

Upcoming Sessions

Creative Thinking for Problem Solving – May 29, 2012
The Art of Writing Effective Reports – May 30-31, 2012
Writing Policy and Procedure Manuals – June 4-5, 2012
Conducting Program Evaluations – June 5-6, 2012
Consulting Skills: Building Influence – June 6, 2012

Please check our online calendar for further details at <http://osd.learnflex.net>

May 2012

Essentials of Supervision: Module Three	May 1 & 2, 2012	\$475
Effective Communication Strategies for Difficult Conversations	May 3, 2012	\$215
Safe Committee Basics	May 04, 2012	\$30
Essentials of Supervision: Module One	May 15 & 16, 2012	\$450
Safe Committee Basics	May 18, 2012	\$30
**Managing Under the Collective Agreement	May 24, 2012	No charge
Safe Committee Basics	May 28, 2012	\$30
Creative Thinking for Problem Solving	May 29, 2012	\$215
The Art of Writing Effective Reports	May 30 & 31, 2012	\$430
Essentials of Supervision: Modules 4 & 5 Boot Camp	May 30 – June 1, 2012	\$775

June 2012

Safe Committee Basics	June 1, 2012	\$30
**Valuing Diversity in the Workplace	June 5, 2012	No charge
Conducting Program Evaluations	June 5 & 6, 2012	\$475
Consulting Skills: Building Influence	June 6, 2012	\$215
Assertive Communication Skills	June 7, 2012	\$230
Management Series: Learning from Great Role Models	June 7, 2012 AM	\$75
**Information Security Awareness	June 7, 2012 PM	No charge
Working Effectively with Challenging Customers and Clients	June 8, 2012	\$215
**Discipline & Grievance Handling	June 12, 2012	No charge
Communication & Conflict Skills	June 12 & 13, 2012	\$450
Writing Briefing Notes that Inform	June 12 & 13, 2012	\$430
Duty to Consult & Accommodate: Crown Aboriginal Consultation – Towards Reconciliation	June 14, 2012	\$150
Time Management	June 15, 2012	\$215
Writing and Editing Skills: Level 2	June 19, 2012	\$215
**Strategic Staffing for HR Practitioners	June 19 & 20, 2012	No charge
Presentation Skills	June 19 & 20, 2012	\$450
Essentials of Supervision: Module Two	June 20 & 21, 2012	\$430

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August 2012

Essentials of Supervision: Modules 1, 2 and 3 Boot Camp	August 13 – 17, 2012	\$1150
Certificate in Public Sector Office Administration Program	August 20 – 24, 2012	\$1350

September 2012

Writing Treasury Board Submissions	Sept. 11 & 12, 2012	\$430
Essentials of Supervision: Module One	Sept. 12 & 13, 2012	\$450
**Aboriginal People: Building Stronger Relationships	Sept. 14, 2012	No charge
**Strategic Staffing: Understanding the Recruitment Process	Sept. 18, 2012	No charge
Effective Communication Strategies for Difficult Conversations	Sept. 19, 2012	\$215
Writing and Editing Skills: Level 1	Sept. 20, 2012	\$215
Financial Management for Program Managers	Sept. 20 & 21, 2012	\$430
The Plain Language Approach to Writing	Sept. 25, 2012	\$215
Art & Craft of Policy Making 1: Introduction to the Policy Cycle	Sept. 25 & 26, 2012	\$695
**Managing Under the Collective Agreement	Sept. 27, 2012	No charge
English at Work	Sept. 28-Dec.7, 2012	\$150

October 2012

Facilitation Strategies: Building Your Skills	Oct. 2 & 3, 2012	\$430
Gender and Diversity Analysis	Oct. 3, 2012	\$215
Managing Projects for Results	Oct. 3 & 4, 2012	\$430
Developing Emotional Intelligence	Oct. 4, 2012	\$215
Writing Business Cases & Proposals that Win!	Oct. 10 & 11, 2012	\$430
Working in Government: Values and Ethics in the Manitoba Civil Service	Oct. 12, 2012	\$215
Duty to Consult & Accommodate: Crown Aboriginal Consultation – Towards Reconciliation	Oct. 16, 2012	\$150
**Duty to Accommodate: Hiring and Managing Workers with Disabilities	Oct. 16, 2012	No charge
Essentials of Supervision: Module Two	Oct. 16 & 17, 2012	\$430
Writing on Behalf Of...	Oct. 17 & 18, 2012	\$430
Essentials of Supervision: Module Four	Oct. 18 & 19, 2012	\$430
Financial Management for Non-Financial Managers	Oct. 18 & 19, 2012	\$430
Presentation Skills	Oct. 23 & 24, 2012	\$450
**Discipline & Grievance Handling	Oct. 24, 2011	No charge
Writing and Editing Skills: Level 2	Oct. 25, 2012	\$215
Creative Thinking for Problem Solving	Oct. 30, 2012	\$215
Five Steps to Managing Workplace & Personal Stress	Oct. 31, 2012	\$215

