

How Government Works

An Introduction to the Mechanics of Government



Instructor Profile

Ian Hornby



Ian Hornby has been providing successful training to the federal government since 1996. All of these training workshops have been researched, designed, and presented exclusively by Ian Hornby.

In addition to training, Ian is usually involved in at least one policy file as a consultant at any given time. As a result, his workshops remain abreast of trends in governance and best. Compared to many other workshops, his workshops have a practical, rather than a theoretical basis.

Ian received a BA from Carleton University in 1978, and an MPA from Harvard University in 1984. He was trained by Friesen, Kaye, and Associates as a course designer and provider.

This workshop provides a comprehensive road map of government including such topics as the mechanics of government, the policy-making process, legislation-making, and controllership and accountability.

Everyone has something to learn from this workshop:

- Experienced public servants will be introduced to the fundamental laws that shape government policy, and will round out their knowledge of the mechanics of government
- New public servants will learn about the basic processes of government;
- Non-public servants, for instance from business or the not-for-profit sector, will start to understand what makes government tick.

You will learn about:

- The Constitution and the Charter of Rights and Freedoms;
- Key government-related statutes, such as the Financial Administration Act;
- Cabinet Directive on Law-making; and the Cabinet Directive on Streamlining Regulations;
- The structure of government: Cabinet, Parliament, and the Judiciary;
- Central planning and memoranda to Cabinet;
- Parliamentary process for bills and the Estimates, and Regulatory approval process.

Day 1
Authorities:

- The Constitution and the Charter
- Financial Administration Act
- Access to Information Act
- Privacy Act
- Official Languages Act
- Statutory Instruments Act
- Cabinet Directive on Law-making
- Cabinet Directive on Streamlining
- Regulations

Day 2
Government Structures
Parliament

- The Executive
- Prime Minister and Cabinet

Central agencies
Courts
Day 3
The Executive Process

- Memoranda to Cabinet and TB Submissions Central planning and policy development
- Comptrollership and
- Accountability

Parliamentary Process

- Passage of Bills
- Parliamentary finance

The Regulatory Process
Participants' Testimonials

"As a person who has worked in government for 14 years I found that it pulled it together."

"As a new employee [of government], I found this course very informative and eye-opening."

"... an excellent course, well-organized and very informative."