

Learning Sessions for Working in Government - Registration Form page 1 (082814)

Name: _____ Employee #: _____

Position Title: _____ Department: _____

Email: _____ Work location: _____ Phone: _____

Manager's Name: _____ Approval Signature: _____
(Print)

**Fax your completed form to Diane Cutcliffe, Public Service Commission: 368-4383
Your registration in the program will be confirmed by an email from the Public Service Commission.**

Check the boxes for the programs that you would like to attend.			
Program	Location	Date and Time	Select ✓
Government Structure, Process and Practice			
How Government Works: Structure and the Budget Process	Media Room, 105 Rochford Street, Shaw Building N. Basement	Oct 7 - 9:00am - Noon	<input type="checkbox"/>
		Jan 20, 2015 - 9:00am - Noon	<input type="checkbox"/>
Writing for Government: Executive Council Memos, Treasury Board Memos and Briefing Notes	Media Room, 105 Rochford Street, Shaw Building N. Basement	Nov 4 - 9:00am - Noon	<input type="checkbox"/>
		Feb 17, 2015 - 9:00am - Noon	<input type="checkbox"/>
Dynamics of Policy Development	Sage Room, 40 C Burns Avenue	Jan 14, 2015 - 9:00am - Noon	<input type="checkbox"/>
		May 13, 2015 - 9:00am - Noon	<input type="checkbox"/>
Financial Management in the PEI Government	Sage Room, 40 C Burns Avenue	Oct 15 - 9:00am - 4:00pm	<input type="checkbox"/>
		Feb 11, 2015 - 9:00am - 4:00pm	<input type="checkbox"/>
	Summerside Holman Building 2 nd Floor, Room 208 B	Nov 20 - 9:00am - 4:00pm	<input type="checkbox"/>
Tips and Tools for Procurement	Sage Room, 40 C Burns Avenue	Sept 17 - 9:00am - Noon	<input type="checkbox"/>
		Jan 15, 2015 - 9:00am - Noon	<input type="checkbox"/>
	Summerside Holman Building 2 nd Floor, Room 208 B	Sept 30 - 9:00am - Noon	<input type="checkbox"/>
FOIPP & Records Management	Media Room, 105 Rochford Street, Shaw Building N. Basement	Dec 2 - 9:00am - Noon	<input type="checkbox"/>
		Apr 7, 2015 - 9:00am - Noon	<input type="checkbox"/>
	Summerside Holman Building 2 nd Floor, Room 208 B	Apr 30, 2015 - 1:00pm - 4:00pm	<input type="checkbox"/>
Human Resource Administration and Management			
Preparing for the Job Interview - Health Focus	St. Lawrence Room, Prince County Hospital	Oct 8 - 9:00am - Noon	<input type="checkbox"/>
Preparing for the Job Interview - Health & Civil	Sage Room, 40 C Burns Avenue	Oct 9 - 9:00am - Noon	<input type="checkbox"/>
		Feb 26, 2015 - 9:00am - Noon	<input type="checkbox"/>
Staffing and Classification - Health Focus	Summerside Holman Building 2 nd Floor, Room 208 B	Nov 6 - 9:00am - Noon	<input type="checkbox"/>
	Media Room, 105 Rochford Street, Shaw Building N. Basement	Feb 3, 2015 - 9:00am - Noon	<input type="checkbox"/>
Staffing and Classification - Civil	Sage Room, 40 C Burns Avenue	Nov 18 - 1:00pm - 4:00pm	<input type="checkbox"/>
Leadership and Management			
Coaching and Performance Management	Summerside Holman Building 2 nd Floor, Room 208 B	Oct 14 - 9:00am - 4:00pm	<input type="checkbox"/>
	Sage Room, 40 C Burns Avenue	Nov 5 - 9:00am - 4:00pm	<input type="checkbox"/>
		June 10 - 9:00am - 4:00pm	<input type="checkbox"/>
Personal information on this form is collected under Section 31 (c) of the Freedom of Information and Protection of Privacy Act R.S.P.E.I. 1988, c.F-15.01 as it relates directly to and is necessary for accessing learning and development opportunities and will be used for that purpose. If you have any questions about this collection of personal information you may contact the FOIPP coordinator with the Public Service Commission: Marilyn Olson, Email: mbolson@gov.pe.ca Tel: (902) 368-4207.			

