JOHNSON
SHOYAMA
GRADUATE SCHOOL OF PUBLIC POLICY
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## EXECUTIVE EDUCATION

# Public Sector Workshop Series

Spring 2026

As a public servant, you need to be flexible, collaborative and well-informed about the political, legislative, and intercultural context of your work – especially given today's complex economic and social challenges. JSGS is here to help.

Whether you seek development opportunities for yourself or your team, we encourage you to explore our workshop offerings. Each Public Sector Workshop includes a challenging curriculum, localized content, and solutions driven by experience and innovation. Supported by a comprehensive competency framework and taught by former senior public servants, the Public Sector Workshop Series will help you and your team build capacity.

## Custom Training

In addition to the Public Sector Workshop Series, we also offer workshops for individual public sector organizations. You can choose from one of our pre-existing workshop topics, or we can customize course content to meet your specific learning needs. See our website and fill out the form to start a conversation about custom training.

## Our Facilitators

Our workshops are facilitated by JSGS Executives-in-Residence, who are all accomplished and experienced former senior public servants. It's more than just theory—our facilitators use real-life examples that public servants can relate to and learn from. Read our facilitator biographies on our website here.

## Registration

Registration instructions are on pages 14–16 of this brochure. You can also visit our Public Sector Workshop Series website.

## Certificates of Completion

JSGS offers Certificates of Completion to participants who complete 6 full days of training, including the introductory workshop, *The Role of the Public Servant.*

We have awarded certificates to over 900 public servants since 2010. For more information on the certificate, visit our website.

## Each Workshop Includes

- an asynchronous pre-workshop online curriculum;
- an interactive and discussion-based live workshop (online or in person);
- a curriculum that has been developed, reviewed, and tested by experienced public sector practitioners; and,
- applied learning components, such as exercises, simulations, role playing, and case studies.

## Writing for Government

April 22, 2026 – 9 am to 12 pm
Delivery: online
Includes: required assignment + online curriculum + 3 hour live workshop
Length: full day
Cost: $595 (+GST & PST)

Core competencies: Connection & collaboration (communication)

There are a number of considerations when crafting government documents. Writing for different audiences requires you to think about style, format, technical information, decisions required, and key messages. This introductory workshop will examine these considerations as well as tips and tricks to improve your writing. You will submit a briefing note assignment in advance of the live workshop, and facilitators will provide you with customized feedback on your writing. During the live workshop, you will explore key sections required in briefing notes and discuss material from the assignment to illustrate how to improve your writing skills.

By the end of this workshop, you will be able to:
- identify tips and techniques to write better government documents;
- consider your audiences' needs and adapt your writing to those needs;
- apply strategies for effectively communicating information to your audience, especially technical or challenging subject matter; and,
- implement facilitator feedback and suggestions in future written documents.

*Note:*
*You should complete The Art of the Briefing Note prior to attending Writing for Government, or have significant experience writing briefing notes.*

*Because of the required briefing note assignment, this workshop is considered to be a full day, even though the live workshop is only a half day in length.*

## The Art of the Briefing Note

April 2, 2026 – 9 am to 12 pm
Delivery: in person
Includes: online curriculum + 3 hour live workshop
Length: half day
Cost: $475 (+GST & PST)

Core competencies: Connection & collaboration (communications)

Writing a briefing note can be considered an art – it is not just a cut and dry writing exercise. This workshop provides public servants with practical and tested advice on how to write better briefing notes. You will learn about your audience and what their needs are, the why, how, and when of using briefing notes, and writing tips that will help you communicate more effectively. You will also gain experience applying this knowledge through a practical exercise.

By the end of this workshop, you will be able to:
- recognize the purpose of briefing notes as distinct from other forms of communication;
- identify the attributes of good briefing notes;
- consider your audiences' needs and adapt your briefing notes to that audience; and,
- apply tips and techniques to write better briefing notes.

