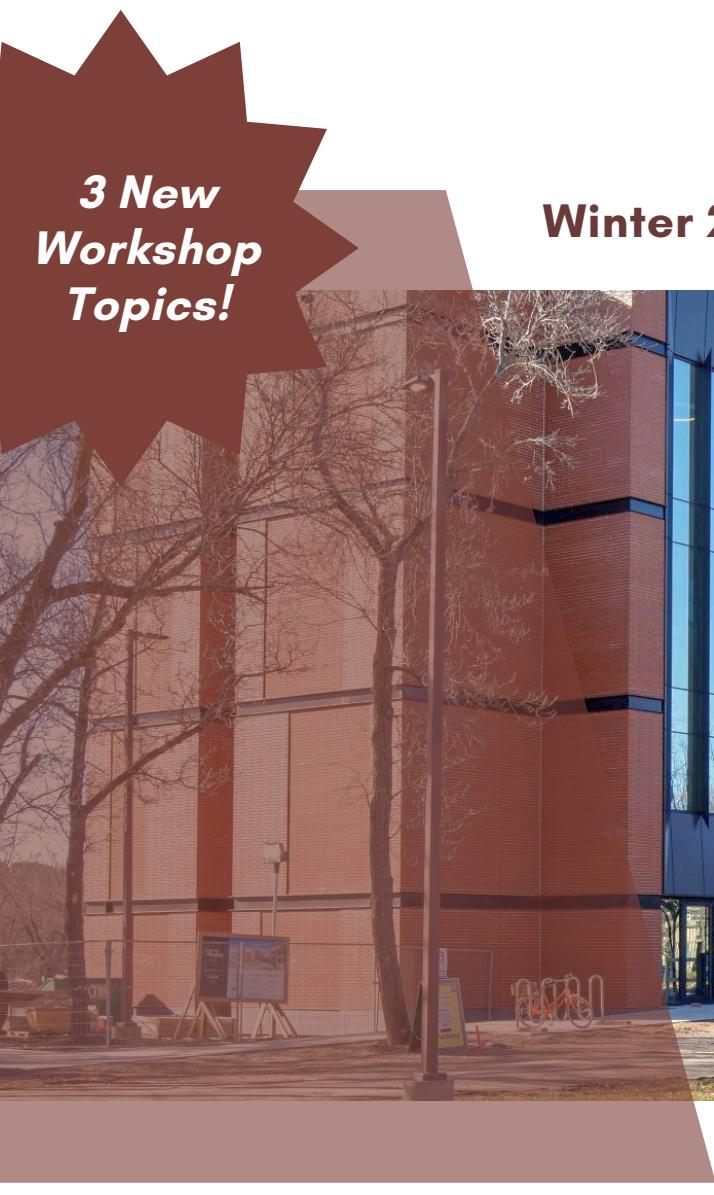


Public Sector Workshop Series

3 New
Workshop
Topics!

Winter 2026

Revised Communiqué as of January 14, 2026



Please Note

*We have added 2 additional workshops to the
Winter 2026 schedule; please see page 7.*



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.

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.

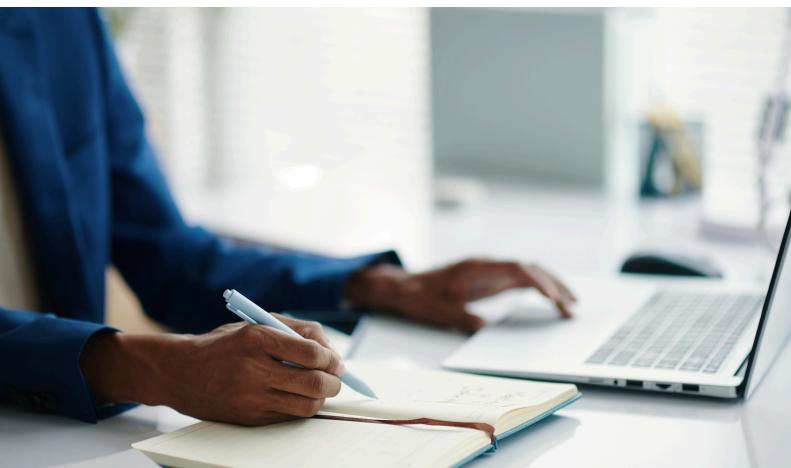
Certificates of Completion

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.