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November 2012

Essentials of Supervision: Module Five	Nov. 1 & 2, 2012	\$430
Conducting Program Evaluations	Nov. 1 & 2, 2012	\$475
Essentials of Supervision: Module One	Nov. 6 & 7, 2012	\$450
Writing Briefing Notes that Inform	Nov. 7 & 8, 2012	\$430
The Art of Writing Effective Reports	Nov. 14 & 15, 2012	\$430
Assertive Communication Skills	Nov. 15, 2012	\$230
Powerful Listening: The Art & Practice	Nov. 16, 2012	\$215
**Valuing Diversity in the Workplace	Nov. 16, 2012	No charge
Essentials of Supervision: Module Three	Nov. 20 & 21, 2012	\$475
Office Professionals Symposium 2012	Nov. 22, 2012	\$225
Conflict Resolution: Working Together	Nov. 23, 2012	\$215
Leading Effective Meetings	Nov. 27, 2012 AM	\$110
Email – Think Before You Hit Send!	Nov. 27, 2012 PM	\$110
Customer Service in the Public Sector	Nov. 28, 2012	\$215

December 2012

Writing Effective Minutes	Dec. 3, 2012	\$215
**Strategic Staffing Skills: Understanding the Recruitment Process	Dec. 4, 2012	No charge
How to Think Like a Project Manager without Becoming One	Dec. 5, 2012	\$215
Essentials of Supervision: Module Two	Dec. 6 & 7, 2012	\$430
Writing with POWER	Dec. 11 & 12, 2012	\$430
Managing Projects for Results	Dec. 11 & 12, 2012	\$430
Managing Organizational Change	Dec. 12 & 13, 2012	\$430
Essentials of Supervision Boot Camp: Modules 4 & 5	Dec. 12, 13, 14, 2012	\$775
**Aboriginal People: Building Stronger Relationships	Dec. 14, 2012	No charge

January 2013

English at Work	Jan. 11-Mar. 22, 2013	\$150
Essentials of Supervision: Modules 1, 2 and 3 Boot camp	Jan. 14 – 18, 2013	\$1150
The Plain Language Approach to Writing	Jan. 15, 2013	\$215
**Strategic Staffing for HR Practitioners	Jan. 15 & 16, 2013	No charge
Communication & Conflict Skills	Jan. 22 & 23, 2013	\$450
Managing Attendance	Jan. 23, 2013	\$215
**Managing Under the Collective Agreement	Jan. 24, 2013	No charge
Writing and Editing Skills: Level 1	Jan. 24, 2013	\$215
Effective Communication Strategies for Difficult Conversations	Jan. 25, 2013	\$215
**Duty to Accommodate: Hiring and Managing Workers with Disabilities	Jan. 29, 2013	No charge
CPSOA Orientation	Jan. 30, 2013	No charge
Essentials of Supervision: Module Four	Jan. 30 & 31, 2013	\$430
Conducting Program Evaluations	Jan. 31 & Feb. 1, 2013	\$475

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February 2013

Pre-Retirement Lifestyle Planning	Feb. 1, 2013 AM	\$110
Life-Work Balance	Feb. 1, 2013 PM	\$110
Certificate in Public Sector Office Administration Program	Feb. 4 – 8, 2013	\$1350
Developing Emotional Intelligence	Feb. 12, 2013	\$215
Essentials of Supervision: Module One	Feb. 12 & 13, 2013	\$450
Gender and Diversity Analysis	Feb. 13, 2013	\$215
Art & Craft of Policy Making I: Introduction to the Policy Cycle	Feb. 13 & 14, 2013	\$695
Presentation Skills	Feb. 14 & 15, 2013	\$450
Writing Effective Minutes	Feb. 20, 2013	\$215
Time Management	Feb. 20, 2013	\$215
**Discipline & Grievance Handling	Feb. 21, 2013	No charge
Five Steps to Managing Workplace & Personal Stress	Feb. 22, 2013	\$215
Working in Government: Values and Ethics in the Manitoba Civil Service	Feb. 22, 2013	\$215
Working Effectively with Challenging Customers and Clients	Feb. 26, 2013	\$215
Essentials of Supervision: Module Three	Feb. 26 & 27, 2013	\$475
Writing Briefing Notes that Inform	Feb. 26 & 27, 2013	\$430

March 2013

Creative Thinking for Problem Solving	March 1, 2013	\$215
Essentials of Supervision: Module Two	March 5 & 6, 2013	\$430
Writing Policy and Procedure Manuals	March 6 & 7, 2013	\$430
Writing Treasury Board Submissions	March 13 & 14, 2013	\$430
Conflict Resolution: Working Together	March 15, 2013	\$215

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***This workshop is sponsored by the Information Protection Centre of ICT Services Manitoba and there is no tuition fee for Manitoba civil servants.**

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OSD offers two open certificate programs:

The Certificate in Public Sector Office Administration (CPSOA)
The Essentials of Supervision Certificate (EOS)

Please check our online calendar under “**Program Registration**”
for further information.

Need help? email us at osd@gov.mb.ca

**For further information, please visit our online calendar at
<http://osd.learnflex.net> or call (204) 945-2276**

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