

Upcoming Sessions

Managing Organizational Change – Feb. 8 & 9, 2012
 Facilitation Strategies: Building Your Skills – Feb.9 &10, 2012
 Developing Emotional Intelligence – Feb. 14, 2012
 Five Steps to Managing Workplace & Personal Stress – Feb. 17, 2012
 Gender and Diversity Analysis – Feb. 22, 2012
 Writing Briefing Notes that Inform – Feb. 28 & 29, 2012

Please check our online calendar for further details at
<http://osd.learnflex.net> OR www.gov.mb.ca/csc/osd

February 2012

The Plain Language Approach to Writing	Feb. 1, 2012	\$215
Presentation Skills	Feb. 2 & 3, 2012	Full
Assertive Communication Skills	Feb. 7, 2012	\$230
Writing Treasury Board Submissions	Feb. 7 & 8, 2012	\$430
Essentials of Supervision: Modules One, Two and Three	Feb. 6 – 10, 2012	Full
Boot camp		
Duty to Consult: Crown Aboriginal Consultation	Feb. 08, 2012	Full
Managing Organizational Change	Feb. 8 & 9, 2012	\$430
Facilitation Strategies: Building Your Skills	Feb. 09 & 10, 2012	\$430
**Discipline & Grievance Handling	Feb. 9, 2012	Full
Essentials of Supervision: Module Five	Feb. 9 & 10, 2012	Full
Developing Emotional Intelligence	Feb. 14, 2012	\$215
Art & Craft of Policy Making Level I	Feb. 14 & 15, 2012	Full
Essentials of Supervision: Module One	Feb. 15 & 16, 2012	Full
Writing Policy & Procedure Manuals	Feb. 15 & 16, 2012	Full
Five Steps to Managing Workplace & Personal Stress	Feb. 17, 2012	215l
Gender and Diversity Analysis	Feb. 22, 2012	\$215
Essentials of Supervision: Module Three	Feb. 22 & 23, 2012	\$475
**Valuing Diversity in the Workplace	Feb. 24, 2012	Full
Writing Briefing Notes that Inform	Feb. 28 & 29, 2012	\$430
Managing Attendance	Feb. 29, 2012	\$215

March 2012

How to Think Like a Project Manager without Becoming One...	March 1, 2012	\$215
Essentials of Supervision: Module One	March 1 & 2, 2012	\$450
Writing and Editing Skills: Level One	March 1, 2012	\$215
Customer Service in the Public Sector	March 2, 2012	\$215

All courses are held in Winnipeg unless otherwise indicated

**Full tuition paid by Manitoba Civil Service Commission for Manitoba civil servants

Email – Think Before You Hit Send!	March 6, 2012 AM	\$110
Life-Work Balance	March 6, 2012 PM	\$110
*Information Security Awareness	March 6, 2012 PM	No charge
**Managing Under the Collective Agreement	March 07, 2012	No charge
Essentials of Supervision: Module Two	March 7 & 8, 2012	\$430
Writing with POWER	March 13 & 14, 2012	\$430
**Aboriginal People: Building Stronger Relationships	March 09, 2012	No charge
Creative Thinking for Problem Solving	March 14, 2012	\$215

April 2012

English at Work	April 13-June 22, 2012	\$150
Managing Projects for Results	April 19 & 20, 2012	\$430
Management Series: Transformational Leadership	April 26, 2012 AM	\$75

May 2012

Essentials of Supervision: Module Three	May 1 & 2, 2012	\$475
Effective Communication Strategies for Difficult Conversations	May 3, 2012	\$215
Presentation Skills	May 10 & 11, 2012	\$450
Essentials of Supervision: Module One	May 15 & 16, 2012	\$450
**Managing Under the Collective Agreement	May 24, 2012	No charge
Creative Thinking for Problem Solving	May 29, 2012	\$215
Essentials of Supervision: Modules 4 & 5 Boot Camp	May 30 to June 1, 2012	\$775
The Art of Writing Effective Reports	May 30 & 31, 2012	\$430

June 2012

**Valuing Diversity in the Workplace	June 5, 2012	No charge
Conducting Program Evaluations	June 5 & 6, 2012	\$475
Assertive Communication Skills	June 7, 2012	\$215
Management Series: Learning from Great Role Models	June 7, 2012 AM	\$75
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
Writing and Editing Skills: Level II	June 19, 2012	\$215
Essentials of Supervision: Module Two	June 20 & 21, 2012	\$430

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

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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**

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

Learn.Develop.Renew

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.

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