The Art of the Briefing Note

January 13, 2026 - 9 am to 12 pm
Delivery: online

March 4, 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.

The Art of the Verbal Briefing

NEW!

January 7, 2026 - 9 am to 12 pm
Delivery: in person

February 26, 2026 - 9 am to 12 pm
Delivery: online

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.





The Role of the Public Servant

January 15, 2026 - 9 am to 4 pm (1 hour lunch)
Delivery: in person

March 17, 2026 - 9 am to 4 pm (1 hour lunch)
Delivery: online

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.



Policy Development & Implementation

January 21, 2026 - 9 am to 4 pm (1 hour lunch)
Delivery: in person

Includes: online curriculum + 6 hour live workshop

Length: full day

Cost: \$595 (+GST & PST)

Core competencies: Implementation & improvement: (program and project management)

Policy development and implementation are often described as distinct and separate stages within the policy cycle. In practice, policy development and implementation are integrally linked. This workshop will cover topics related to both processes and will help participants to understand the relationship and interdependence between them. During the policy development stage, both political and technical issues have to be addressed. Political issues include linking with government goals, getting buy-in, and setting a vision. Technical issues include gathering evidence and data, analysis and design of options, implementation planning, and public consultation.

By the end of this workshop, you will be able to:

- summarize the basics of the policy development and implementation process in the 21st century;
- describe the policy cycle and how it links to other cycles in government;
- identify a number of challenges and considerations you may encounter during the process; and,
- apply strategies and best practices to effectively address these complexities.





Leadership Foundations

January 30, 2026 - 9 am to 4 pm (1 hour lunch)

Delivery: online

March 11 2026 - 9 am to 4 pm (1 hour lunch)

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 and 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.



Performance Outcomes

March 5, 2026 - 9 am to 12 pm

Delivery: online

Includes: online curriculum + 3 hour live workshop

Length: half day

Cost: \$475 (+GST & PST)

Core competencies: Implement & improvement: evaluation

Governments' primary role is to undertake actions to improve the quality of life of their citizens. These desired outcomes are planned and pursued through investments in public programs and policies but can be very complex in nature, such as addressing poverty. Just doing more things and spending more money without a plan to "move the needle" is not an acceptable approach. This workshop provides public servants with an opportunity to focus on outcomes, as they pertain to the policy cycles and program and policy development. The workshop will teach you a logic model approach to understand outcomes, as they cannot be a standalone goal and must be an integrated part of the problem definition and design process. You will also discuss how outcomes and accountability are connected.

By the end of this workshop, you will be able to:

- differentiate between outputs and outcomes and how they are linked;
- recognize the different types of outcomes (direct, indirect and final);
- formulate the types of questions to ask to understand outcomes that are relevant; and,
- describe how an outcomes-focus can clarify expectations and problem definitions.

Please note that this workshop is a deeper dive into performance measurement and is best taken after Program Measurement & Evaluation.





Risk Assessment & Mitigation

March 10, 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: Implement & improvement: program & project management

Public servants are called upon to play a critical role in identifying risks, assessing the level and consequences of risk, and advising when risk should be accepted, avoided, or mitigated. You will learn the difference between different types of risk and how risk can impact strategic goals if left unaddressed. This workshop will teach you the stages of risk assessment and the mechanisms available to mitigate risk in program operations.

By the end of this workshop, you will be able to:

- examine who in the organization decides what risk to accept, what to avoid, and what to mitigate;
- recognize the advantages and disadvantages of different risk assessment and mitigation strategies;
- assess the probability and consequences of risk; and,
- develop and implement strategies for risk assessment and mitigation within your organization.



