

Registration Process - PSC Client

- Delivery**
 All Spring 2022 JSGS policy workshops will be delivered online, with the exception of three workshops that will be delivered in person (details on pages 2, 5, and 7 of the Spring 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.
- In-Person Workshops**
 In person workshops will be held at JSGS on the U of R's College Avenue Campus. There is a cost for on-site parking, and parking instructions and information will be sent the week prior to the workshop. The in-person 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 with supervisor approval - so feel free to share this information with colleagues! 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.
- Registration fees**
 Full-day workshops cost \$350 per person, and half-day workshops cost \$250 per person. 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. Your ministry or organization will be invoiced at the end of each semester.
- Registration launch**
 Registration for Spring 2022 will open in PSC Client on Wednesday, March 9 @ 1 pm. As many of our workshops fill up quickly, we encourage you to register as soon as registration opens to avoid disappointment.
- Registration process**
 A number of ministries and groups will use the **PSC Client** system to register for our workshops, including employees of:
 - GoS ministries
 - Saskatchewan Apprenticeship and Trade Certification Commission (SATCC)
 - Provincial Capital Commission (PCC)
 - Saskatchewan Public Safety Agency (SPSA)
 - Financial and Consumer Affairs Authority of Saskatchewan (FCAA)
- Direct PSC Client registration links will be sent to the JSGS Executive Education email list the morning of the registration launch. Supervisor approvals are built into the registration process.
- Cancellations**
 Cancellations must be received at least one week prior to each workshop. If you need to cancel after the deadline, we are happy to accept a substitute. If you are unable to find a substitute, we will charge 50% of the registration fee. Please note that we do enforce the cancellation fee policy, no matter the reason for the absence. If you are sick or suddenly cannot attend, we are happy to follow up with your manager or office to find a substitute to use your seat. To cancel, please email janice.yule@uregina.ca or sharri.dewey@uregina.ca.
- 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.** Please note that information on all past workshop attendance has been fully integrated from Learn to PSC Client. You can view the workshops you've completed in your PSC Client profile.
- 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
- Contact Us**
 If you have any questions about the Policy Workshop Series, please contact sharri.dewey@uregina.ca