Outline.

Last revised: September 2020

Last reviewed: August 2020

Next review: December 2022

## Program Description

The Manager Development Program is a comprehensive learning path that focuses on the key skills and competencies managers need to be successful in their roles. As managers move through the program, they build on their skills and knowledge and can put this learning into action with their teams.

The Manager Development Program is designed to give managers the flexibility to learn on their own time through online and in-person/virtual options. The program is designed for managers to complete the program requirements in approximately 18 to 24 months.

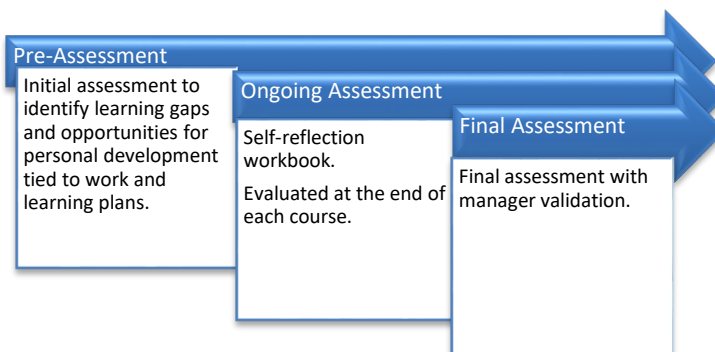
The program focuses on three key elements that include several e-learning, online and classroom/virtual training options within each. Managers do not have to take the program in a specific order. However, it is recommended that they complete the foundational courses before moving onto the core courses and supplemental learning. Managers must complete and pass the required courses for certification.



1. **Element 1: Foundational Courses**
  - Fourteen (14) courses must be completed.
2. **Element 2: Core Leadership and Management Competency Development**
  - Fourteen (14) courses must be completed.
3. **Element 3: Supplemental Learning**
  - Two (2) supplemental learning must be completed.

## Program Evaluation

At the beginning of the program, managers will be asked to completed a pre-assessment and will be provided with a personal workbook to self-reflect on their progress throughout the program. Managers will also be evaluated at the end of each course, which also includes an overall final evaluation of their progress at the end of the program.



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## Certification

Managers are awarded a certificate of completion for the program. Managers can receive the following levels of certification:

- **Certificate level 1** – Completion of Elements 1 and 2.
- **Certificate level 2** – Completion of Elements 1, 2 and 3.
- **Certificate level 3** – Completing two classes in each competency and participating in the mentorship program as a mentor or a mentee.

## Registration

Managers can view the learning path for the program below. Class offerings for open registration can be viewed in [the Learning Management System](#). If you cannot find the class you are looking for, it means it is not currently open for registration, so please email [Talent@gov.sk.ca](mailto:Talent@gov.sk.ca) for further information.

## Learning Path Outline

<b>Element 1: Foundational Courses</b>	
<b>Required Knowledge and Skills (Minimum of six of the following must be completed)</b>	
Manager Development Program Reflective Workbook	Online Learning Resource
How to Administer the Substance Use and the Workplace Policy	Online Module
Access and Privacy in Government of Saskatchewan	Online Module
Anti-harassment	Online Module
Public Interest Disclosure Act (PIDA)	Online Module
Security Awareness	Online Module
Incident Reporting Policy Training	Online Module
Substance Use and the Workplace Policy	Online Module
Conflict of Interest (updated)	Online Module
Introduction to Records Management	Online Module
<b>Orientation and Onboarding (One of the following must be completed)</b>	
New Manager Orientation	Online
Parliamentary Program for the Public Service	Classroom
New Manager Pre-Requisite Readings	Online Learning Resource
<b>Managing Safely (all learning activities are mandatory)</b>	
Managing Safely Exam	Online Module
Managing Safely 1	Online Module
Managing Safely 2	Online Module
Managing Safely 3	Online Module
Managing Safely 4	Online Module
Managing Safely 5	Online Module

