

MANDATORY TRAINING

Labour Relations (managers/supervisors)

Labour Relations training provides participants with knowledge and information on the legal framework related to GNWT policies and procedures on such topics as progressive discipline, medical termination, abandonment of position, and attendance management.

Duty to Accommodate (managers/supervisors)

In accordance with the Duty to Accommodate Injury and Disability Policy, the GNWT has a legal duty to accommodate employees in instances where due to injury, medical conditions or any other prohibited ground enumerated under the *Human Rights Act*, an employee's ability to work has been compromised.

OHS Supervisor Safety (managers/supervisors)

This course assists managers and supervisors to meet or exceed the Northwest Territories *Safety Act* and General Regulations. Topics include employer/supervisor duties, hazards and risks, incident reporting, and safety leadership.

Indigenous Cultural Awareness and Sensitivity Training – Living Well Together (all employees)

The Government of the Northwest Territories (GNWT) offers Indigenous Cultural Awareness and Sensitivity Training - Living Well Together which is comprised of eight interactive modules. The goals of this Indigenous Cultural Awareness and Sensitivity Training are to create awareness and understanding of the impact of colonization; to have all GNWT employees understand their individual and collective role in reconciliation, and to provide the necessary foundation and tools to move towards cultural competency.

Information Security Awareness Training

Department of Finance is providing **Information Security Training** for GNWT employees. By taking this training, you will improve your knowledge of topics such as identity theft, malware, intellectual property and more. Apply lessons learned at work and at home!

These six courses and 29 modules includes:

- Dynamic videos, games, and interactive quizzes.
- An introduction to safe technology use, policies, and best practices.
- New courses are released periodically to keep you up to date.

PeopleSoft HRIS (all employees) and SAM (all employees authorized to access)

The Human Resource Information System (HRIS) is an online program available to all GNWT employees and supervisors where they can perform a variety of task related human resource functions. The HRIS Self-Service course is designed for all employees to learn how to view their personal, pay and benefits information, as well as action timesheets and performance documents. Supervisor system tasks are outlined in the HRIS Manager Self-Service Training.

The System for Accountability and Management (SAM) is an online program that is the financial system used by the GNWT. SAM courses are delivered in multiple different topics depending on job role. Common courses include Expenses for employees who travel, Requisition for employees who purchase goods or services, Online Expenditure Approvals for employees who manage a budget, and Visa One Cardholders Training for employees who are issued credit cards.

Modernized Code of Conduct for Employees

This Modernized Code of Conduct Employee module takes approximately 30 minutes and will help employees identify what is considered professional conduct for a public servant and guide them through difficult, unclear circumstances or decision-making.

Adherence to the values of the Code is considered a condition of employment, along with the signed *Oath of Office and Secrecy*. As such, all employees are required to take this training module to familiarize themselves with the Code and speak with their supervisor if they have any questions.

Fairness 101: An Introduction to Administrative Fairness (managers/supervisors)

The program introduces participants to administrative fairness principles and how they are applied in making and communicating decisions fairly in the public service context.

Workplace Safety Awareness (all employees)

This training provides GNWT employees with an essential understanding of their safety rights, responsibilities and applicable safety processes and procedures to ensure a safe workplace for all employees.

Access to Information and Protection of Privacy General Awareness Course

This course will provide employees with a better understanding of the *Access to Information and Protection of Privacy Act*; the obligations of employees to protect personal information within government records; and rights of individuals to access records held by the government.

To register for courses, you can go through the 'Learning' tile in [SAM/HRIS](#) (PeopleSoft).