Management Series Program – Course Checklist

Course Check List
The Course Checklist is a quick reference tool that outlines all courses in the Management Series and assists participants to self-track progress through the Series.

Mandatory Courses
All mandatory courses must be completed. Courses are designated mandatory because they are in subject areas where the information and knowledge gained by participants helps to reduce the GNWT's financial and/or legal risk, reflects GNWT priorities and objectives and/or is in an area where the GNWT has determined that mandatory training is required.

Elective Courses
Participants may choose four courses to complete which are consistent with their learning plans to support their management competencies and professional development.

Course Availability
Every effort is made to ensure that courses are available through the My HR Learning and Development Calendar. However, there may be instances where courses are no longer available or removed and/or where new courses are added.

Access to courses may be provided via Online Learning where possible.

Mandatory Courses				
Subject	**Course**	**Length**	**Delivery Method**	**Complete**
Finance	Financial Legislation, Policy & Organization	2 hours	Online	☐
	Budgeting	1.5 hours	Online	☐
	**PeopleSoft 9.2 SAM/Online Expenditure Approvals	Half day/2.5 hours	Instructor Led or Online	☐
Policy, Legislation & Communication	Access to Information & Protection of Privacy General Awareness	2 hours	Online	☐
	Modernized Code of Conduct for Managers	30 min	Online	☐
HR Recruitment & Retention	Staffing Workshop	½ day	Instructor Led	☐
	Onboarding Training for Managers	15 min	Online	☐
	Performance Development for Managers	30 min	Online	☐
HR Labour Relations	**Labour Relations Training for Managers & Supervisors	2 days	Instructor Led	☐
	**Duty to Accommodate Training for Managers & Supervisors	1 day	Instructor Led	☐
	**Harassment Free & Respectful Workplace Training	½ day	Instructor Led	☐
General Management Courses	Diversity & Inclusion in the Workplace	1 hour	Online	☐
	**Cultural Awareness & Sensitivity Training – Living Well Together	1.5 - 2 hours per module	Online	☐
	**PeopleSoft Manager Self-Service: Accepting a Delegation, Checkpoints and Finalize Criteria, Delegation, Evaluation, Time Entry and Approval, Update Evaluation Criteria, View Leave and Compensatory Time.	1.5 hours	Online	☐
	**Supervisor Safety Training	2 days	Instructor Led	☐
	Information Security Awareness Training	3 hours	Online	☐
	2SLGBTQQIA 101: Inclusive Workplace Awareness Training	5.5 hours	Instructor Led	☐
	Equitable Workplace: Cultivating Attitudes of Anti-Racism & Allyship for Managers	9 hours	Instructor Led	☐

*** Mandatory Training under the Learning & Development Policy.*

Elective Courses				
Subject	**Course**	**Length**	**Delivery Method**	**Completed**
Finance	Working with Procurement Shared Services	3 hours	Instructor Led	□
	PeopleSoft 9.2/SAM/P2P/Requisition	3 hours/1.5 hours	Instructor Led or Online Learning	□
Policy, Legislation & Communication	Cabinet in a Consensus System	½ day	Instructor Led	□
	French Language Communications	2 hours	Instructor Led	□
HR Recruitment & Retention	Job Description Writing	½ day	Instructor Led	□
	Job Evaluation Methodology - Hay in a Hurry	1 hour	Web-based	□
General Management Courses	Introduction to Program Planning, Monitoring & Evaluation	2 days	Instructor Led	□
	The Working Mind – Managers & Supervisor Workshop	1 day	Instructor Led	□
	Coaching Fundamentals	2 hours	Online	□
	Coaching for Success	2 days	Instructor Led	□
	The Art of Managing Conflict (Introductory)	1 hour	Instructor Led (web-based)	□
	Conflict Resolution in the Workplace (Advanced)	1 hour	Instructor Led (web-based)	□