# Strategic Thinking

May 14, 2026 - 9 am to 12 pm
Delivery: online
Includes: online curriculum + 3 hour live workshop
Length: half day
Cost: $475 (+GST & PST)

Core competencies: Evidence & strategic thinking: policy & context knowledge

To make progress in economic and social policy, it is important to define a preferred future. A preferred future gives context to immediate decisions, it sets a general direction, and it allows you to monitor progress. Knowing where you're headed also supports resilience and invites innovative and creative solutions. This workshop will get at the heart of strategic thinking so that public policy leaders can spend valuable energy on shaping their direction as they prepare strategies to get there.

By the end of this workshop, you will be able to:
- utilize tools and practices of strategic thinking to identify, articulate, and plan for a preferred future
- analyze and assess policy options and recommendations against a preferred future
- formulate and begin to address key issues within your organization through strategic thinking.

# Tools for Building Collaborative Partnerships

May 7, 2026 - 9 am to 4 pm (1 hour lunch, provided)
Delivery: in person
Includes: online curriculum + 6 hour in-person workshop
Length: full day
Cost: $595 (+GST & PST)

Core competencies: Connection & collaboration (communications & engagement)

Advancing economic and social policy requires effort to mobilize other people, organizations, and partners with different perspectives and needs. This course is designed to equip public servants with the collaborative tools necessary to effectively engage with a diverse range of partners, impacted parties, and teams. You will learn strategies to foster strong alliances, improve communication, and drive collective success. By embracing diverse perspectives and enhancing teamwork capabilities, you will be able to build and maintain strong relationships that are crucial for implementing public policies and achieving organizational goals.

By the end of this workshop, you will be able to:
- design inclusive strategies for building meaningful alliances with a wide range of teams, partners, and impacted parties;
- utilize communication skills and tools that foster dialogue and enhance team and partner interactions;
- implement collaborative problem-solving techniques to enhance teamwork and navigate conflicting priorities; and,
- create actionable plans for sustaining long-term collaborations that accommodate diverse perspectives and needs.

*Please note that this full-day workshop includes content from the half-day Strategic Collaboration and full-day Tools for Building Alliances workshops.*

## Leadership Foundations

May 20, 2026 – 9 am to 12 pm & 1 pm to 4 pm
Delivery: online
Includes: LCP self assessment + online curriculum + 6 hour online workshop
Length: full day
Cost: $595 + $150 LCP = $745 (+GST & PST)

Core competencies: Implementation & improvement (leadership).

Timed for emerging, new, or mid-level leaders, this workshop will equip you with practical tips, tools, and techniques to be an effective leader. In this workshop, you will review research-based leadership best practices and different leadership styles. Included in the cost of this workshop is a personalized leadership self-assessment, which you will complete to discover your strengths and areas for improvement. In this session, you will also learn how to lead yourself, team members, and projects effectively and how to find the right balance between delegation and micro-managing. You will also learn how to action plan and keep growing to reach your full leadership potential.

By the end of this workshop, you will be able to:
- identify the characteristics of high-performing leaders;
- recognize the role of a leader in creating high-performing cultures and organizations;
- analyze the various pressures and pitfalls leaders experience;
- recognize your leadership strengths and the areas in which you can grow; and
- design and implement a leadership action plan.

*Note: The $150 fee for the pre-workshop LCP self-assessment is non-refundable.*

## Leadership Accelerators, Derailers and Paradoxes

May 21, 2026 – 9 am to 12 pm & 1 pm to 4 pm
Delivery: online
Includes: LADP self assessment + online curriculum + 6 hour online workshop
Length: full day
Cost: $595 + $150 LADP = $745 (+GST & PST)
Core competencies explored: Implementation & improvement (leadership)

This workshop explores the topic of leadership by examining several research-based leadership practices: leadership accelerators that are important for success, dimensions of leadership motivation, leadership derailers to avoid, and paradoxes that leaders are often expected to navigate. You will explore each of these areas and learn specific tips and tools for each of them. You'll then apply what you've learned to a case study and generate an action plan to fuel your continued leadership growth.

By the end of this workshop, you will be able to:
- describe and summarize 12 leadership accelerators, 3 motivators, 5 derailers, and 12 paradoxes;
- interpret the results of your own leadership self-assessment to identify areas of strength and growth;
- apply tips and tools to real-world examples and challenges, including those you face in your own work; and,
- develop and execute an action plan to facilitate your continued leadership development.

