



# INSTITUTE ON GOVERNANCE

Spring  
2009

## Course Listing 2009

### Looking ahead: Planning your learning for the new fiscal year!

Once you can breathe again after the end of the fiscal year, Spring is a natural time to plan and strategize. It's especially ideal for setting your learning goals. Whether you participate in one of our popular, regularly scheduled courses, or you request a customized training session for your department or agency, our top quality courses consistently deliver value for money. Over the years, we have developed special expertise in all aspects of public sector policy making. Our experienced practitioners deliver practical and relevant skills and knowledge with enthusiasm and insight. Registering is now even easier with our new online registration system. Check out the improvements at [www.iog.ca](http://www.iog.ca).

*"IOG provides top-notch courses, well developed, well presented and engaging."*

— a course participant

#### **Aboriginal Governance: Challenges and Perspectives – October 27, 2009.**

This thought-provoking one-day course explores the principal governance challenges facing Aboriginal organizations as they work to improve the well-being of their citizens. Cost: \$595.

#### **Art and Craft of Policy-Making I – October 6-7, 2009; November 3-4, 2009; December 1-2, 2009.**

This dynamic two-day course provides an introduction to the decision making cycle, strategic priority-setting, and policy development within the federal government. Guest speakers share their experience and work on real-life scenarios with participants. Ideal for public servants with less than three years experience in policy making. Cost: \$990.

#### **Art and Craft of Policy-Making II – November 17-19, 2009.**

This hands-on, three-day course is aimed at people with more than 3 years experience in policy making. Guest speakers, case studies, real life exercises and small group discussions help participants re-frame their understanding of policy at an advanced level. The course covers analytical and research tools, policy management skills, getting through Cabinet, managing 'up', and the role of performance measurement and communications in policy. Refresh and network among colleagues while developing a personal work plan for professional growth. Prior attendance at Art and Craft of Policy Making I is recommended. Cost: \$1650.

#### **De-mystifying the Treasury Board Submission Process – October 22, 2009.**

This enriching one-day course will give you the tools; knowledge and confidence that mid-level managers need to manage the complexities of a successful TB submission process. Cost: \$675.

#### **Knowing Where You are Going: Strategy and Performance Measurement in the Public Sector October 27, 2009.**

In this one-day course, participants will develop a clear and operationally-oriented understanding of public-sector strategy and performance measurement. Learn how building a performance measurement framework can in itself be a strategic exercise, and how to identify opportunities for synergy and simplicity. Cost: \$675.

#### **Means, Ends, Indicators: Basics of Public Sector Performance Measurement – October 29, 2009.**

This dynamic one-day course covers both the basics of performance measurement in the public sector and more advanced issues in results-based management. Participants develop skills in using the logic model, identifying indicators and measures, assessing risk, handling difficult-to-measure outcomes and implementation challenges, as well as other operational issues. Cost: \$675.

## **Successfully Navigating the Memorandum to Cabinet (MC) Process – October 20, 2009.**

This one-day course is designed to help you understand the ultimate policy proposal: the Memorandum to Cabinet, as well as the process for bringing it forward. Learn how Cabinet decision making works, how to involve the right contributors at the right times, and how to structure your message and make sound recommendations. Know what to expect so you can develop the road map through this complex process and enhance your department's policy development capacity. Cost: \$645.

## **Telling It Like It Is: Oral and Written Briefings – October 29, 2009; December 3, 2009.**

This lively one-day course is designed to help public servants at all levels improve their written and oral briefing skills. Through individual and group exercises, participants learn how to isolate issues, structure a message, propose real options and make sound recommendations to decision makers. Cost: \$675.

## **About our courses**

Our scheduled courses (listed above) run in a variety of venues in downtown Ottawa. Courses typically run from 8:30 a.m. – 4:30 p.m. We encourage you to visit our website at [www.iog.ca](http://www.iog.ca) for information or to register online. You can also contact our Learning Centre Team at 613-562-009 or [learningcentre@iog.ca](mailto:learningcentre@iog.ca).

## **Special Training Requests**

In addition to our scheduled courses, the IOG Learning Centre will deliver courses for your department or organization, in English or French, anywhere in Canada, on request. We can customize any of the above-mentioned courses for your organization or level of government and/or offer tailored training on the following topics:

- How Government Works
- Political Acuity/Acumen
- Values and Ethics
- Preparing Your Minister for Question Period
- Preparing Ministerial Correspondence
- Strategic Planning and Change Management
- Leadership Development
- Citizen Engagement and Consultation
- ... *and more!!*

***Let us work with you to develop the right learning event for your group. Contact Fiona Murray, IOG's Learning Centre Manager, at 613-562-0092, ext. 228 or [fmurray@iog.ca](mailto:fmurray@iog.ca).***

**For course registration, information, and  
new dates and events announced throughout the year,**

visit the Learning Centre at  
[www.iog.ca](http://www.iog.ca)