

# Registration for Public Servants

- **Delivery**

All Fall 2021 JSGS policy workshops will be delivered online. Each online workshop includes a live video session and an online curriculum that participants must complete the week prior to the live video session. The online curriculum may include videos, discussion questions, applied exercises, assignments, pre-reading, and recorded presentations.

- **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 video sessions to receive credit for a full day workshop.

- **Who can attend?**

Any public servant can register for JSGS workshops - so feel free to share this information with colleagues or anyone else you think would be interested in attending! The target audience for the Policy Workshop Series is public sector employees who are directly involved in various aspects of development and implementation of public policy or who manage and provide oversight of the policy process. Public sector organizations include provincial, federal, and municipal governments, Crown organizations, Indigenous organizations and governments, universities and other educational institutions, and non-profits. If you are unsure if you are eligible to attend, please contact us.

- **Registration process**

Registration for public servants is accepted through the Policy Workshop Series webpage on the **JSGS website**. A direct registration link will also be sent to the JSGS Executive Education email list the morning of the registration launch. Please note that cancellations must be received by email at least one week prior to each workshop, or 50% of the registration fee will be charged. Substitutions will be accepted.

- **Registration launch**

Registration will open on the **JSGS website** on **Tuesday, June 22 @ 1 pm**. As many of our workshops fill up quickly, we encourage you to register as soon as registration opens to avoid disappointment.

- **Certificates**

Policy Certificates are earned by attending the equivalent of six full days of training. Two half-day workshops equal one full day of training. Please note that online offerings of the policy workshop series are worth the same as in-person workshops. **Participants are responsible for tracking their completed workshops.**

- **Cost**

Online full-day workshops cost \$350 per person (+ GST if applicable), and online half-day workshops cost \$250 per person (+ GST if applicable). Your organization will be invoiced at the end of each semester, and invoices are due within 30 days of the invoice date. Participants with outstanding unpaid invoices will become ineligible to register for future workshops or will be removed from registration lists or waitlists. If you are GST exempt, please submit your GST exemption number on the online registration form.

- **Additional Training**

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

**Additional questions about JSGS Policy Workshops can be directed to:  
Sharri Dewey, JSGS Program Coordinator: [sharri.dewey@uregina.ca](mailto:sharri.dewey@uregina.ca)**