



# 101

## Core Workshops for Public Servants

As part of our tiered approach to training, Building Blocks provides a series of basic survey workshops, that we call the 101 series. After carefully considering core competencies, we believe that these workshops are relevant for all public servants. Regardless of your level or position, the information and skills highlighted in these workshops are fundamental to your work in government. These provide you with a maximum of information and how-to knowledge scaled to a single day. Then, if you want in-depth information, you can take our more detailed workshops.

### **Common elements for 101 workshops**

*(Does not apply to How Government Works 101)*

- Maximum value within one day
- Providing tools for the real-world of a government department
- Focused around ten key points
- Skills-oriented, not theoretical
- Bullet-proofing - How to avoid common traps

## How Government Works 101

### How you can work effectively in government

This workshop provides both a broad and a detailed road map of government. You will learn about the mechanics of government and Parliament, policy-making and budgetary processes, and legislation. This workshop can be used as a precursor to the other workshops that provide intensive training in one particular skill set.

## Financial Probity 101

### What all public servants need to know about financial stewardship

Public servants are trusted with Canadians' hard-earned tax dollars to run their programmes. That means that there is a higher level of expectations and scrutiny placed on financial stewardship in government compared to the private sector. This workshop provides an ethical, legal, and policy-based perspective on the management of money within a government programme. You will learn about the laws and policies that govern expenditures and some of the issues that are faced when committing government funds.

## Time and Project Management 101

### An introduction to better controlling your workday

Projects, tasks, do-its, to-dos, ministerial dockets, QPs: this is the day-to-day world that you live in. This course will provide you with a suite of basic tools to help you manage your work, your time, and thereby reduce your level of stress. You will learn how to scope a project, leading to a more robust project plan; how to manage your time more effectively, and how to balance multiple and competing demands on your time.

## Communications 101

### What you need to know to sell your ideas or work within a hierarchy

You have completed your policy analysis, a project plan, a draft contribution agreement or maybe you just need to get agreement on your vacation plan. Now you need to communicate this: maybe you actually need to sell it, a term that public servants hate to use. You will learn how to adjust your message according to your audience, the rudiments of an effective presentation, how to be assertive, and how to take feedback.

## Policy and Regs 101

### An introduction to writing policies and the world of regulations

This workshop provides an introduction to policy and regulatory development for both subject-matter experts and policy analysts. You will learn how policies and regulations are developed within government, the difference between big- and small-P policy and policy instruments and a basic analytical framework within which policy can be formulated. You will learn everything that you need to know about the Cabinet Directive on Streamlining Regulations (CDSR).

