

# MANAGER DEVELOPMENT PROGRAM

Updated August 2022

## Program Description

The Manager Development Program (MDP) is a comprehensive learning path that assists out-of-scope managers in levels 5 to 9 in the development of skills and competencies that lead to high performing teams. In 2020, MDP was enhanced by integrating and aligning five Middle Manager Excellence (MME) roles into the program. Each learning and development opportunity is now aligned to one of the five roles including: a) Enabling Individual Performance, b) Managing Teams and Relationships, c) Lead Strategy Implementation, d) Facilitate Collaboration, and e) Manage Information and Administration.

To register into the Manager Development Program, click [here](#).

## Program Requirements

Any out-of-scope manager from MCP05 – 09 are eligible. This includes eligible managers from any region/ministry in the province. While there is no formal approval process for registering into the learning path, any new potential registrants are encouraged to meet with their manager and discuss how participating in the program could benefit their professional development.

In order to complete the Manager Development Program, learners must complete the following:

**Foundational Knowledge and Skills Requirement:** Complete 9 courses including the 6 mandatory courses.

**Five Core Competency Requirements:**

1. Lead Strategy Implementation – Complete 5 courses
2. Enable Individual Performance – Complete 3 courses
3. Manage Teams and Relationships – Complete 3 courses
4. Facilitate Collaboration – Complete 3 courses
5. Manage Information and Administration – Complete 5 courses

**Electives Requirements:** Complete 2 courses including the Corporate Mentorship Program.

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

# MANAGER DEVELOPMENT PROGRAM

## Certification

- **Certificate Level 1** – Completion of the Foundational Knowledge and Skills requirement.
- **Certificate Level 2** – Completion of the Foundational Knowledge and Skills and the five Core Competencies requirements.
- **Certificate Level 3** – Completion of the Foundational Knowledge and Skills, five Core Competencies, and the Elective requirements.

Foundational Knowledge and Skills Requirement (9 Courses)			
Please complete three of the following courses:		Please complete six of the following mandatory courses:	
Course Name	Delivery Method	Course Name	Delivery Method
New Manager Orientation – An Introduction	Online	Managing Safely Step 1	Online
New Manager Orientation – Managing Employees in the Public Service	Online	Managing Safely Step 2	Online
New Manager Orientation – Government Accountability Framework	Online	Managing Safely Step 3	Online
New Manager Orientation – Financial Management in Government	Online	Managing Safely Step 4	Online
New Manager Orientation – Integrated Health, Safety and Wellness	Online	Managing Safely Step 5	Online
New Manager Orientation – The Human Resource Service Centre	Online	Managing Safely Exam	Online

# MANAGER DEVELOPMENT PROGRAM

Five Core Competencies Requirement (19 Courses)			
Core Competency 1: Lead Strategy Implementation		Core Competency 2: Enable Individual Performance	
Please complete 5 of the following courses:		Please complete 3 of the following courses:	
Course Name	Delivery Method	Course Name	Delivery Method
Managing Change	Virtual	Recognition Matters	Online
Managing Competencies Through the Employee Lifecycle	Virtual	Supervisor's Guide to Planning for Success	Online
Strategic and Systems Thinking	Virtual	Supervisor's Guide to In-scope Work Planning and Review	Online
Strategic Orientation Learning Resource Class	Online	Accommodating Employees: Introduction	Online
Planning and Accountability	Online	Accommodation: A Manager's Guide to Accommodating Employees	Online
JSGS PWS: Policy Implementation	Virtual/Classroom	Effective Supervision	Virtual/Classroom
JSGS PWS: Strategic Thinking	Virtual/Classroom	Expedition Coaching - Managers and Supervisors	Virtual/Classroom
JSGS PWS: Program Measurement and Evaluation	Virtual/Classroom	Developing High Performing Teams	Virtual/Classroom
JSGS PWS: Traits and Tools for Innovation	Virtual/Classroom	Attendance Policy	Online
JSGS PWS: Behavioral Economics and Nudging	Virtual/Classroom	Empathy - Why it Matters and How to Get It	Online
JSGS PWS: Risk Assessment and Mitigation	Virtual/Classroom	Performance Management Virtual Workshop	Virtual
JSGS PWS: The Role of Environmental Policy	Virtual/Classroom	JSGS PWS: Coaching Fundamentals	Virtual/Classroom
JSGS PWS: Performance Outcomes	Virtual/Classroom		
JSGS PWS: Innovation	Virtual/Classroom		
JSGS PWS: Innovative Approaches to Wicked Problems	Virtual/Classroom		
Staffing Training	Virtual/Classroom		
JSGS PWS: Business Case Analysis	Virtual/Classroom		
JSGS PWS: Evidence-Based Decision Making	Virtual/Classroom		
JSGS PWS: Leading in Ambiguous Times	Virtual/Classroom		
JSGS PWS: Leading Engagement	Virtual/Classroom		
JSGS PWS: The Role of the Public Servant	Virtual/Classroom		
JSGS PWS: Learning from Failure	Virtual/Classroom		
JSGS PWS: Collaborative Approaches to Wicked Problems	Virtual/Classroom		
JSGS PWS: Research 101 for Public Servants	Virtual/Classroom		
JSGS PWS: Leadership Foundations	Virtual/Classroom		
JSGS PWS: Public Service – A Deeper Dive	Virtual/Classroom		