Leading Alignment for Public Sector Impact

NEW!

March 12, 2026 - 9 am to 4 pm (1 hour lunch)

Delivery: in person

Includes: Self assessment + online curriculum + 6 hour online workshop

Length: full day

Cost: \$595 + \$150 Assessment = \$745 (+GST & PST)

Core competencies: Implementation & improvement (leadership)

In the public sector, we spend most of our time focused on the people we serve – and rightly so. But sometimes that means we don't pause to look inward and ask: are we working together in the best way possible? Whether you're working in a ministry, a Crown, or a municipal office, you likely know your purpose – but that doesn't always mean the whole team is moving in the same direction. Misalignment is not always obvious, but it shows up in duplicated efforts, communication breakdowns, or teams feeling stuck. This session is about noticing those gaps, and finding practical ways to get back in sync.

By the end of this workshop, you will be able to:

- understand the 7 elements of organizational alignment;
- assess your organization's alignment and identify strengths and gaps;
- develop actionable ideas to strengthen organizational alignment;
- apply your knowledge to a leadership simulation and debrief key lessons; and,
- generate ideas to enhance your leadership effectiveness by leveraging various 7S elements.

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



Strategic Collaboration

March 19, 2026 - 1 pm to 4 pm

Delivery: online

Includes: online curriculum + 3 hour live workshop

Length: half day

Cost: \$475 (+GST & PST)

Core competencies: Connection & Collaboration (engagement)

Daniel Goleman said, "leadership is the art of persuading people to work toward a common goal" ([Emotional Intelligence](#)). To do this, leaders today must act not only as decision makers but also as mediators, subject matter experts, and role models. This workshop assists leaders in sorting out competing expectations in order to work corroboratively to meet organizational objectives. You will explore the key principals of collaborative problem solving, including establishing and maintaining a positive culture, managing personality types, and guiding discussions to reach decisions.

By the end of this workshop, you will be able to:

- identify the key competencies for collaborative leadership;
- recognize the impact of personality types and bias on leadership outcomes;
- examine how aspects of organizational culture relate to the success or failure of collaborative efforts; and,
- apply strategies for building collaborative relationships in the workplace.

Business Case Analysis

March 24, 2026 - 9 am to 12 pm

Delivery: online

Includes: online curriculum + 3 hour live workshop

Length: half day

Cost: \$475 (+GST & PST)

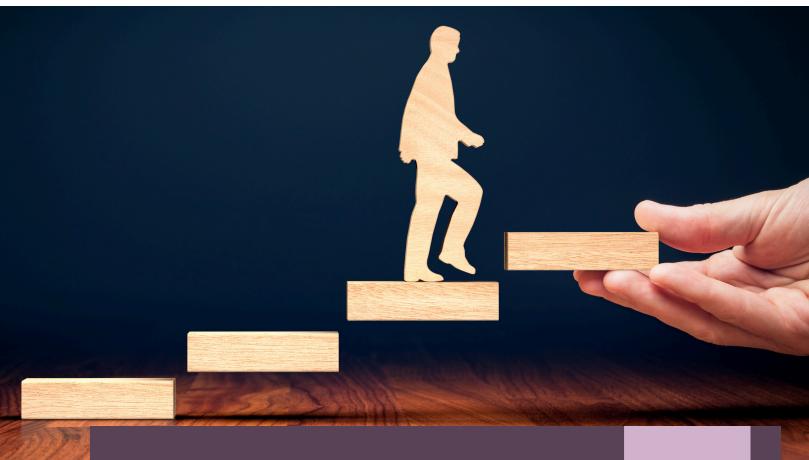
Core competencies: Core Evidence & Strategic Thinking (economics & finance); Implementation & improvement (program & project management)

Do you think business case analysis is only useful in private industry? Think again! In Business Case Analysis, you will be introduced to the idea of business case analysis in the public sector, including problem definition, development of alternatives, cost-effectiveness analysis, risk assessment and the development of recommendations. We will discuss the theory underpinning business case analysis and review public sector examples to demonstrate how this approach can be useful in the public sector.

