

# JSGS Registration Information



## The JSGS Public Sector Workshop Series

We are pleased to release our fall brochure! Our registration guidelines for the JSGS registration system are detailed below.

### Delivery

Our fall 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 (online or in person) and an online curriculum that participants must complete the week prior to the workshop. The online curriculum can include videos, discussion questions, applied exercises, assignments, pre-reading, and recorded presentations. By providing online curricula for our workshops, we ensure that all participants have the same foundational knowledge going into the workshop, and that allows us to spend time on more advanced and practical topics in the live session.

### 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 workshop has two components: an asynchronous pre-workshop online curriculum, and a live synchronous workshop, which is either online or in person. Participants will complete the online curriculum the week leading up to the live session, and the completion time will vary, depending on the workshop topic and participants' learning preferences. Many participants will be able to complete the online curriculum in 2 hours, but we find that some participants like to take much longer. To improve knowledge retention and get the most out of our training, we suggest taking your time with the online curriculum and setting aside several hours to complete it.

For a half-day workshop, the live workshop is 3 hours long, and for a full-day workshop, the live workshop is 6 hours long. 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 and the Leadership Accelerators, Derailers & Paradoxes workshop both include an additional and non-refundable fee for leadership self-assessments, so the cost for the workshops is \$600 per person (+PST). 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.

[Contact Us](#)

[Our Website](#)

# JSGS Registration Information



## Registration launch

Registration for Fall 2024 workshops will open on the JSGS website on Thursday, June 20 @ 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 [js\\_training@uregina.ca](mailto:js_training@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.

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 have completed. You will need to keep track of your own registrations through the emails and payment receipts you receive.

## 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](#).

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