

RATED ★★★★★

Workshops provided by the Brattle Street Round Table over the last five years have consistently received more ratings of excellent (five points) than any other rating on a scale of one to five.

For information or to register, web, phone, or e-mail:

www.brattlestreet.ca

613.612.4698

learn@brattlestreet.ca

All workshops are presented at the:

MINTO BUSINESS CENTRE
(formerly Bradson)
440 Laurier Avenue West,
Second floor,
Ottawa
9:00 am to 4:30 pm

GOVERNMENT WORKS

How Government Works; How You Can Work More Effectively in Government

\$595 – Two Days

October 4 and 5, 2005 / January 24 and 25, 2006 / March 2 and 3, 2006

This workshop will help experienced analysts and new employees alike understand how proposals for policies and programmes move through government. This workshop provides a comprehensive road map of government including such topics as the mechanics of government, the cabinet and legislative processes, and regulations. This workshop can be used as a precursor to the others which provide intensive training on one particular skill set. Registration is limited to 20 participants.

POLICY ANALYST'S TOOLBOX

How to Formulate Regulations and Other Government Programs

\$995 – Three Days

November 8–10, 2005 / February 14–16, 2006 / March 22–24, 2006

This workshop provides participants with many of the core skills needed to initiate and refine a regulatory programme or any other kind of programme or policy. Participants are guided through a five-step process for defining problems and issues and setting objectives in a way that permits a clear analysis of different solutions or responses. The advantages of different policy instruments are discussed, most notably regulations, standards, and guidelines. Registration is usually limited to 16 participants.

CONSULTATION TOOLBOX

Consultations that Respect both Stakeholders' and Government's Needs

\$1,195 – Three Days

January 18–20, 2006

This workshop provides participants with exposure to the interpersonal and management skills required for successful interactions with stakeholders. Participants will learn how to apply a case management strategy that permits government to maximize the value of their interventions and minimize the use of scarce resources – both theirs and stakeholders. Opportunities are provided for participants to practice different stakeholder intervention techniques and to formulate a liaison plan. In order to insure maximum participation and learning, registration is limited to 12 participants for this workshop.

COMMUNICATIONS TOOLBOX FOR POLICY ANALYSTS

How You Can Sell your Ideas to Management

\$1,195 – Three Days

Spring 2006 – Call for details

Because good ideas are not always self evident, it is important that you provide your real policy options in the most credible and persuasive form possible. This workshop first builds an overall strategy for communicating more effectively with senior management and ministers. Then it establishes a core set of writing tips to enhance the impact of the written word. And finally it provides an opportunity for participants to hone their skills in making presentations, writing a Memorandum to Cabinet, and writing a Regulatory Impact Analysis Statement. In order to insure maximum participation and learning, registration is limited to 12 participants for this workshop. *Prerequisite: The Policy Analyst's Toolbox.*

DEPARTMENT-SPECIFIC WORKSHOPS

Brattle Street can work with a department to tailor any combination of workshops to its specific needs. Discounts are available for workshops organized within one department.

LANGUAGE OF INSTRUCTION

Workshops are provided in English. However, Brattle Street Round Table remains committed to providing workshops in both official languages when numbers warrant. We will provide course material in French when requested in advance and try to arrange for one breakout group to work in French.

DISCOUNTS FOR WORKSHOPS

After you have taken both Government Works and Policy Analysts' ToolBox, regardless of when or in what order, you will have earned a \$250 discount towards the Consultations ToolBox. And once you have taken those three, you will have earned another discount – \$350 – for the Communications ToolBox. In addition, we have a limited number of free positions for co-op students.

TO REGISTER

Go to www.brattlestreet.ca, phone (613) 612-4798, or e-mail learn@brattlestreet.ca for a registration form.