*Note: The $150 fee for the pre-workshop LADP self-assessment is non-refundable.*

# Program Measurement & Evaluation

May 28, 2026 – 9 am to 4 pm
Delivery: online
Includes: online curriculum + 6 hour live workshop
Length: full day
Cost: $595 (+GST & PST)

Core competencies explored: Implementation & improvement (evaluation)

This workshop provides public servants with an introduction to the principles and purposes of program evaluation. We will teach you how to use logic models and how to identify the goals of programs, focusing on outcomes. We will discuss the merit and worth of programs and how to distinguish between program efficiency and program effectiveness, performance management, benchmarking, program review, and evaluation design. We will show you how program measurement and evaluation are used to improve program outcomes and enable programs to meet targets and achieve their purposes.

By the end of this workshop, you will be able to:
- recognize the basic elements of evaluation;
- distinguish between various evaluation types and their benefits;
- identify measures to assess the effectiveness of programs and policies;
- identify the pitfalls common to evaluation and measurement and how to avoid them; and,
- apply these principles to design and implement an evaluation strategy in your own work.

# The Role of the Public Servant

June 4, 2026 – 9 am to 4 pm (1 hour lunch, provided)
Delivery: in person
Includes: online curriculum + 6 hour live workshop
Length: full day
Cost: $595 (+GST & PST)

Core competencies: Evidence & strategic thinking: policy & context knowledge

The unique role of government has a significant impact on the structure and function of government ministries, crowns, and agencies. This workshop provides an introduction to that unique role and its influence on the processes of decision making and accountability in the public sector. It also presents practical tools to use when engaging in policy design and implementation. You will also explore and address challenges to creating good policy in today's complex context.

By the end of this workshop, you will be able to:
- identify the unique role and function of government;
- distinguish between the policy cycle and other related cycles within government;
- identify policy tools and when to use them;
- recognize how the role of government affects the policy process, the role of the elected, and the role of public servants; and,
- apply these principles to provide policy advice to decision makers.

## Ethical Challenges in the Public Sector

June 5, 2026  – 9 am to 12 pm
Delivery: in person
Includes: online curriculum + 3 hour live workshop
Length: half day
Cost: $475 (+GST & PST)

Core competencies: Implementation & improvement (leadership)

The service of the public requires a commitment to adhere to general values to work in good faith and carry oneself in a professional manner. This requires diligence to many policies such as privacy, antiharassment, conflict of interest, protocols and fraud, but the concept of ethics goes deeper than this. This workshop examines the concept of "the public trust" and the role that individual public servants and leaders have as caretakers of the public trust. You will also explore the role that organizational culture plays in maintaining a positive environment and the impact of culture on individual choices and behaviour.

By the end of this workshop, you will be able to:
- describe how and why ethics and integrity are core values of the public service;
- examine different ethical approaches, definitions, and lenses;
- identify the elements and processes necessary to make ethical decisions;
- evaluate personal traits and characteristics that may impact your own ability to think and act ethically; and,
- apply strategies to address ethical issues that public servants commonly face in their work.

*Please note that this workshop was formerly called Public Service Ethics.*

## Foundations of Continuous Improvement

**NEW!**

June 10, 2026 – 9 am to 4 pm (1 hour lunch, provided)
Delivery: in person
Includes: online curriculum + 6 hour live workshop
Length: full day
Cost: $595 (+GST & PST)

Core competencies: Implementation & Improvement (Program & Project Management) and Evidence & Strategic Thinking (Policy & Context Knowledge)

Public servants are expected to deliver high-quality programs and services in environments that are increasingly complex and resource-constrained. Continuous improvement offers a practical, collaborative approach to meeting these challenges by helping teams understand what quality looks like, identify what gets in the way, and design better ways of working together. This workshop introduces the core principles of continuous improvement and explores what "quality" means in a public-sector context. Participants will learn to identify value and waste in their daily work, apply practical improvement tools, and understand why ongoing refinement is essential to effective service delivery. The session also emphasizes collaborative problem solving and the cultural foundations that allow teams to surface issues early and address them together.

