

Registration Information – JSGS Registration System

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 (in person or online) 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 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. The in-person workshops will be delivered entirely in person, and we are not able to accommodate any participants joining those workshops virtually.

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 attend JSGS workshops, so feel free to share this information with colleagues. Today's public servants face unique and complex challenges, and our workshops help you develop and enhance essential skills and core competencies like thinking strategically and using evidence in policy making, effectively collaborating and connecting with citizens and stakeholders, and evaluating, implementing, and improving programs and policies. 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 fees

Full-day workshops cost \$450 per person (+GST & PST, if applicable), and half-day workshops cost \$325 per person (+GST & PST, 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 \$600 per person (+GST & PST, if applicable). Registration fees are processed on the day and time that you register, and cancellations will be refunded in accordance with our cancellation policy, outlined on the next page.



Registration launch

Registration for Winter 2024 workshops will open on the JSGS website on Thursday, November 23 @ 1 pm. As many of our workshops fill up quickly, we encourage you to register as soon as registration opens to avoid disappointment. A direct registration link will be sent to the JSGS Executive Education email 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.



Registration process

A number of organizations will use the JSGS online registration system (MarketPlace) to register for our workshops, including employees of:

- select Treasury Board Crowns, including Saskatchewan Liquor and Gaming Authority (SLGA), Saskatchewan Crop Insurance Corporation (SCIC), Tourism Saskatchewan, and Water Security Agency (WSA);
- boards, crowns, and agencies within the Government of Saskatchewan (GoS) who do not have access to the PSC Client system;
- public servants outside of the GoS, such as employees of federal or municipal governments;
- Indigenous governments and organizations;
- universities and other education institutions; and,
- non-profit organizations.

Waitlists & cancellations

When you register for a workshop, you will receive an email from JSGS, indicating if you are confirmed or waitlisted. If you are on a waitlist and a seat becomes available, we will email you to confirm that you're still able to attend.

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, even on short notice. Please note that we enforce the cancellation fee policy, no matter the reason for the absence. If you are sick (with COVID or any other illness) or suddenly cannot attend, we are happy to follow up with your supervisor to find a substitute to use your seat. If you are unable to find a substitute, we will charge 50% of the registration fee. If you provide at least a week's notice of cancellation, your full registration fees will be refunded. If you do not provide a full week's notice, we will refund 50% of your registration fees. To cancel, email janice.yule@uregina.ca or sharri.dewey@uregina.ca.

Payment

When you register, you will need to pay in advance for each workshop with a credit card. Depending on the settings on your web browser, you may have the option to save your payment information to save time on the next registration. When payment is processed, you will receive a payment receipt by email.

GST & PST

If your organization is GST exempt, you will need to select the 'GST exempt' registration option when you register and provide your organization's GST exemption number. If your organization is PST exempt but pays GST, please contact us for more information on how to register.

Attendance data

The JSGS online registration system is not a database, so you cannot log in to the system to view the workshops you've completed. You will need to keep track of your own registrations through the emails and payment receipts you receive. Please note that when you register for a workshop, you are consenting to have JSGS share your basic registration information (name, job title, and organization) with facilitators and guest speakers. All workshop registrants are added to our email list automatically and will receive registration information for workshops going forward. If you'd like to be removed from the email list, please just let us know and we'd be happy to do so.

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, and we've awarded certificates to over 800 public servants since 2010. For more information on the certificate, visit [our website](#).



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 could customize course content to meet your specific learning needs. [Contact us](#) for information on availability and workshop pricing.