

How Government Works

How you can work effectively
in government



Building Blocks
LEARNING NETWORK

Understanding the Mechanics of Government

In working with organizations across the public sector, it is clear that navigating through the government structure and processes can be an overwhelming experience at times for employees. In this three-day workshop, participants can gain a concrete understanding of the mechanics of government and how to work more effectively within the machinery of government. From new employees to seasoned public servants, it's never too late to sharpen your understanding of how government works, particularly as it relates to:

- the key foundational components of government
- the structure of government and the roles of the various entities
- the processes related to planning, finance, policy making and accountability

Why you should take this course!

This course is designed to give you a comprehensive perspective on how government works and the roadmap you need to support you in the daily deliverables of your job. As a participant to this workshop, you will:

- be encouraged to bring any questions or issues that you have come across in your work pertaining to the mechanics of government
- gain a solid understanding of the various government entities and their roles and responsibilities that frame your own work environment
- be able to situate your own work within the bigger picture of government
- become familiar with the key processes of government, particularly as they relate to Parliament and funding
- acquire the compass you need to navigate through the Canadian government and work more effectively



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How you can work effectively in government

This workshop provides both a broad and a detailed road map of government. You will learn about the mechanics of government and Parliament, policy-making and budgetary processes, legislation, and regulations. You can use this workshop as a starting point for our other workshops that provide focused training in one particular skill set.

Who should attend

- New and experienced public servants alike will be introduced to the fundamental laws that shape government policy, and will round out their knowledge of the mechanics of government;
- Non-public servants, from business or the not-for-profit sector, will gain an understanding of what makes government tick;
- This workshop is a good foundational course before taking any of our policy-related workshops.

You will learn about

- The Constitution and the Charter of Rights and Freedoms
- Key government-related statutes, such as the Financial Administration Act
- Cabinet Directive on Law-making, and the Cabinet Directive on Streamlining Regulations
- The structure of government: Cabinet, Parliament, and the Judiciary
- Central planning and policy development
- Parliamentary process for bills and the Estimates, and Regulatory approval process

Topics Covered

Authorities

- The origins of democracy
- Canada's constitutional framework
- The Charter of Rights and Freedoms
- An overview of selected statutory authorities and requirements

Government Structures

- Parliament
- The Executive

- Prime Minister and Cabinet
- Central agencies
- The judicial system

The Executive process

- Memoranda to Cabinet and TB submissions
- Central planning and policy development
- Comptrollership and accountability

Parliamentary process

- Passage of bills
- Parliamentary finance

The regulatory process

Duration: 2 days **Price:** \$995.00 plus HST

Testimonials

"As a person who has worked in government for 14 years I found that it pulled it together."

"As a new employee [of government], I found this course very informative and eye-opening."

"Wonderful course. So interesting! All Canadians should take this course, forget only public servants. Ian, thank you for your knowledge, enthusiasm and your engaging presentation of course content. Loved all the war stories."

"First time I actually understand how government works."

Please visit our web site to view a complete list of all the courses we offer. www.bblockstech.com

Training that works for you

Building Blocks is a full-service provider to government and private sector, offering training, consulting, and facilitation services. As a learning institution focused on adult education and the needs of working professionals, we continuously strive to deliver value-added training programs for you, your team and your organization. For the How Government Works course, Building Blocks:

- offers you cutting-edge training and a comfortable atmosphere where participants feel at ease to share and learn from each other
- will equip you with tools and knowledge that are directly relevant to your work through a comprehensive course, including hand-on practice
- accepts a maximum of 14 participants per class; we limit the number of participants; we limit the number of participants to maximize your learning experience and give you increased access to one-on-one instruction.

Our collaborative approach - Training tailored to your requirements

Our workshops are offered in public sessions, but they lend themselves to modified in-house deliveries because we can then tailor the materials to your specific programme and departmental requirements. This value-added approach ensures that our workshops yield maximum results for participants and your organization.

Our Subject Matter Expert



Ian Hornby

Ian Hornby has been involved in policy analysis, communications, and group facilitation work for more than 25 years, both in government and in the House of Commons.

His work has been as diverse as spokesperson for Energy and Pollution Probe, energy policy advisor, press secretary to the Minister for International Trade, National Crime Prevention Week coordinator, and Executive Assistant to the Chairman of the Parole Board. As manager of the Corporate Policy and Research Division in the then Consumer and Corporate Affairs, he was responsible for coordinating the departmental regulatory review and standards projects in 1993.

Since leaving government in 1993 he has become a leading specialist in regulatory and legislative analysis, providing his services to many government departments (Industry, Treasury Board, Transport, Citizenship and Immigration, CCRA, Fisheries and Oceans, and Health Canada).

Ian has completed numerous contracts concerned with small business, regulatory policy, paper burden, legislative renewal, and compliance strategies. His background and work straddles the two disciplines of policy analysis and communications. This combination has made him adept at consultation design and stakeholder facilitation. In addition, he provides a series of training courses for public servants that parallel his fields of expertise.

Ian holds an MPA from Harvard University and has received extensive training in workshop design and training.

Contact us to talk about how we can help

Call 613-230-6255 or email to info@bblockstech.com to set up an appointment and discuss your specific training needs.

170 Laurier Avenue West, Suite 700 Ottawa, Ontario K1P 5V5
T: 613.230.6255 • F: 613.599.0859

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