By the end of this workshop, you will be able to:

- understand how to approach a public sector business case analysis;
- gain experience by participating in hands-on examples of case analysis; and,
- appreciate the value of business case analysis as a method of program and initiative development.





Motivate to Elevate: Advancing Public Sector Teams

NEW!

March 25, 2026 - 9 am to 4 pm (1 hour lunch)
 Delivery: online
 Includes: Self assessment + online curriculum + 6 hour online workshop
 Length: full day
 Cost: \$595 + \$150 Assessment = \$745 (+GST & PST)
 Core competencies: Implementation & improvement (leadership)

This workshop explores how public sector leaders can effectively motivate people by applying David McClelland's 3 primary motives: achievement, affiliation, and power (Harvard, 1961). You will learn to identify motives in yourself and others, identify processes/systems within your organization that activate each motive, and generate new ideas for activating each motive. And, you will apply the motives to different workplace scenarios and generate action planning ideas for you to fuel your own growth in the future.

By the end of this workshop, you will be able to:

- identify McClelland's three primary motivators and their application to public sector work;
- assess your motivation profile and reflect on how it both helps and hinders your effectiveness;
- identify systems/processes in your organization that activate each motive;
- apply strategies to motivate different types of people to enhance engagement and performance; and,
- generate action planning ideas to fuel your future growth.

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

Participant Feedback (2025-26)

"(The workshop content) provides a great level of context to what leadership is looking for."

"(The workshop content) will assist me to make better informed content and decisions while writing a BN and to make sure to take a step back from my emotions and opinions and focus on what is relevant for the context. The courses provide valuable information as a public servant."

"The facilitators did extremely well. It was very straight forward, factual and allowed the opportunity to participate and ask questions. One of the best courses I have taken."

"The workshop will support my career growth within government by giving me practical knowledge I can apply right away."

"The content provides me with a better understanding of how my role fits into the government model and policy cycles."

"I truly appreciate the online pre-session that helped everyone get to the same level. It also provided tools and material to take away."

"Really appreciated the in person casual setting - lots was learned by the discussions that came from the material."



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
<ul style="list-style-type: none"> understands the context and background of their policy area and that building a strong knowledge base is crucial in all areas of policy has awareness of the history of the policy area and builds on lessons learned from the past has a clear understanding and working knowledge of what it means to be a civil servant and how to support ministers and government looks beyond the initial policy question to understand and address the real issues behind it 	<ul style="list-style-type: none"> works with economic advisors as an intelligent customer and commissioner of their expertise can perform simple analysis and use the evidence supplied to develop high-quality policy advice considers the importance of economic considerations and using public money effectively during policy development understands the financial challenges and complexities behind the funding for the policy area and makes appropriate recommendations and decisions 	<ul style="list-style-type: none"> understands and can apply the basic processes required to develop a sound evidence base to support policy recommendations commissions, understands and uses information from analysts, statisticians and social researchers to support policy design understands both the benefits and risks of using data makes effective use of experts to develop a sound evidence base to support policy recommendations

JSGS Public Sector Workshops Aligned with Core Competencies

<ul style="list-style-type: none"> Comparative Public Policy Introduction to Access & Privacy Introduction to Regulatory Compliance Legislative Processes Policy Development & Implementation Public Service: A Deeper Dive Strategic Thinking The Role of the Public Servant Working with the Elected 	<ul style="list-style-type: none"> Budget Process & Financial Literacy Business Case Analysis 	<ul style="list-style-type: none"> Evidence-Based Decision Making Introduction to Access & Privacy Research 101 for Public Servants
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Core Competency #2: Connection & Collaboration

