

Approval Kit for the New Professionals' Forum 2023

This document contains recommendations to craft a successful business case for new professionals who would like to attend the New Professionals' Forum on June 5th, 2023, at the Ottawa Art Gallery which is being hosted by the National Capital Region's Institute of Public Administration of Canada (IPAC-NCR). This template letter included in this kit is designed to seek management approval to attend the forum and to request funding via a learning plan to cover the costs associated with attending the event.

Frequently Asked Questions (FAQ)

1. When and how should I talk to my manager about attending IPAC's New Professionals' Forum (NPF)?

The sooner, the better. However, before sending an official request to your manager to attend the event, have a discussion to provide them with more context on IPAC and the NPF. You can share takeaways from previous IPAC events if you are a returning participant and mention why you would like to participate in the forum. You can ask your manager to integrate this professional event into your learning plan. Most organizations have designated funding for employee training and professional development.

2. How can I integrate the NPF into my learning plan?

Integrating anything into your learning plan changes from organization to organization. Generally, following these steps should lead to successful integration into your learning plan.

- a) Introduce the conference to your manager and have a simple discussion about the value of the conference for your professional development.
- b) Send them your business case. You can use the template letter found below!
- c) If accepted, your manager will provide you with a learning form to fill out. Voilà!

3. How should I use the template?

Use the whole template or sections of the letter that work best for your purposes. If you use the whole template, try personalizing the competencies section to mention the skills, competencies, or knowledge you seek to gain by participating in the workshop (e.g., communication, organization, building your network, analysis, etc.) that are most relevant to your role and organization.

4. How much does it cost to attend the New Professional Forum?

This year, non-member tickets cost \$70 (incl. ticket processing fees) and member tickets cost \$59 (incl. ticket processing fees). A catered lunch will be provided.

Letter / Email Template

Dear [MANAGER'S NAME],

I would like your approval to attend a full-day professional event hosted by the Institute of Public Administration of Canada's National Capital Region group. The event is titled the New Professionals' Forum 2023: Preparing for Success and will be held at the Ottawa Art Gallery in Ottawa on June 5th, 2023, from 9:00 AM to 5:00 PM. The New Professionals' Forum aims to bring together a diverse group of new professionals for a day of networking, panels, and informative workshops that will equip participants with the knowledge, tools, and resources needed to support their careers in the world of public administration.

IPAC builds excellence in public administration in Canada by bringing together networks, sharing best practices and experiences, and hosting learning opportunities. I'm confident that this workshop will empower me to become a leader in my professional development journey.

The total cost of a general ticket is \$70 CAD; IPAC members benefit from a special admission rate of \$59 CAD. There is also a special offer bundling the NPF admission ticket with a 1-year New Professional Membership for \$145 CAD. The membership would grant me access to the national IPAC network, exclusive events, member-only resources like journals and case studies, as well as networking and professional development opportunities.

Thank you for taking the time to review this request. I would be happy to answer any comments or questions you may have. To learn more about IPAC NCR, you may refer to their website at: ipacncr-iapcrcn.ca.

Thank you,

[YOUR NAME]

New Professional Forum Program for June 5th, 2023

8:30-9:00 Registration and Icebreaker
 9:00-9:20 Welcoming Remarks, Housekeeping, Land Acknowledgements

Jennifer Thorne
 Director, Values, Integrity & Workplace Policies and Programs, HR Branch

9:20-9:35 Introduction by Indigenous Artist

David White Deer Charette

9:35-10:00 Keynote Speaker

TBA!

10:00-10:15 Morning Health Break

10:15-11:15 Panel

Well On Your Way: Lessons Learned Along the Journey

On this panel, early and mid-career professionals discuss hiring practices, career paths, and different opportunities and programs available in the public sector. They will share reflections and advice from their career journeys while presenting attendees with insights on how to advance their careers as a new professional.

Kelly Beaton
 Director General, Arts Branch, Canadian Heritage

Delane Boakye
 Policy Analyst, Natural Resources Canada

Kori St-Cyr
 Director, Policy and Government Relations at Natural Sciences and Engineering Research Council of Canada (NSERC)

11:15-12:15 Workshop

Digital Standards in the Public Service and What They Mean for You

In this workshop, Neil Bower offers a captivating workshop on digital standards and how to use them to enhance your work and contribute meaningfully to your career.

Neil Bower
 Visiting Professor McGill, Former VP of ISDB, Canada School of Public Service

12:15-13:15 Lunch Break and Activities
 A photographer will be on-site offering headshots (it's free!). The photos will be available post-event in a

password-protected gallery. Attendees will receive the passcode.

Sponsors Showcase

13:15-14:15

Panel

TBA!

In Action: Leading Equity, Diversity, and Inclusion

This panel discusses current government initiatives, priorities and potential opportunities to advance anti-racism, diversity, equity and inclusion. The panellists will speak on how to find existing networks to connect with equity-seeking individuals, intersectional policy analysis, and putting reconciliation into practice

14:15-15:15

Panel

Deep Dive: Understanding Central Agencies and the Decision-Making Process

This panel aims to provide a behind-the-scenes examination of the operations of the three central agencies - Privy Council Office, Treasury Board of Canada Secretariat, and Finance Canada - to advance learning in public administration. This panel is tailored to support knowledge-building in a key area for newly joined public servants with overviews of key processes, including the budget process, MCs, and TB submissions.

Tasha Hanes Director General,
Finance Canada

Amy Johnson Director of
Operations, Machinery of
Government, Privy Council Office

More TBA!

15:15-15:30

Afternoon Health Break

15: 30-16:30

Panel

Deputy Ministers' Panel

This panel is a unique opportunity for new professionals to get an insider look at how senior public servants think. The Deputy Ministers will share tips on how to best respond to situations that require effective and timely recommendations for decision-makers.

Graham Flack
Secretary of the Treasury Board,
Treasury Board Secretariat

Jean-François Tremblay
Deputy Minister, Employment
and Social Development Canada

Gina Wilson
Deputy Minister of Women and
Gender Equality and Youth

16:30-16:45 Closing Keynote

Dean F. Oliver
Vice-President and Director
General, Canadian War Museum

16:45-16:50 Closing Remarks

**Anne-Michèle Lajoie &
Maurício Nothen**
Co-Directors of New
Professionals IPAC NCR

16:50-17:00 Last Words from the IPAC NCR Chair

Ursula Gobel
Vice-President, Social Sciences
and Humanities Research
Council

5 à 7 Mixer (OAG Terraces)
17:00-19:00 Network with new professionals, senior leaders, and
more professionals from the Ottawa public
administration community!