

JOHNSON
SHOYAMA



GRADUATE SCHOOL OF PUBLIC POLICY

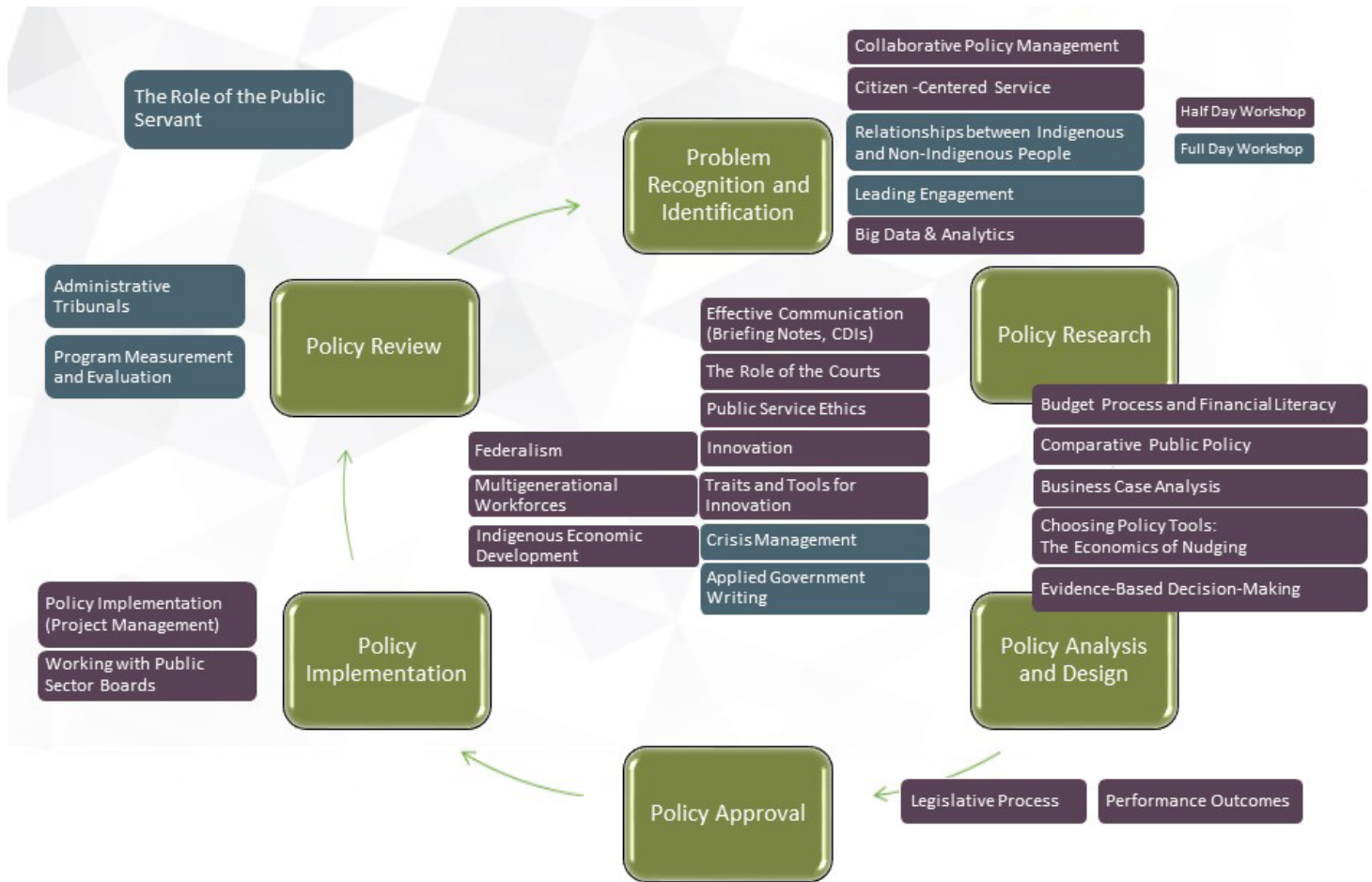
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WINTER 2020 POLICY WORKSHOP SERIES

EXTERNAL PUBLIC SERVANTS



THE POLICY CYCLE



Frequently Asked Questions:

1. Who is the audience for the Policy Workshop Series?

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.

2. How do I know when I have earned my certificate?

Policy Certificates are earned by attending the equivalent of six full days of training. Two half day workshops equal one full day of training. Participants are responsible for tracking their completed workshops in Learn - by viewing the "classes" tab in your Learn profile.

