



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. 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.

Training can be accessed by logging into SAM/HRIS (PeopleSoft) and selecting the 'Learning' tile.



| Mandatory Courses | | | | |
|-------------------------------------|--|--------------------------|-------------------------------------|--------------------------|
| Subject | Course | Length | Delivery Method | Complete |
| Finance | Financial Legislation, Policy & Organization | 2 hours | Online Self-Study | <input type="checkbox"/> |
| | Budgeting | 1.5 hours | Online Self-Study | <input type="checkbox"/> |
| | **PeopleSoft 9.2 SAM/Online Expenditure Approvals | Half day/2.5 hours | Instructor Led or Online Self-Study | <input type="checkbox"/> |
| Policy, Legislation & Communication | Access to Information & Protection of Privacy General Awareness | 2 hours | Online Self-Study | <input type="checkbox"/> |
| | Modernized Code of Conduct for Managers | 30 min | Online Self-Study | <input type="checkbox"/> |
| HR Recruitment & Retention | Staffing Workshop | ½ day | Online Self-Study | <input type="checkbox"/> |
| | Onboarding Training for Managers | 15 min | Online Self-Study | <input type="checkbox"/> |
| | Performance Development for Managers | 30 min | Online Self-Study | <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 Self-Study | <input type="checkbox"/> |
| | **Fairness 101: An Introduction to Administrative Fairness | 1 hour | Online Self-Study | |
| | **Cultural Awareness & Sensitivity Training – Living Well Together | 1.5 - 2 hours per module | Online Self-Study | <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 Self-Study | <input type="checkbox"/> |
| | **Supervisor Safety Training | 2 days | Instructor Led | <input type="checkbox"/> |
| | Information Security Awareness Training | 3 hours | Online Self-Study | <input type="checkbox"/> |



| | | | | |
|----------------------------|---|------------|-------------------|--------------------------|
| General Management Courses | 2SLGBTQIA 101: Inclusive Workplace Awareness Training | 5.5 hours | Instructor Led | <input type="checkbox"/> |
| | Equitable Workplace: Cultivating Attitudes of Anti-Racism & Allyship for Managers | 9 hours | Instructor Led | <input type="checkbox"/> |
| | Psychological Health and Safety in the Workplace | 20 minutes | Online Self-Study | <input type="checkbox"/> |

**** 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 | <input type="checkbox"/> |
| | PeopleSoft 9.2/SAM/P2P/Requisition | 3 hours/1.5 hours | Instructor Led or Online Self-Study | <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 | Introduction to Program Planning, Monitoring & Evaluation | 2 days | Instructor Led | <input type="checkbox"/> |
| | The Working Mind – Managers & Supervisor Workshop | 1 day | Instructor Led | <input type="checkbox"/> |
| | Coaching Fundamentals | 2 hours | Online Self-Study | <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"/> |