By the end of this workshop, you will be able to:
- Define quality and understand the importance of continuous improvement
- Identify waste and value
- Apply the tools of continuous improvement
- Design and apply collaborative approaches to solving problems that your team faces in their daily work.
- Understand the approach to creating and sustaining a culture of problem seeking and problem solving
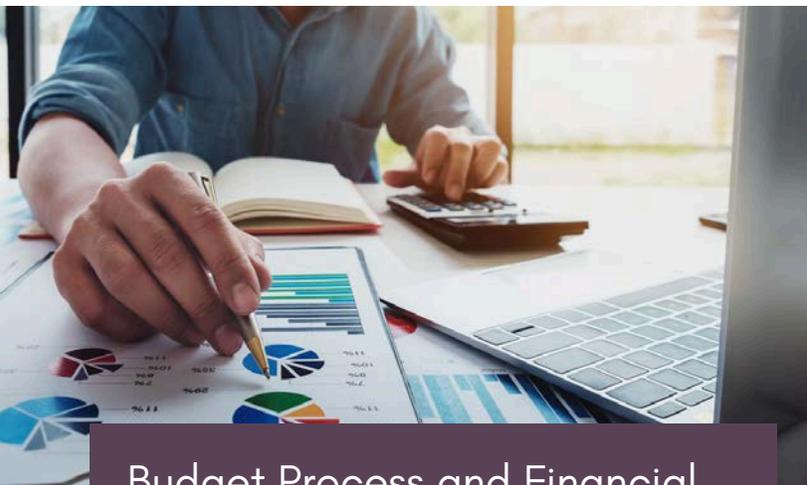
## Budget Process and Financial Literacy

June 16, 2026 - 9 am to 4 pm (1 hour lunch, provided)
Delivery: in person
Includes: online curriculum + 6 hour live workshop
Cost: $595 (+GST & PST)

Core competencies: Evidence & strategic thinking (economics & finance)

Budget is the universal language between all areas of government. The Budget Process and Financial Literacy workshop will increase your fluency in public sector budgeting and financial management in the Government of Saskatchewan. This workshop will provide you with an understanding of the roles and responsibilities of various players in the budget process and how budget decisions are made in the public sector. We will examine the phases of the budget process, including strategic planning and decision-making; budget implementation; financial management; and, budget reporting, accountability and evaluation.

By the end of this workshop, you will be able to:
- appreciate the elements of sound financial planning, management and accountability in public sector entities;
- recognize the vital role that financial considerations play in policy and program development and management; and,
- apply your knowledge of the financial planning and decision-making processes of government in your own work.

*Please note that while the majority of our policy workshops are aimed at a broad public sector audience, this workshop focuses primarily on the Government of Saskatchewan's budgeting process.*

## The Art of the Verbal Briefing

June 17, 2026 - 9 am to 12 pm
Delivery: in person
Includes: online curriculum + 3 hour live workshop
Length: half day
Cost: $475 (+GST & PST)

Core competencies: Connection & collaboration (communications)

Delivering a verbal briefing is more than just speaking clearly — it's about tailoring your message to meet the needs of your audience in real time. This half-day workshop equips public servants with practical tools and techniques to prepare and deliver effective verbal briefings. You'll explore what makes verbal briefings distinct from other forms of communication, learn how to structure and adapt your message, and identify the attributes of a strong verbal delivery. Through discussion and applied practice, you'll gain confidence in briefing with clarity, purpose, and impact.

By the end of this workshop, you will be able to:
- recognize the purpose of verbal briefings as being distinct from other forms of communication;
- identify the attributes of an effective verbal briefing;
- consider your audience's needs and adapt the content and delivery of information to that audience; and,
- apply tips and techniques to deliver effective verbal briefings.

# JSGS Core Public Servant Competencies



The Johnson Shoyama School of Public Policy has a competency framework for the skills and knowledge we want to instill in students and participants of our executive education programs. This framework is a living document that evolves as the public sector and its needs evolve. As you will see, our workshops address multiple competencies and reflect the complexity and interconnectedness of public policy and administration issues. We share this framework to assist you in preparing your own learning and development plans. If you have any questions about this information, please feel free to contact us.

