

Dispute Resolution Office Training Workshops – Helpful Tips for Applying

- **If you work for an Executive Government Ministry (e.g. Corrections and Policing, Education, etc.) and your workplace is paying for your training, you will be billed as an Executive Government employee.** If you are paying your own registration fee, you will be billed as any other participant.
- **Submitting your registration form allows us to register you for our workshop. This is separate from any approval process your workplace may have.** Please ensure you have your workplace’s permission to attend before submitting your registration form. You may wish to ask your supervisor or manager for assistance.
- **If your workplace is paying for you to attend training, we require you to complete the “for invoicing purposes” section of the registration.** If you are unsure who the billing contact for your workplace is, you may wish to ask your supervisor or manager for assistance.
- **Please ensure that the registration form you submit is not blank.** To avoid attaching a blank registration form, you may wish to use the “save as” function and rename it something that makes sense to you, then attach that file to the email. Other methods include attaching a scanned copy, or faxing the form to 306-787-0088.
- **Waitlists:** If a workshop you apply for is full, you may choose to stay on the waitlist and/or register for different dates of the workshop. We cannot guarantee space will become available in a workshop you have been waitlisted for.

Please contact the Dispute Resolution Office by email if you have any questions:

Dispute.Resolution@gov.sk.ca