

# Registration for Public Servants

- **Delivery**

All Winter 2022 JSGS policy workshops will be delivered online, with the exception of two workshops that will be delivered in person (details on pages 4-5 of the Winter 2022 communique). All workshops include both a live workshop and an online curriculum that participants must complete the week prior to the workshop. The online curriculum may include videos, discussion questions, applied exercises, assignments, pre-reading, and recorded presentations.

- **Health and safety protocols**

In person workshops will be held at JSGS on the U of R's College Avenue Campus. Seating capacity will be limited because of pandemic restrictions. As per the University of Regina's policy, all participants must wear a mask during the workshop and must be fully vaccinated. Upon arrival, participants must provide JSGS with proof of vaccination. These workshops will be delivered entirely in person, so we are not able to accommodate participants joining through Zoom.

- **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 live 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, November 9 @ 1 pm**. As many of our workshops fill up quickly, we encourage you to register as soon as registration opens to avoid disappointment.

- **Certificates**

Participants who complete at least six full days of training will earn Policy Workshop Series Certificates of Completion. Two half-day workshops equal one full day of training. Please note that online workshops 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). The *Leadership Foundations* workshop includes an additional and non-refundable fee for a leadership self-assessment, so the cost for that workshop is \$500 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 ministries, departments, or organizations. If you are interested in organizing a workshop for your group, please contact [sharri.dewey@uregina.ca](mailto:sharri.dewey@uregina.ca)

- **Contact Us**

If you have any questions about the Policy Workshop Series, please contact [sharri.dewey@uregina.ca](mailto:sharri.dewey@uregina.ca)