# MANAGER DEVELOPMENT PROGRAM

## Five Core Competencies Requirement (continued)

### Core Competency 3: Manage Teams and Relationships

Please complete 3 of the following courses:

### Core Competency 4: Facilitate Collaboration

Please complete 3 of the following courses:

Course Name	Delivery Method	Course Name	Delivery Method
How to Administer the Substance Use and the Workplace Policy	Online	Union Management Committees	Online
Anti-Harassment	Online	JSGS PWS: The Relationship between Indigenous and Non-Indigenous People	Virtual/Classroom
Substance Use and the Workplace	Online	JSGS PWS: Comparative Public Policy	Virtual/Classroom
Leadership and Management Competencies	Online	JSGS PWS: Collaborative Policy Management	Virtual/Classroom
Personal Leadership Resource Class	Online	JSGS PWS: Crisis Management	Virtual/Classroom
Disability Awareness	Online	JSGS PWS: Public Service Ethics	Virtual/Classroom
Inclusion and You	Online	JSGS PWS: Collaborative Leadership	Virtual/Classroom
Reframing Our Biases	Online	JSGS PWS: Tools for Building Alliances	Virtual/Classroom
Communicating for High Performance	Virtual/Classroom	JSGS PWS: Strategic Collaboration	Virtual/Classroom
ELR Fundamentals - For Managers	Online		
Attendance Support	Virtual		
Anti-Harassment Policy Training	Virtual		
JSGS PWS: Multigenerational Workforces	Virtual/Classroom		
JSGS PWS: Indigenous Economic Development	Virtual/Classroom		
JSGS PWS: Reconciliation: Moving from Mandates to Action	Virtual/Classroom		

# MANAGER DEVELOPMENT PROGRAM

## Five Core Competencies Requirement (continued)

### Core Competency 5: Manage Information and Administration

Please complete 5 of the following courses:

Course Name	Delivery Method
Access and Privacy in the Government of Saskatchewan	Online
Public Interest Disclosure Act (PIDA)	Online
Security Awareness 2020	Online
Incident Reporting Policy Training	Online
Introduction to Records Management	Online
Conflict of Interest (Updated)	Online
Incident Investigations in Saskatchewan Workplaces	Online
JSGS PWS: Applied Government Writing	Virtual/Classroom
JSGS PWS: Big Data and Analytics	Virtual/Classroom
JSGS PWS: Budget Process and Financial Literacy	Virtual/Classroom
Making Payments in Government	Online
Budgeting and Appropriation	Online
Priority SK Procurement Training: Module 1	Classroom
JSGS PWS: The Art of the Briefing Note	Virtual/Classroom
JSGS PWS: Legislative Processes	Virtual/Classroom
JSGS PWS: The ABCs of the CDI	Virtual/Classroom
Manager Development Program Reflective Workbook	Online
New Manager Readings and Additional Resources	Online
JSGS PWS: Shaping the Narrative: Communicating with Media	Virtual/Classroom
JSGS PWS: Treasury Board Simulation	Virtual/Classroom
JSGS PWS: Writing for Government	Virtual/Classroom

# MANAGER DEVELOPMENT PROGRAM

## Elective Requirement (2 Courses)

**Please complete 2 of the following courses:**

Note: Corporate Mentorship Program is Mandatory

Course Name	Delivery Method
Corporate Mentorship Program (Participation as Mentor or Mentee) - <b>Mandatory</b>	Virtual/Classroom
Manager Forum Events	Virtual/Classroom
The Art of Opening Doors	Online

Courses are added to the MDP Learning Path in PSC Client, My Learning App as training becomes available. Please see the Learning Path for a comprehensive list of courses available for MDP participants.