

TB Sub ToolBox

Effective preparation of Treasury Board Submissions



While MCs are used to receive program or policy approval from Cabinet, Treasury Board Submissions (TB Subs) are used to provide new spending authorities. This two-day workshop provides an overview of the planning environment in which TB Subs are considered. This workshop then provides strategies for preparing an effective TB Sub and for moving it through the system without unnecessary delay.

Audience

This course is designed for policy analysts, program officers, and subject-matter experts at all levels of the organization, such as EC//PM/AS-2 to EC//PM/AS-7 levels or equivalent, and for managers. Experience in policy analysis or programme or operational design is not required. Thus, new recruits, or seasoned policy analysts and program officers will all benefit from this workshop.

Participants would benefit by taking a How Government Works-style workshop in advance of this workshop, but it is not a prerequisite, as this two-day workshop includes a review of key elements pertaining to the mechanics of government.

Instruction Methodology

Lecturettes, discussion, and case studies.

Topics:

- A detailed review of financial planning process
- 10 keys to writing a successful TB Submission
- Results Based Management
- Logic models
- Risk management
- A glossary of terms
- Deconstructing a TB Sub