Two offerings:

Tuesday, January 7, 2020 8:30 a.m. - 4:30 p.m.

Wednesday, March 11, 2020 8:30 a.m. - 4:30 p.m.

THE ROLE OF THE PUBLIC SERVANT

The unique role of government has a significant impact on the structure and function of government ministries and crowns. This workshop provides an interactive 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 explore challenges to creating good policy in today's complex context and some ways to address these challenges.

By the end of this workshop, you will:

- understand the unique role of government in the production of public goods;
- recognize how the role of government affects the policy process, the role of the elected, and the role of public servants;
- be familiar with the policy cycle and how it links to other cycles;
- recognize policy tools and identify when to use them; and,
- know how best to provide policy advice.

One offering:

Thursday, January 9, 2020 8:30 a.m. - 12:00 p.m.

PUBLIC SERVICE ETHICS

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, anti-harassment, conflict of interest, protocols and fraud. However, the concept of ethics goes deeper than this. The *Public Service Ethics* workshop examines the concept of "the public trust" and the role that individual public servants and the leaders have as caretakers of the public trust. The workshop explores the role that organizational culture plays in maintaining a positive environment and the impact of culture on individual choices and behaviour. You will take part in a series of interactive discussions and exercises.

By the end of this workshop, you will:

- be familiar with ways to establish and sustain interpersonal and public trust;
- understand how to play a leadership role in shaping ethics, serving as a role model, and demonstrating integrity; and,
- understand the role of trust, competence and courage in ethical leadership in public service.

Two offerings:

Thursday, January 16, 2020 8:30 a.m. - 12:00 p.m.

Tuesday, March 3, 2020 8:30 a.m. - 12:00 p.m.

***NEW* INDIGENOUS ECONOMIC DEVELOPMENT**

Indigenous Governments across Saskatchewan are exploring creative and unique ways to undertake economic development and build strategic partnerships to create opportunities and employment for their people. "Indigenous economic development is an integral component of reconciliation, holding huge potential to fuel Canadian economic growth" (The National Indigenous Economic Development Board 2019). What factors make some of these initiatives more likely to succeed? What role can the provincial and federal governments play to support these initiatives and where are the potential points of contention?

By the end of this workshop, you will:

- understand how Indigenous Governments are finding a balance between traditional and contemporary approaches to economic development;
- become familiar with success stories of Indigenous economic development;
- discuss the role of partnerships in economic development, including those with provincial and federal governments; and,
- explore the ways that economic development plays in improving the lives of Indigenous peoples.

One offering:

Tuesday, January 21, 2020 8:30 a.m. - 12:00 p.m.

BUDGET PROCESS AND FINANCIAL LITERACY

Budget is the universal language between all areas of government. The *Budget Process and Financial Literacy* workshop increases your fluency in public sector budgeting and financial management in the Government of Saskatchewan. This workshop provides 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 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:

- understand the role that financial considerations play in formulating policy and program management;
- examine the financial planning cycles of government and the elements of sound financial planning and management in public sector entities; and,
- gain an understanding of financial decision-making processes and elements of financial and program accountability within the context of public decision-making processes

Source: The National Indigenous Economic Development Board. 2019. *The Indigenous Economic Progress Report*. Gatineau, Quebec: The National Indigenous Economic Development Board.

One offering in SASKATOON, SK:

Thursday, January 23, 2020 8:30 a.m. - 4:30 p.m.

THE RELATIONSHIP BETWEEN INDIGENOUS AND NON-INDIGENOUS PEOPLE

This one-day workshop provides an overview of the historical events and policies that have shaped the current relationship between Indigenous and non-Indigenous people in Canada. The workshop highlights how this historical context plays a role in the *Calls to Action* highlighted by the Truth and Reconciliation Commission (TRC). We are also honoured to have Elder Kewistep share his story of survival from his experiences with residential school in Saskatchewan. The workshop also examines current Indigenous policy and review engagement strategies and relationship-building tools that public servants can use with Indigenous communities.

By the end of this workshop, you will:

- understand how historical events, policies and current legislation have shaped the current social, health, and education inequalities for many Indigenous people;
- be familiar with relationship-building tools and engagement strategies; and,
- have the background knowledge necessary to initiate the implementation of selected TRC *Calls to Action*.

NOTE: This workshop builds on the lessons that were shared during the Aboriginal Awareness Training Workshop. We help to reframe the concept of truth through a different lens and consider what you, as a public servant, can do to participate in the *Calls to Action*.