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<b>Element 2: Core Leadership and Management Competency Development</b>	
<b>Performance Management (Minimum of six of the following must be completed)</b>	
Recognition Matters	Online Module
Supervision Guide to In-Scope Work Planning and Review	Online Module
Supervisor's Guide to Planning for Success	Online Module
Staffing in the Government of Saskatchewan (In-scope)	Online Module
Staffing in the Government of Saskatchewan (Out-of-scope)	Online Module
Labour Relations Modules	Classroom/Virtual
Accommodation: A Manager Guide to Accommodating Employees	Online Module
Accommodating Employees: Introduction	Online Module
Leadership and Management Competencies	Online Module
Attendance Policy	Online Module
Expedition Coaching	Classroom/Virtual
Managing Change	Classroom/Virtual
Effective Supervision	Classroom/Virtual
Developing High Performing Teams	Classroom/Virtual
Managing the Employee Life Cycle	Massive Open Online Course (MOOC)
Union Management Committees	Online Resource
Staffing in the Government of Saskatchewan Competency Selection for Hiring Managers Workshop 1	Classroom/virtual
Staffing in the Government of Saskatchewan Full Day Workshop	Classroom/virtual
Staffing in the Government of Saskatchewan - Recruitment and Candidate Experience for Hiring Managers Workshop 2	Classroom/Virtual
Staffing in the Government of Saskatchewan - Screening for Hiring Managers Workshop 3	Classroom/Virtual
Staffing in the Government of Saskatchewan for Hiring Managers - Interviews and Other Assessments Workshop 4	Classroom/Virtual
Staffing in the Government of Saskatchewan for Hiring Managers - References and Evaluations Workshop 5	Classroom/Virtual
Orientation to Learn for Managers	Online Module
<b>Planning and Risk Management (Minimum of one of the following must be completed)</b>	
Incident Investigations in Saskatchewan Workplaces	Online Resource
JSGS Policy Implementation	Classroom/Virtual

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JSGS The Relationship Between Indigenous and Non-Indigenous People	Classroom/Virtual
JSGS PWS Social Media in the Public Sector	Classroom/Virtual
JSGS Choosing Policy Tools: The Economics of Nudging	Classroom/Virtual
JSGS Collaborative Policy Management	Classroom/Virtual
JSGS Comparative Public Policy	Classroom/Virtual
JSGS Crisis Management	Classroom/Virtual
JSGS Business Case Analysis	Classroom/Virtual
<b>Process Management (Minimum of one of the following must be completed)</b>	
JSGS PWS Cost-Benefit Analysis	Classroom/Virtual
JSGS Legislative Processes	Classroom/Virtual
JSGS The ABCs of the CDI	Classroom/Virtual
JSGS The Art of the Briefing Note	Classroom/Virtual
JSGS Applied Government Writing	Classroom /Virtual
<b>Personal Leadership (Minimum of one of the following must be completed)</b>	
Leadership Development Program	University of Saskatchewan/Virtual
Empathy Why It Matters and How to Get It Webinar	Online Module
JSGS Public Service Ethics	Classroom/Virtual
JSGS Collaborative Leadership	Classroom/Virtual
Personal Leadership Resource Class	Online Learning Resource Class
<b>Building Organizational Community (Minimum of one of the following must be completed)</b>	
Disability Awareness	Online Module
Creating Positive Spaces	Online Module
Inclusion and You	Online Module
Reframing our biases	Online Module
<b>Communication (Minimum of one of the following must be completed)</b>	
JSGS Effective Communications in Government	Classroom/Virtual
Communicating for High Performance	Classroom/Virtual
Introduction to Mediation - The Dispute Resolution Office	Classroom/virtual
Resolving Conflict Constructively – The Dispute Resolution Office	Classroom/virtual
Negotiation and Influencing Workshop – The Dispute Resolution Office	Classroom/virtual

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<b>Strategic Orientation (Minimum of one of the following must be completed)</b>	
JSGS Big Data and Analytics	Classroom/Virtual
JSGS Citizen-Centered Service	Classroom/Virtual
JSGS Gender-Based Analysis+	Classroom/Virtual
Strategic Orientation Learning Resource Class	Online Learning Resource Class
Strategic and Systems Thinking	Classroom/Virtual
JSGS Strategic Thinking	Classroom/Virtual
<b>Accountability (Minimum of one of the following must be completed)</b>	
Making Payments in Government	Online Module
Budgeting and Appropriation	Online Module
Planning and Accountability	Online Module
Priority SK Procurement Training: Module 1	Online Module
JSGS Program Measurement and Evaluation	Classroom/Virtual
JSGS Performance Outcomes	Classroom/Virtual
JSGS Budget Process and Financial Literacy	Classroom/Virtual
JSGS PWS Evaluation	Classroom/Virtual
<b>Innovation (Minimum of one of the following must be completed)</b>	
JSGS Traits and Tools for Innovation	Classroom/Virtual
JSGS Innovation	Classroom/Virtual
JSGS Innovative Approaches to Wicked Problems	Classroom/Virtual
<b>Element 3: Supplemental Learning</b>	
<b>Supplemental Learning (Minimum of two of the following must be completed)</b>	
Corporate Mentorship Program: As a mentor or mentee	In person/Virtual
Corporate Mentorship Speed Mentoring Event	Virtual
The Art of the Opening Doors	Online Module
Mentorship	Online Learning Resource
Middle Manager Forum	Classroom/Forum/Virtual