

Government of the Northwest Territories Management Series Program – Guidelines

1. Purpose

The purpose of the Management Series is to provide supervisors and managers with relevant information specific to their supervisory/management role with the Government of the Northwest Territories (GNWT).

The Management Series offers a blend of mandatory and elective courses, intended to provide supervisors and managers with information on the processes and procedures used by the GNWT, and to provide the context in which the GNWT operates.

Individuals delivering the courses are existing GNWT employees with specific technical expertise and experience in the subject matter and/or contractors with prior significant experience working for the GNWT.

2. Program Overview

The program is comprised of courses that are GNWT specific, and have been identified by senior management as being key to success in a supervisor or management role. The program is flexible and allows participants to prioritise attendance in workshops that best fit with their learning plan and operational requirements.

3. Program Details

There are no designated intake periods in the Management Series. Supervisors and managers are free to apply to the program at any point throughout the year by following the application process outlined in these Program Guidelines.

4. Eligibility

The Management Series is open to all territorial public service supervisors and managers except those covered by the Northwest Territories' Territorial Teachers Association Collective Agreement and employees in the Northwest Territories Power Corporation.

Participants must have one or more directly reporting staff.

Supervisors, managers, and senior managers in departments and agencies ("departments") are eligible, subject to supervisor approval and the application



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process. The approval of the application by the Department of Finance indicates the start of the program for each participant.

5. Maximum Number of Participants

There is no maximum number of participants in the Program however some courses have a maximum number of participants and are available on a first come first served basis.

6. Program Length

The Management Series is intended to be completed within a two year time frame. It is the responsibility of the participant and their supervisor to ensure mandatory and elective courses are taken to ensure completion within two years of application and approval.

Participants who do not complete the program within the required time frame are required to submit a new application. Courses not taken within 18 months prior to re-entry in the program must be taken again. If a participant feels an exception is warranted, and an extension should be granted, they and their supervisor may apply in writing to The Department of Finance, Strategic Human Resources outlining the rationale.

7. Application Process

Application for the Management Series is as follows:

1. Interested individuals express interest to their supervisor and obtain approval. Alternatively, a supervisor may recommend the program to their employee.
2. Individuals apply to the program via an online application through the Department of Finances website.
3. Applicants and their supervisor receive a letter of acknowledgement from the Department of Finance indicating that they have successfully registered for the Management Series.

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8. Changes to Management Status or Department

If a participant no longer meets the eligibility requirements of the Management Series program they are automatically withdrawn from the program. Certificates are only issued for participants that meet the application requirements and complete the program within the stated time frame.

Should a participant change departments they remain enrolled in the program. Costs for any remaining courses are the responsibility of the new department.

9. Program Cost

The application fee, and all course fees, travel and related expenses associated with attendance are the sole responsibility of the employees' department.

The cost for application to the Management Series is \$300 per participant for the entire course (all mandatory and elective courses). Course fees are charged to offset facilitator's travel costs and to offset costs incurred by the Department of Finance for course development.

10. Program Content

The Management Series is comprised of mandatory and elective courses. Participants must complete all mandatory courses unless they have completed the same course within 18 months of acceptance into the program. If a course has been completed within 18 months of acceptance, with supervisor approval, participants check these courses as "completed" on their Management Series Course Check List.

Participants must also complete 6 elective courses. Participant's choice of elective courses may be based on general interest and/or on the learning and/or development needs outlined in their learning plan established as part of the performance management process.

Please refer [here](#) for a list of courses and more information on the program.



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11. Link to Performance Management System

It is the responsibility of each participant and their supervisor to ensure the courses taken as part of the Management Series are reflected on the participant's learning plan (developed as part of the performance management system).

12. Course Delivery Locations and Methods

Every effort is made to offer courses as often as possible throughout the year but it is recommended that participants frequently review the Training Calendar for course availability. When possible, access through WebEx is available for regional employees.

13. Course Sign-up and Confirmation of Attendance

Participants sign up for their selected courses via the GNWT Training Calendar. Participants are asked to check the box on the registration form indicating that they are a participant in the Management Series.

14. Roles and Responsibilities

Department of Finance

- Administers the Program Guidelines, the application process and provides information to participant's and their supervisors on application status;
- Provide a Management Series Course Check List for participants use in selecting courses to meet the requirements of the program;
- Subject to facilitators' availability, ensure course offerings are provided on the GNWT Training Calendar and made available via WebEx sessions when possible;
- Collect and analyze program specific data twice per year (number of participants, home departments, progress at taking mandatory and elective courses, etc.);



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- Provide progress report to participants twice per year; and
- Notification to Deputy Heads of course completion by participants.

Participants' Supervisors

- Ensures participation in the Management Series is reflected on the participant's learning plan, and that electives chosen are tied to the participant's learning plan if required;
- Supports employee's participation in the Management Series;
- Advises the Department of Finance should the participant be required to withdraw from the program; and
- Advises the Department of Finance once the participant has completed the program.

Participants

- Ensures participation in the Management Series is reflected on their learning plan;
- Manages their training schedule to ensure course registrations are consistent with their learning plan and, where applicable, with the requirements to meet the next level in the program; and
- Keep all course confirmations and supervisor approvals for tracking purposes, and advise supervisor of course completion.