## Core Competency #1: Evidence & Strategic Thinking

| Policy & Context Knowledge | Economics & Finance | Statistics & Data |
|---|---|---|
| • understands the context and background of their policy area and that building a strong knowledge base is crucial in all areas of policy<br>• has awareness of the history of the policy area and builds on lessons learned from the past<br>• has a clear understanding and working knowledge of what it means to be a civil servant and how to support ministers and government<br>• looks beyond the initial policy question to understand and address the real issues behind it | • works with economic advisors as an intelligent customer and commissioner of their expertise<br>• can perform simple analysis and use the evidence supplied to develop high-quality policy advice<br>• considers the importance of economic considerations and using public money effectively during policy development<br>• understands the financial challenges and complexities behind the funding for the policy area and makes appropriate recommendations and decisions | • understands and can apply the basic processes required to develop a sound evidence base to support policy recommendations<br>• commissions, understands and uses information from analysts, statisticians and social researchers to support policy design<br>• understands both the benefits and risks of using data<br>• makes effective use of experts to develop a sound evidence base to support policy recommendations |

## JSGS Public Sector Workshops Aligned with Core Competencies

| | | |
|---|---|---|
| • Comparative Public Policy<br>• Foundations of Continuous Improvement<br>• Introduction to Access & Privacy<br>• Introduction to Regulatory Compliance<br>• Legislative Processes<br>• Policy Development & Implementation<br>• Public Service: A Deeper Dive<br>• Strategic Thinking<br>• The Role of the Public Servant<br>• Working with the Elected | • Budget Process & Financial Literacy<br>• Business Case Analysis | • Evidence-Based Decision Making<br>• Introduction to Access & Privacy<br>• Research 101 for Public Servants |

## Core Competency #2: Connection & Collaboration

| **Communications** | **Engagement** | **Indigenous and Intercultural Responsiveness** |
|---|---|---|
| • presents accurate, brief, clear arguments & options<br>• tailors communications to its use and intended audience<br>• is skilled in providing briefings<br>• uses a range of methods to communicate persuasively | • engages and works in partnership with internal and external parties, including relevant experts<br>• uses a range of user-centered design tools and techniques to assess user needs<br>• engages effectively with intergovernmental counterparts<br>• recognizes the unique rights of Indigenous peoples and engages accordingly | • values equity, diversity, inclusion as vital to achieving excellence, innovation, and creativity in the public sector<br>• engages and sustains partnerships with First Nations, Métis and Inuit Peoples and their community members, Nations, and organizations<br>• upholds evidence-based principles for equity, diversity, and inclusion actions<br>• applies principles for EDI when planning and applying policy |

## JSGS Public Sector Workshops Aligned with Core Competencies

| | | |
|---|---|---|
| • Coaching Fundamentals<br>• Evidenced-Based Decision Making<br>• The ABCs of CDIs<br>• The Art of the Briefing Note<br>• The Art of the Verbal Briefing<br>• Writing for Government | • Collaborative Approaches to Wicked Problems<br>• Collaborative Policy Management<br>• Leading Engagement<br>• Strategic Collaboration<br>• Tools for Building Alliances<br>• Tools for Building Collaborative Partnerships | • Indigenous Economic Development<br>• Indigenous Engagement |

## Core Competency #3: Implementation & Improvement

| Program & Project Management | Evaluation | Leadership |
|---|---|---|
| • understands and can apply various Program and Project Management tools and methods to ensure successful delivery<br>• understands the environment in which their policy will be delivered<br>• delivers value for money even if not directly accountable for a budget<br>• understands the importance of planning and monitoring their policy development | • understands and uses a range of evaluation techniques<br>• understands the importance of varied viewpoints in policy evaluation<br>• understands the importance of including how outcomes will be evaluated at an early stage of policy development<br>• uses a range of techniques to plan and prepare for possible outcomes when their policy is implemented | • upholds integrity and other ethical considerations in their working context<br>• mobilizes others to work for a shared goal<br>• applies strategies for promoting innovation and guiding change<br>• models respect for diversity |

