



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.



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Mandatory Courses				
Subject	Course	Length	Delivery Method	Complete
Finance	Financial Legislation, Policy & Organization	2 hours	Online Learning	<input type="checkbox"/>
	Budgeting	1.5 hours	Online Learning	<input type="checkbox"/>
	**PeopleSoft 9.2 SAM/Online Expenditure Approvals	Half day/2.5 hours	Instructor Led or Online Learning	<input type="checkbox"/>
Policy, Legislation & Communication	Access to Information & Protection of Privacy General Awareness	2 hours	Online Learning	<input type="checkbox"/>
HR Recruitment & Retention	Staffing Workshop	½ day	Instructor Led	<input type="checkbox"/>
	Onboarding Training for Managers	15 min	Online Learning	<input type="checkbox"/>
	Performance Development for Managers	1.5 hours	Instructor Led	<input type="checkbox"/>
HR Labour Relations	**Labour Relations Training for Managers & Supervisors	2 days	Instructor Led	<input type="checkbox"/>
	**Duty to Accommodate Training for Managers & Supervisors	1 day	Instructor Led	<input type="checkbox"/>
	**Harassment Free & Respectful Workplace Training	½ day	Instructor Led	<input type="checkbox"/>
General Management Courses	Diversity & Inclusion in the Workplace	1 hour	Online Learning	<input type="checkbox"/>
	**Cultural Awareness & Sensitivity Training – Living Well Together	1.5 - 2 hours per module	Online Learning	<input type="checkbox"/>
	**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 Learning	<input type="checkbox"/>
	**Supervisor Safety Training	2 days	Instructor Led	<input type="checkbox"/>
	Information Security Awareness Training	3 hours	Online Learning	<input type="checkbox"/>

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



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Elective Courses				
Subject	Course	Length	Delivery Method	Completed
Finance	Working with Procurement Shared Services	3 hours	Instructor Led	<input type="checkbox"/>
	PeopleSoft 9.2/SAM/P2P/Requisition	3 hours/1.5 hours	Instructor Led or Online Learning	<input type="checkbox"/>
Policy, Legislation & Communication	Cabinet in a Consensus System	½ day	Instructor Led	<input type="checkbox"/>
	French Language Communications	2 hours	Instructor Led	<input type="checkbox"/>
HR Recruitment & Retention	Job Description Writing	½ day	Instructor Led	<input type="checkbox"/>
	Job Evaluation Methodology - Hay in a Hurry	1 hour	Web-based	<input type="checkbox"/>
General Management Courses	Overview of Monitoring & Evaluation	½ day	Instructor Led	<input type="checkbox"/>
	Introduction to Program Planning, Monitoring & Evaluation	2 days	Instructor Led	<input type="checkbox"/>
	LGBTQ2S+ Inclusive Workplace Awareness Training	½ day	Instructor Led	<input type="checkbox"/>
	The Working Mind – Managers & Supervisor Workshop	1 day	Instructor Led	<input type="checkbox"/>
	Coaching Fundamentals	2 hours	Online Learning	<input type="checkbox"/>
	Coaching for Success	2 days	Instructor Led	<input type="checkbox"/>
	The Art of Managing Conflict (Introductory)	1 hour	Instructor Led (web-based)	<input type="checkbox"/>
	Conflict Resolution in the Workplace (Advanced)	1 hour	Instructor Led (web-based)	<input type="checkbox"/>