

# RESOURCE MANAGEMENT PACKAGE





With the new millennium, Government introduced a competency-based Leadership and Management Development Strategy which identified the core competencies for all leaders and managers. In 2007, this strategy was revised to reflect the ongoing needs of leaders and managers in the Government of Newfoundland and Labrador.

The Leadership and Management Development Strategy is designed to enhance the leadership and management capacity of the Newfoundland and Labrador Public Service. Your success as a Leader and Manager is vital to building this capacity.

Resource Management is one of nine core competencies for managers in our public service. Resource Management is defined as "*the ability to effectively manage all resources to achieve organizational goals and business results*". The Resource Management Package (RMP) consists of a series of modules designed to build the competency of Resource Management. The Resource Management Package is thus a component of the broader Leadership and Management Development Strategy.

The goal of the Resource Management Package is to build an effective and consistent approach to management practices in our government through the successful management of Human Resources, Financial Resources and Information Resources. If you are on the HL pay scale and you are responsible for managing people, finances and information, then you are required to register for the RMP. As a manager registered in the RMP, you have participated, or will participate, in a number of learning opportunities that were specifically developed to support you in your management role in the Public Service of Newfoundland and Labrador. To respond to manager's needs, RMP modules will be added, deleted or revised to reflect public service management priorities.

The content of the modules included in the Resource Management Package was developed with partners of the Centre for Learning and Development, including Executive Council, Public Service Commission, Public, Department of Justice, Department of Finance, Department of Government Services, and Government Purchasing Agency.

At this time, Resource Management is the only core mandatory competency for those managers who manage people, finances and information.

 [Module Listing](#)

 [Module Descriptions](#)

 [Resource Management Package Registration form](#)

## PROCESS FOR REGISTRATION

To register for the Resource Management Package, please complete a [Resource Management Package Registration Form](#).

When you have registered for the Resource Management Package, you will be notified by the Centre for Learning and Development of the dates and locations of each module delivery as they become available.

Some of the Resource Management Package modules are available in an e-learning format. The other modules vary from one half day to two days.

## QUESTIONS OR COMMENTS

If you have any questions or comments regarding the Resource Management Package, please contact:

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## Managing Human Resources

-  [Creating a Respectful & Harassment-Free Workplace](#)
  -  [Employee Assistance Program](#)
  -  [Employment Equity for Persons With Disabilities](#)
  -  [The Manager's Role in Employee Relations](#)
  -  [Performance Enhancement](#)
  -  [Recruitment and Staffing in the Public Service: A Manager's Role](#)
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## Managing Financial Resources

-  [Budget Management & Monitoring](#)
  -  [Consultant's Guidelines](#) *E-learning*
  -  [Delegation of Financial Authority](#)
  -  [Introduction to Purchasing](#) *E-learning*
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## Managing Information Resources

-  [Access to Information & Protection of Privacy](#) *E-learning*
  -  [Newfoundland and Labrador Brand Overview](#)
  -  [Cabinet Decision-Making Process](#)
  -  [Community Accounts](#)
  -  [Information Management: Everyone's Responsibility](#) *E-learning*
  -  [Writing Briefing Notes](#)
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## Required Knowledge

-  [Accountability](#) *E-learning*
-  [Employer's Responsibility for Occupational Health & Safety](#) *E-learning*
-  [Job Evaluation System: The Process](#)
-  [Succession Planning and Management Guidelines](#) *E-learning*



# MODULE DESCRIPTIONS



## ***MANAGING HUMAN RESOURCES***

### **■ Creating a Respectful and Harassment-Free Workplace**

This module will discuss the manager's role in preventing and managing workplace conflict and harassment. It will also provide information on the Harassment Policy and the Respectful Workplace Program.

### **■ Employee Assistance Program**

This module will provide participants with an overview of the Employee Assistance Program with particular emphasis on the role of the supervisor and union representative in the referral process.

### **■ Employment Equity for Persons with Disabilities**

The purpose of this module is to inform participants about the programs, services and supports available to managers as they relate to the employment and retention of persons with disabilities.

### **■ The Manager's Role in Employee Relations**

This module is designed to provide a proactive approach to the daily management of employees, to recognize the value of a union and to utilize the content of the collective agreement as a resource.

### **■ Performance Enhancement**

This module will define Performance Management and review the linkage between individual performance and the achievement of organizational results.

### **■ Recruitment and Staffing in the Public Service: A Manager's Role**

This module will outline the strategic principles and fundamentals of staffing and recruitment, and the importance of the manager's role in the process.



## MANAGING FINANCIAL RESOURCES

### **Budget Management and Monitoring**

The purpose of this module is to identify the steps necessary for effective budget management and budget monitoring. Upon completion, participants will be able to discuss the overall budgeting process and the fiscal framework of Government, and identify the reporting requirements and tools for monitoring the budget.

### **Consultant's Guidelines**

The purpose of this module is to familiarize managers with the "The Guidelines Covering the Hiring of External Consultants". These guidelines are used when hiring consultants for professional services that are generally excluded from application of the *Public Tender Act*.

### **Delegation of Financial Authority**

This module will provide managers with the essential guidelines surrounding the Delegation of Financial Authority and the financial accountability of managers with this authority.

### **Introduction to Purchasing**

This module will provide managers with the essential information and procedures to acquire goods and services in accordance with the *Public Tender Act and Regulations*, and other applicable legislation and agreements.



## MANAGING INFORMATION RESOURCES

### **Access to Information and Protection of Privacy**

This module is intended to give participants an understanding of the access provisions to Newfoundland and Labrador's *Access to Information and Protection of Privacy Act* (ATIPPA) and specifically how to manage access requests filed under the Act.

### **Newfoundland and Labrador Brand Overview**

This module will provide a general overview of management expectation in the application of the Government of Newfoundland and Labrador brand signature and graphic standards.

### **Cabinet Decision-Making Process**

This module will focus on the roles and responsibilities of government departments, the Cabinet Secretariat and Cabinet in making decisions. It will also provide information on the cabinet submission process essential to increasing the understanding and efficiency of the decision-making process in Government.

### **Community Accounts**

This module will focus on how management can utilize Community Accounts. Community Accounts provides a wide range of data and social and economic indicators. The information available through Community Accounts will support informed decision-making using statistical evidence.

### **Information Management: Everyone's Responsibility**

This module will focus on the expectation of managers in the collection, storage and retrieval of government information. Participants will be provided with the Government of Newfoundland and Labrador Information Management standards of practice.

### **Writing Briefing Notes**

This module will enable participants to prepare briefing notes in the approved format for the Government of Newfoundland and Labrador. Upon completion of the workshop, participants will be able to prepare the various types of briefing notes in the approved formats.



## REQUIRED KNOWLEDGE

Specific knowledge-based development will be identified and delivered based on current priority areas. Some examples include:

### **Accountability**

The purpose of this module is to provide an overview of the requirements of the *Transparency and Accountability Act*, to clarify the manager's roles and responsibilities under the accountability framework, and to outline the procedures to be followed to discharge those responsibilities.

### **Employer's Responsibility for Occupational Health and Safety (OHS)**

This module is designed to inform managers of their roles and responsibilities under the *Occupational Health and Safety (OHS) Act*.

### **Job Evaluation System: The Process**

This module will focus on the Job Evaluation Systems for both management and bargaining unit positions.

### **Succession Planning and Management Guidelines**

This module is designed to inform managers about the succession planning strategies that are an integral part of the human resource planning process. These strategies actively assess and develop the ability of the Public Service to sustain and replenish critical positions.