## JSGS Public Sector Workshops Aligned with Core Competencies

| | | |
|---|---|---|
| • Business Case Analysis<br>• Foundations of Continuous Improvement<br>• Policy Development & Implementation<br>• Policy Implementation<br>• Risk Assessment & Mitigation<br>• Traits & Tools for Innovation<br>• Writing for Government | • Comparative Public Policy<br>• Introduction to Regulatory Compliance<br>• Learning from Failure<br>• Performance Outcomes<br>• Program Measurement & Evaluation | • Coaching Fundamentals<br>• Creating a Culture of Accountability<br>• Empathy<br>• Ethical Challenges in the Public Service<br>• Innovation<br>• Innovative Approaches to Wicked Problems<br>• Leadership Accelerators, Derailers, & Paradoxes<br>• Leadership Foundations<br>• Leading Alignment for Public Sector Impact<br>• Motivate to Elevate: Advancing Public Sector Teams |

## *Excellence in Public Sector Leadership (EPSL) Program*

An executive education and certification program providing the tools and insights necessary for new and emerging public sector leaders to lead effectively.

Develop self leadership and build upon this foundation by exploring how to effectively lead teams, promote service excellence, and achieve memorable results.

### Get ready to level up

*"We often hear about leadership concepts and what makes a good leader, but what I've valued most about the EPSL program is its intentional focus on applying these ideas specifically within the public sector. That context has deepened my understanding of what it truly means to serve as a public servant. What stands out for me is that JSGS doesn't try to fit leaders into one model or prescribe a single "right" way to lead. Instead, the program offers a wide range of practical frameworks that leaders can adapt to their own styles and situations. Overall, the program is thoughtful, well-designed, and grounded in what public service leadership really requires. It has genuinely expanded how I see my role and how I can contribute."*

Jordan Ewart, Manager, International Offices Branch, Ministry of Trade and Export Development, Government of Saskatchewan

## *Additional Programs for the Developing Professional*

Help solve complex issues related to healthcare, poverty, climate change, governance and more by pursuing a Master's Degree, PhD, Graduate Certificate, or by enrolling in an Executive Education program!

### Build a career that shapes the future.

# The JSGS Public Sector Workshop Series

We are pleased to release our Spring 2026 brochure! **Registration is processed through the JSGS Destiny 1 system**. Please read the instructions below.

## Who can attend?
- Any public sector employee can attend JSGS workshops, so feel free to share this information with colleagues.
- 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.

## Delivery
- Our Spring 2026 schedule includes a blend of online and in person workshop delivery. Please read the brochure carefully so you know the delivery format for your preferred workshops.
- All workshops include both a live workshop (online or in person) and an online curriculum that participants must complete the week prior to the workshop. The online curriculum can include videos, discussion questions, applied exercises, assignments, pre-reading, and recorded presentations. By providing online curricula for our workshops, we ensure that all participants have the same foundational knowledge going into the workshop, which allows us to spend time on more advanced and practical topics in the live session.

## In person Workshops
- In person workshops will be held at JSGS on the University of Regina's College Avenue Campus. On-site parking is available for $2/hour, and parking instructions and further information will be sent the week prior to each workshop.
- We are not able to accommodate any participants joining those workshops virtually.

## Time Commitment
- Each workshop has two components: an asynchronous pre-workshop online curriculum, and a live synchronous workshop, which is either online or in person. Participants will complete the online curriculum the week leading up to the live session, and the completion time will vary, depending on the workshop topic and participants' learning preferences.
- To improve knowledge retention and get the most out of our training, we suggest taking your time with the online curriculum and setting aside several hours to complete it.
- For a half-day workshop, the live workshop is 3 hours long, and for a full-day workshop, the live workshop is 6 hours long. Participants in 6 hours long workshops must be able to attend for the full length of time to receive credit for a full-day workshop.