Communications	Engagement	Indigenous and Intercultural Responsiveness
<ul style="list-style-type: none"> • presents accurate, brief, clear arguments & options • tailors communications to its use and intended audience • is skilled in providing briefings • uses a range of methods to communicate persuasively 	<ul style="list-style-type: none"> • engages and works in partnership with internal and external parties, including relevant experts • uses a range of user-centered design tools and techniques to assess user needs • engages effectively with intergovernmental counterparts • recognizes the unique rights of Indigenous peoples and engages accordingly 	<ul style="list-style-type: none"> • values equity, diversity, inclusion as vital to achieving excellence, innovation, and creativity in the public sector • engages and sustains partnerships with First Nations, Métis and Inuit Peoples and their community members, Nations, and organizations • upholds evidence-based principles for equity, diversity, and inclusion actions • applies principles for EDI when planning and applying policy

JSGS Public Sector Workshops Aligned with Core Competencies

<ul style="list-style-type: none"> • Coaching Fundamentals • Evidenced-Based Decision Making • The ABCs of CDIs • The Art of the Briefing Note • The Art of the Verbal Briefing • Writing for Government 	<ul style="list-style-type: none"> • Collaborative Approaches to Wicked Problems • Collaborative Policy Management • Innovative Approaches to Wicked Problems • Leading Engagement • Strategic Collaboration • Tools for Building Alliances • Tools for Building Collaborative Partnerships • Working with the Non-Profit Sector 	<ul style="list-style-type: none"> • Indigenous Economic Development • Indigenous Engagement • Reconciliation: Moving from Mandates to Action • The Relationship between Indigenous and Non-Indigenous People
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Core Competency #3: Implementation & Improvement

Program & Project Management	Evaluation	Leadership
<ul style="list-style-type: none"> understands and can apply various Program and Project Management tools and methods to ensure successful delivery understands the environment in which their policy will be delivered delivers value for money even if not directly accountable for a budget understands the importance of planning and monitoring their policy development 	<ul style="list-style-type: none"> understands and uses a range of evaluation techniques understands the importance of varied viewpoints in policy evaluation understands the importance of including how outcomes will be evaluated at an early stage of policy development uses a range of techniques to plan and prepare for possible outcomes when their policy is implemented 	<ul style="list-style-type: none"> upholds integrity and other ethical considerations in their working context mobilizes others to work for a shared goal applies strategies for promoting innovation and guiding change models respect for diversity

JSGS Public Sector Workshops Aligned with Core Competencies

<ul style="list-style-type: none"> Business Case Analysis Policy Development & Implementation Policy Implementation Risk Assessment & Mitigation Traits & Tools for Innovation Writing for Government 	<ul style="list-style-type: none"> Comparative Public Policy Introduction to Regulatory Compliance Learning from Failure Performance Outcomes Program Measurement & Evaluation The Role of Environmental Policy 	<ul style="list-style-type: none"> Coaching Fundamentals Creating a Culture of Accountability Empathy Ethical Challenges in the Public Service Innovation Innovative Approaches to Wicked Problems Leadership Accelerators, Derailers, & Paradoxes Leadership Foundations Leading Alignment for Public Sector Impact Motivate to Elevate: Advancing Public Sector Teams
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NEW Program

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



"Completing this leadership course has been a truly valuable experience. The knowledge and insights I gained have already started shaping the way I approach my role. I now feel better equipped with practical tools to support budgeting, enhance strategic thinking, and strengthen my ability to lead effectively. Most importantly, the course reinforced my commitment to being a more thoughtful, impactful public servant. I'm confident that what I've learned will continue to guide me as I grow in my leadership journey."

Kali McDonald, Manager, International Offices, Ministry of Trade and Export Development

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 Winter 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 winter 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). **Note that these per person rates have increased from previous offerings.**
- 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, Leading Alignment for Public Sector Impact, and Motivate to Elevate: Advancing Public Sector Teams* include an additional and non-refundable fee for a unique self-assessment, making the cost for that workshop \$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.

JSGS Registration Information



Registration Launch

Registration for the Winter 2025 workshops will open on the JSGS website on November 19, 2025 at 1 pm.

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 not 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 your responsibility 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* 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 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](#).