Learning Sessions about Working in Government - Registration Form page 2 (082814)

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Leadership and Management			
Program	Location	Date and Time	Select ✓
Challenging Conversations in Performance Discussions	Sage Room, 40 C Burns Avenue	Dec 2 - 9:00am - Noon	<input type="checkbox"/>
		Feb 19, 2015 - 9:00am - Noon	<input type="checkbox"/>
Team Building is Not a Workshop	Sage Room, 40 C Burns Avenue	Oct 9 - 1:00pm - 4:00pm	<input type="checkbox"/>
		Dec 11 - 1:00pm - 4:00pm	<input type="checkbox"/>
	Media Room, 105 Rochford Street, Shaw Building N. Basement	Jan 20, 2015 - 1:00pm - 4:00pm	<input type="checkbox"/>
Employee Assistance Program Supervisor Assisted Referrals	Summerside Holman Building 2 nd Floor, Room 208 B	Dec 4 - 9:00am - Noon	<input type="checkbox"/>
	Sage Room, 40 C Burns Avenue	Apr 15, 2015 - 9:00am - Noon	<input type="checkbox"/>
Employee Health and Well-being			
Stress and You	Sage Room, 40 C Burns Avenue	Mar 11, 2015 - 9:00am - Noon	<input type="checkbox"/>
	Summerside Holman Building 2 nd Floor, Room 208 B	Dec 4, 2014 - 1:00pm - 4:00pm	<input type="checkbox"/>
A Juggling Act: Work/ Life Balance	Summerside Holman Building 2 nd Floor, Room 208 B	Nov 6, 2014 - 1:00pm - 4:00pm	<input type="checkbox"/>
	Sage Room, 40 C Burns Avenue	Jan 15, 2015 - 1:00pm - 4:00pm	<input type="checkbox"/>
Mental Health Awareness in the Workplace	Summerside Holman Building 2 nd Floor, Room 208 B	Oct 22, 2014 - 1:00pm - 4:00pm	<input type="checkbox"/>
Business and Personal Effectiveness			
Valuing Diversity in the Workplace	Media Room, 105 Rochford Street, Shaw Building N. Basement	Dec 2, 2014 - 1:00pm - 4:00pm	<input type="checkbox"/>
		Jan 6, 2015 - 1:00pm - 4:00pm	<input type="checkbox"/>
		Mar 3, 2015 - 1:00pm - 4:00pm	<input type="checkbox"/>
		Apr 7, 2015 - 1:00pm - 4:00pm	<input type="checkbox"/>
Civil Service Resources and Tools: How to Find the Information You Need	Sage Room, 40 C Burns Avenue	Jan 6, 2015 - 1:00pm - 4:00pm	<input type="checkbox"/>
	Media Room, 105 Rochford Street, Shaw Building N. Basement	Feb 3, 2015 - 1:00pm - 4:00pm	<input type="checkbox"/>
	Summerside Holman Building 2 nd Floor, Room 208 B	May 12, 2015 - 1:00pm - 4:00 pm	<input type="checkbox"/>
Family Violence Prevention Training	Summerside Holman Building 2 nd Floor, Room 208 B	Nov 13, 2014 - 1:00pm - 4:00pm	<input type="checkbox"/>
	126 Douses Road Montague	Oct 14, 2014 - 9:00am - Noon	<input type="checkbox"/>
	Media Room - Shaw Building	Nov 4, 2014 - 1:00pm - 4:00pm	<input type="checkbox"/>
		Nov 18, 2014 - 9:00am - Noon	<input type="checkbox"/>

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