



Government of the Northwest Territories Management Series Program – Course Checklist

Check List

This checklist outlines all of the courses in the Management Series. Participants and their supervisors are encouraged to incorporate the list of mandatory courses and six electives into the participant's learning plan. This checklist is a quick reference tool to track progress through the Series.

Check the "Complete" column as you take each course, and/or if you have taken a course within 18 months of acceptance in the program.

Mandatory Courses

Courses are designated mandatory because they are in subject areas where the information and knowledge gained by participants helps to reduce the GNWT's financial and/or legal risk, reflects GNWT priorities and objectives and/or is in an area where the GNWT has determined that mandatory training is required.

Mandatory courses must be completed by all participants in the program.

Elective Courses

Participants must choose six elective courses consistent with their learning needs and/or with their general interest.

Course Availability

Every effort is made to ensure that mandatory and elective courses are available. However, there may be instances where courses are no longer available and/or where new courses are added. Every effort is made to provide notice to participants if there are changes in course availability. When possible, access to courses for regional employees will be provided via WebEx or GoToMeeting.



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Management Series – Mandatory Courses:

Participants must complete all mandatory courses unless they have completed the same course within 18 months of acceptance into the program.

Management Series Mandatory Courses				
Subject	Course	Length	Delivery Method	Complete
Finance	Financial Legislation, Policy & Organization	2 hours	Web-based	<input type="checkbox"/>
	Budgeting	1.5 hours	Web-based	<input type="checkbox"/>
	PeopleSoft 9.2 SAM/Online Expenditure Approvals	Half day/2.5 hours	Instructor Led/Web-based	<input type="checkbox"/>
Policy, Legislation & Governmental Processes	Access to Information & Protection of Privacy General Awareness	2 hours	Web-based	<input type="checkbox"/>
	French Language Communications	2 hours	Instructor Led	<input type="checkbox"/>
	Supervisor Safety Training	2 days	Instructor Led	<input type="checkbox"/>
	Overview of Monitoring & Evaluation	½ day	Instructor Led	<input type="checkbox"/>
Human Resources & Labour Relations	Staffing Workshop	½ day	Instructor Led	<input type="checkbox"/>
	Duty to Accommodate Training for Managers and Supervisors	3 hours	Instructor Led	<input type="checkbox"/>
	Diversity & Inclusion in the Workplace	1 hour	Web-based	<input type="checkbox"/>
	PeopleSoft Manager Self Service	1.5 hours	Web-based	<input type="checkbox"/>
	Labour Relations Training for Managers and Supervisors	2 days	Instructor Led	<input type="checkbox"/>
	Harassment Free & Respectful Workplace Training	½ day	Instructor Led	<input type="checkbox"/>



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Participants must choose 6 of the following elective courses consistent with their learning needs and/or with their general interest.

Management Series Elective Courses				
Subject	Course	Length	Delivery Method	Completed
Finance	Working with Procurement Shared Services	3 hours	Instructor Led	<input type="checkbox"/>
	eProcurement – SAM Requisition Training	3 hours	Instructor Led	<input type="checkbox"/>
	Introduction to Risk Management	½ day	Instructor Led	<input type="checkbox"/>
Policy, Legislation & Governmental Processes	Decision Instruments	3 hours	Instructor Led	<input type="checkbox"/>
	Policy Development	½ day	Instructor Led	<input type="checkbox"/>
	Terms of Reference	½ day	Instructor Led	<input type="checkbox"/>
	Cabinet in a Consensus System	½ day	Instructor Led	<input type="checkbox"/>
	GNWT & Aboriginal Engagement	TBA	TBA	<input type="checkbox"/>
Human Resources	Job Description Writing	½ day	Instructor Led / Web-based	<input type="checkbox"/>
	Hay in a Hurry	1 hour	Web-based	<input type="checkbox"/>
Communications	Communications	TBA	TBA	<input type="checkbox"/>
	The Art of Managing Conflicts (Introductory)	1 hour	Instructor Led Web-based	<input type="checkbox"/>
	Conflict Resolution in the Workplace (Advanced)	1 hour	Instructor Led Web-based	<input type="checkbox"/>
Coaching	Coaching Fundamentals	2 hours	Web-based	<input type="checkbox"/>
	Coaching for Success	2 days	Instructor Lead	<input type="checkbox"/>