## Registration Fees
- Full-day workshops cost $595 per person (+GST & PST), and half-day workshops cost $475 per person (+GST & PST).
- Tax exemptions will not be applied at checkout for workshop and program purchases. If you or your organization is eligible for a tax exemption, you will need to submit a tax rebate through your own ministry or organization's internal process. We appreciate your understanding and cooperation.
- The workshops, *Leadership Foundations and Leadership Accelerators*, *Derailers and Paradoxes* include an additional and non-refundable fee for a unique self-assessment, making the cost for these workshops $745 per person (+GST & PST).
  - Note that if you have to cancel from one of these workshops after paying for the assessment, you will still receive your assessment results.
- Registration fees are processed at the time of registration, and cancellations will be refunded in accordance with our cancellation policy, outlined on the next page.

## Registration Launch
**Registration for the Spring 2026 workshops will open on the JSGS website on <u>March 4, 2026 @ 1 pm</u>**. As many of our workshops fill up quickly, we encourage you to register as soon as registration opens to avoid disappointment.  Direct registration links will be sent to the JSGS Executive Education **MailChimp** list the morning of the registration launch and posted on our website. Supervisor approvals are <u>not</u> built into the process, so you will need to obtain the appropriate approvals before you register.

## JSGS Executive Education Mailchimp Newsletter
If you have received email announcements in previous semesters, please note that we have changed our communication process. In May 2025, we moved to a JSGS EE newsletter format; if you want to ensure you continue to receive up-to-date announcements of our offerings, please sign up (**CLICK HERE**).

## Registration Process
**All individuals & organizations will use the JSGS registration system, Destiny 1**.

If you choose a workshop by following a JSGS link you have been emailed, or via our website:
- Click the link to the workshop you are interested in to go to the Destiny 1 site.
- Put the workshop you have chosen into your cart by hitting "Add to Cart".
- Click "Checkout".
- If you have a Destiny account, please sign in, or Create a New Account by filling in your email address and clicking, "Create Account".
- For new accounts, you will need to fill in your personal information.
- Once logged in or account created, you will be redirected to your cart. Select payment method "credit card". *NOTE There are no employer pay or group affiliation options for JSGS-EE registrations.
- Answer the Questionnaire.
- Click "Continue Checkout" and proceed to complete your credit card payment (see "Payment" section, below, for information on GST/PST exemptions).
- You will receive your receipt and confirmation of enrollment via email.
- For new accounts, check your email for a link to set up your new account password.

## Waitlists & Cancellations
- When you register for a workshop, you will receive an email from JSGS indicating your confirmation of enrollment. If there are no more seats available, you will have an option to "Join the Waitlist" instead. If you are on a waitlist and a seat becomes available, you will be notified by email and have a 48 hour window to complete your registration.
- If you can no longer attend a workshop, it is <u>your responsibility</u> to cancel. Cancellations made before the cancellation deadline can be processed from your account in Destiny 1.
- **Cancellation must be received eight (8) days prior to each workshop in order to receive a refund. If you need to cancel after the deadline, we are happy to accept a substitute, even on short notice, but no refund will be issued.**
  - **There is no refund for cancellations received up to seven (7) days prior to a workshop.**
- Please note that we enforce the cancellation policy, no matter the reason for the absence.
- If you provide eight (8) days or more notice of cancellation, your full registration fees will be refunded, except for the cost of the assessments as part of the *Leadership Foundations* and/or the *Leadership Accelerators, Derailers and Paradoxes* workshop.
- To cancel after the registration deadline, email: jsgs.ee@uregina.ca

## Payment

When you register, you will need to pay in advance for each workshop with a credit card. When payment is processed, you will receive a payment receipt by email.

## Attendance Data

- Destiny 1 will track the workshops you complete beginning Winter 2025, but you will need to keep track of any workshops taken prior to Winter 2025 on your own.
- Confirmation of your completion of a workshop will be available through your Destiny 1 account, as a Statement of Grade. This file will be available to you by the end of the semester.
- Workshops completed prior to Winter 2025 will still be included in certificates of completion.

## Certificates of Completion

- JSGS offers Certificates of Completion to participants who complete 6 full days of training, including the introductory workshop, The Role of the Public Servant.
- Certificates are distributed annually each summer.
- To apply for your certificate, visit our website.