

Update on Employee Supports 2011-14 APS Workforce Plan Fall 2011

This document provides a quarterly update on the activities and programs related to the strategies outlined in the 2011-14 Alberta Public Service (APS) Workforce Plan. To read more about the Workforce Plan please visit www.chr.alberta.ca/apsworkforceplan.

DEVELOPING – Building strength within the public service.

What we're doing:

- Promoting learning and development opportunities to support employees in reaching their full potential.
 - The Leading in Learning Series events are theme-based learning opportunities on business topics relevant to all levels of managers, and professional, technical, and senior administrative employees in the Alberta public service. The 2011-12 [Leading in Learning Series](#) is focused on *Achieving Success through Collaboration*. There are two speakers in this series:
 - October 18, 2011 featuring Dick Vollet on “Collaboration = Teamwork”. Dick will show how to “gang” up on problems to create opportunities.
 - January 18, 2012 featuring David Saxby on “Building Strategic Alliances”. David will reveal the essential elements of a successful alliance to achieve success in today’s demanding workplace.
- Focusing on leadership capacity, supervisory skills, and public policy excellence.
 - Implemented the University of Alberta Management Programs post-graduate program following a successful pilot. This program provides the opportunity for:
 - Manager graduates of the *Management Development Program* (MDP) to attend *Senior and Executive Managers’ Development Program* (SEMDP) courses
 - Senior manager graduates of the SEMDP to attend *Corporate Executive Development* (CED) sessions.<http://www.chr.alberta.ca/Practitioners/?file=learning/post-graduate/post-graduate-program&cf=652>
 - Continuing to support 11 cross-ministry placements and knowledge transfer opportunities through the Executive & Senior Manager Mobility Program. No new intake planned for fiscal 2011-12. www.chr.alberta.ca/mobility
 - Revised Management Essentials program to enable participants to take the training in sections rather than over 3 consecutive days. This program provides an overview of the foundational practices, policies and information specific to managing in the APS. Course information can be found at:
<http://www.chr.alberta.ca/Practitioners/?file=learning/essentials/mgmt-essentials&cf=891>

- Continuing to offer the eight modules Supervisor Certificate Program designed to develop the knowledge, skills and competencies for successful supervision. Course information can be found at:
<http://www.chr.alberta.ca/Practitioners/?file=learning/scp/certificate&cf=892>
 - Offering Supervisor, Senior Manager and Executive Assessment Services to provide participants with better understanding of their strengths and specific areas of development in relation to the APS Competencies. A new enrollment opened on September 12, 2011. www.chr.alberta.ca/assessment
 - Focusing on public policy excellence, there are several initiatives underway including: the APS Policy Internship, Policy Ambassadors and the Policy Essentials Series.
 - 31 Policy Ambassadors from across the Government of Alberta (GoA) are participating in several events through fall 2011 including career fairs, information sessions at post-secondary schools and presentations.
 - Current Policy Interns are mid-way through their internships and have moved to their second ministry placements on September 1, 2011.
 - Working on recruiting a third intake of APS Policy Interns for 2012-13.
 - Offering courses to build policy capacity through the Policy Essentials Series, which supports the development of key policy skills and competencies and the [APS Policy Excellence Plan](#). The five courses are open for registration via [MyAGent](#) (keyword: Policy):
 - Public Policy in the Government of Alberta (2 days)
 - Policy Analysis and Beyond (2 days)
 - Effective Communication in a Policy World (2 days)
 - New! Policy and Stakeholder Involvement (2 days)
 - Coming Soon! Policy Implementation and Evaluation (2 days): is under development and will pilot in Winter 2011.
- Encouraging career growth so employees can pursue options that fit their skills, interests and professional development goals.
- Offering, as requested through ministry HR areas, brief information sessions to employees on the various APS [career development resources](#) that are available to help them manage their careers.
 - Offering various career development-related courses through the [GoA Learning Centre Course Catalogue](#).
 - Researching and exploring options for employees to access career information and advice.

ENGAGING – Supporting and inspiring employees to perform their best.

What we're doing:

- Recognizing employees for strong performance, and continuing to live our values.
 - Held the Premier's Award of Excellence (PAE) Ceremony in September to celebrate the evolution of excellence in the Alberta Public Service and provide recognition to award recipient teams.
 - Communicating and preparing for the 2011 National Quality Institute Canada Awards for Excellence Ceremony where one PAE ongoing work team and three PAE gold project teams will receive national recognition.

- Promoting a safe, healthy environment that provides the foundation for employees to succeed.
 - Providing employees with Occupational Health and Safety training courses and the Government of Alberta (GoA) Occupational Health and Safety Certificate program. 195 graduates of the Certificate Program were recognized from 2010-2011. Course selections are offered in the GoA Learning Calendar.
 - Supporting ongoing continuous improvement of the GoA Occupational Health and Safety program.
 - Continuing to offer health education and resource information for staff through Corporate Human Resources (CHR) workplace health website and publications in the GoA Connector.
 - Implemented changes to workplace health programs to continue to meet the changing needs of the Alberta Public Service.
 - Supporting the GoA immunization efforts for the 2011-2012 flu season
 - Implemented Health Coaching as a support service for employees and their families under the Employee and Family assistance program.

- Enabling flexibility in the workplace that balances needs of employees and the work they do.
 - Developing a website to house information related to flexible work environment.

ATTRACTING – Promoting the Government of Alberta as a positive career choice.

What we're doing:

- Showcasing the diversity of careers in the Alberta Public Service and a work environment where people make a difference.
 - Continuing to promote the Government of Alberta (GoA) as a positive career choice to various target audiences including students and recent graduates, through the government-wide Ambassador Program.
 - Employed 144 students in various types of work in 14 ministries through the Student Summer Employment Registration Service (SSERS).
 - Evaluating results from a pilot that was conducted to provide Line Managers with direct access to the SSERS.
- Ensuring timely, efficient business processes that support and enhance our efforts to recruit and select the best talent.
 - Continuing to enhance staffing processes and information/resources to support timely hiring decisions and high quality hires, and to help applicants prepare for and go through the staffing process.
- Offering compensation and benefits that are competitive, flexible and responsive.
 - Completed the review of Northern Programs that resulted in the northern leave and trips out programs established as permanent programs; and the 55-57th parallel retention bonus and northern attraction bonus having continued on a temporary basis.
 - Implemented compensation and benefits changes including: removal of Long Term Disability salary cap for bargaining unit employees; increases in weekend premium & shift differential for bargaining unit employees; lump sum payment for all employees and began preparations for implementation of the new Health Spending Account in 2012.