One offering:

Tuesday, January 28, 2020 8:30 a.m. - 4:30 p.m.

PROGRAM MEASUREMENT AND EVALUATION

The *Program Measurement and Evaluation* workshop provides public servants with an introduction to monitoring and reviewing government programs and discusses the principles and purposes of program evaluation. We will introduce you to the main approaches of program review and discuss how program success may be measured.

We will teach you how to use logic models in program measurement and review how to distinguish the goals of programs, focusing on outcomes. We will discuss the merit and worth of programs and how to distinguish program efficiency and program effectiveness, performance management, benchmarking, and 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 its purposes. You will be asked to contribute to discussions, partake in several applied exercises, and learn how to comprehend evaluation reports, interpret findings, and design an evaluation plan.

By the end of this workshop, you will:

- know the value and uses of program measurement, as well as the key concepts;
- be able to apply different approaches to develop program measurement, review and evaluation frameworks;
- know processes within the Government of Saskatchewan; and,
- be able to apply a basic methodological approach to create and use logic models.

One offering:

Tuesday, February 4, 2020 8:30 a.m. - 12:00 p.m.

COMPARATIVE PUBLIC POLICY

The *Comparative Public Policy* workshop provides you with the knowledge, skills and tools necessary to conduct comparative analysis. Due to globalization and communication growth, the comparative approach is even more accessible and relevant. This session will provide you with an understanding of why it is useful to compare cross-national and cross-provincial public policies and how to do so.

By the end of this workshop, you will:

- understand why comparing policies will aid in your understanding of your own policies;
- know where to start and what questions to ask to extract lessons from studying other policies and programs;
- be aware of the main challenges and appropriate methods for choosing better jurisdictions within Canada and abroad to study; and,
- know how comparative analysis may be used to draw lessons to find, fine-tune, and present resourceful policy options to decision-makers.

One offering:

Tuesday, February 11, 2020 8:30 a.m. - 12:00 p.m.

THE ART OF THE BRIEFING NOTE

Writing a briefing note can be considered an art. It is not just a cut and dry writing exercise. *The Art of the Briefing Note* provides Saskatchewan public servants with a number of points to consider in writing better briefing notes. The workshop covers a number of areas: your audience and what their needs are; the why, how and when of using briefing notes; and writing tips to communicate effectively. You will also get a chance to gain experience through practical exercises, including giving a verbal briefing.

By the end of this workshop, you will:

- appreciate who your audience is;
- know the attributes of good briefing notes; and,
- apply tips and techniques to write better briefing notes.

One offering:

Thursday, February 13, 2020 8:30 a.m. - 12:00 p.m.

COLLABORATIVE POLICY MANAGEMENT

Collaboration, both within our organizations and with stakeholders, is a vital skill for addressing increasingly complex problems. The *Collaborative Policy Management* workshop examines various components of collaborative policy making, including skills, knowledge and strategies to develop collaborative solutions to complex public policy issues and manage collaborative partnerships. This workshop provides you with an introduction to developing policy through consensus-driven dialogue and participatory practices. It explores various strategies that may be used to craft solutions in both planning and implementation.

By the end of this workshop, you will:

- be familiar with different approaches to collaborative policy making;
- understand how and why to get the public to participate in a collaborative process; and,
- be able to manage in a networked environment.

One offering:

Thursday, February 27, 2020 8:30 a.m. - 12:00 p.m.

APPLIED GOVERNMENT WRITING

This workshop will spend time on how to improve your written skills for writing government documents. The workshop is built on concepts already discussed in other JSGS executive education workshops, *The Art of the Briefing Note* and *ABCs of CDIs*.

A number of things have to be considered in crafting government documents. Writing for different audiences requires you to consider style, format, technical information, decisions required, and key messages. This workshop will require participants to submit a briefing note assignment in advance of the actual workshop (details on the assignment will be provided several weeks in advance of the workshop). During the workshop we will spend time on key sections required in briefing notes and discuss material from the assignments to illustrate how to improve your writing skills.

By the end of this workshop, you will:

- apply tips and techniques to write better government documents;
- appreciate how to incorporate technical research material into your documents;
- understand that writing is about story telling and needs to be written having an outcome or purpose for your reader(s); and,
- apply the comments and suggestions received on your written submission to future written documents.

NOTE:

It is recommended (but not required) that participants have completed *The Art of the Briefing Note* before attending this workshop.

Due to the pre-writing requirement that will be marked by facilitators, this is considered a FULL DAY workshop, even though the in-class portion of the session is a half day. As such, the cost for this workshop is \$300 per person.

One offering:

Tuesday, March 10, 2020 8:30 p.m. - 12:00 p.m.

LEGISLATIVE PROCESSES

The legislative process provides the framework for many public service activities at a variety of levels. This workshop will provide you with a foundational understanding of how policy becomes legislation and what choices are available prior to introducing draft legislation in the Assembly. It will also discuss the legislative process, the scope of amendments and the regulative process.

As a participant, you will gain a deeper understanding of the various approaches to legislation and how these should be considered when working on policy development. Ultimately, this workshop will better prepare those who influence or are impacted by changes in legislation.

By the end of this workshop, you will:

- better understand how laws are made in the Legislative Assembly;
- appreciate the process and consideration for translating public policy into law;
- better understand what material is required by Ministers and Members when they prepare and present legislation for consideration; and,
- appreciate the nuances of the legislative processes.

One offering:

Monday, March 16, 2020 1:00 p.m. - 4:30 p.m.

NEW MULTIGENERATIONAL WORKFORCES

Workplace teams often include employees from multiple generations.

Will Baby Boomers and Millennials view investments in social media campaigns the same way?

Do Generation X and Generation Y employees work well together?

This workshop will examine different styles and beliefs about personalities and values often associated with age. Are there real differences, and if so, what are they? How do you measure up against the assumptions based on age? Most importantly, what strategies can you use to respond to these personality and value differences? The session will be interactive with a combination of small and large group work, some lecture pieces, and self-analysis.

By the end of this workshop, you will:

- recognize and understand different styles, approaches and belief systems you might encounter in a multigenerational workplace;
- be aware of your own characteristics and how they fit in multigenerational models; and,
- have new and/or better tools for responding to differences in values and styles in your workplace.

Registration Process and Guidelines

The intended audience for the Policy Workshop Series is individuals working within the public sector, such as employees of the Government of Saskatchewan, Saskatchewan Health Authority, Saskatchewan School Board Association, First Nation Bands, etc. If you are unsure if you are eligible to attend, please contact us.

- Registration for the JSGS Policy Workshop Series is typically accepted through the Government of Saskatchewan's learning management system, Learn. For individuals who work in other public sector organizations or would like to pay for their own registration fees personally, JSGS has modified the registration process as outlined below:

- To register for policy workshops, please complete the online registration link JSGS sends you. If space is available in the workshops you have selected, we will register you.

- You will be registered or added to the workshop waitlist based on the date and time you submit your registration form.

- *The Role of the Public Servant* is not a required pre-requisite, but it is a good introductory workshop and is best taken as the first policy workshop you attend. Attendance of this workshop is required to obtain a Certificate of Completion for the Policy Workshop Series.

- Full day workshops cost \$300 per person (plus GST) and half day workshops cost \$225 per person (plus GST). If your organization is GST exempt, please submit your GST exemption number on the online registration form.

- You are only permitted to be registered for a particular workshop topic once per semester, even if there are multiple offerings. For example, if there are two offerings of *The Role of the Public Servant*, you must choose which date you would like to attend.

- You will be invoiced for your registration fees once per semester - fall, winter, or spring. You will remit payment to the University of Regina Financial Services department, and payment instructions will be included on each invoice.

- Cancellations **must** be received by email at least one week prior to each workshop or you will be charged 50% of the registration fee. There are no exceptions to this policy, no matter the reason for the absence. Substitutions will be accepted, however.

- Participants with outstanding unpaid invoices will become ineligible to register for future workshops or will be removed from registration lists or waitlists. Registrants must ensure that all invoices are paid within 30 days, as noted on the invoices. Any invoices not paid within six months from the invoice date will be considered outstanding.

- You are responsible for keeping track of the workshops you have completed.

- Participants who attend the equivalent of six full days of training will earn a Certificate of Completion for the Policy Workshop Series. Each full day workshop counts as one day of training, two half days equal one full day, and the six day requirement includes *The Role of the Public Servant*. You do not need to apply for the Certificate of Completion, and every spring JSGS contacts certificate recipients to advise them of their accomplishment.

- Please feel free to share this brochure and online registration link with colleagues or other public servants you think may be interested in attending the Policy Workshop Series.



Questions about the JSGS Policy Workshops can be directed to Sharri Dewey, JSGS Program Coordinator:

sharri.dewey@uregina.ca