



Program of the APCDO Bootcamp for Entry-Level Professionals in ATIP (2026)

Monday, February 23, 2026 - Tuesday, March 17, 2026

Pilot Project

Access to Information and Privacy Communities
Development Office (APCDO)

All times listed are in Eastern Time (ET).

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Welcome

To maximize your training, here are a few things to remember:

Please arrive at each session with a positive attitude and an open mind.

To do this, you have to pass through two doors:

- 1. At the first door, you leave behind all your personal worries;**
- 2. At the second door, you leave behind all your mental concerns.**

This will enable you to live in the present moment during the training and that will be useful for a learning mindset.

When you leave, you can pick up your concerns at the first door, then your personal worries at the second door.

As this is a **pilot initiative**, your feedback will be essential to ensure the APCDO bootcamp meets the highest standards and delivers the core competencies required for entry-level ATIP professionals. We value your experienced opinion. You are invited to fill a questionnaire at the end of each week.

Also, as a **reference**, here is the [APCDO ATIP Competency Dictionary](#)*

** To have access to the courses and resources you would require signing in to your CSPS and GCcollab accounts.*

You will find related information on [GCwiki](#).

Have fun!



Pre-Bootcamp Checklist

To be successful in this bootcamp program, please ensure you have the following:

1. An active and accessible account on the [Canada School of Public Service](#) (CSPS) *
2. Register for each individual webinar
3. Register for all CSPS courses
4. Become a member of the [ATIP Professionals group](#) on GCcollab *

Contacts for technical issues

- a. For issues with CSPS courses: [CSPS contact page](#)
- b. For issues with webinar registration, access to documents, etc.: [The Bootcamp Team](#)

*** You will not have access to courses and resources unless you are signed in to your CSPS and GCcollab accounts.**

Bootcamp Learning Outcomes

1. Participants will be able to **identify key public service values (e.g., integrity, transparency, stewardship), and principles** and apply them when making decisions.
2. Participants will be able to **apply basic (e.g., common sections) ATIP exemptions and exclusions** with the support from seasoned colleagues.
3. Participants will be able to **describe in an ATIP context, the principles of responsible data handling.**
4. Participants will be able to **articulate and gain insights** from various senior ATIP management regarding the challenges and rewards of an ATIP career.
5. Participants will be able to **manage simple client enquiries, navigate the** lifecycle of a request and best practices in ATIP online.
6. Participants will be able to **build professional connections across the ATIP community** by participating in breakout sessions, peer discussions, and interactions with other participants.

Week 1

3 days of Bootcamp and 2 days with institution

Monday, February 23

(Day of Onboarding with institution - optional - and Welcome from APCDO.)

Targeted competencies: Institution awareness

Reminder:

- Ensure you have received all pertinent tools and material.
- Ensure proper access rights are provided, including the creation of a [Canada School of Public Service Account](#), and access to [ATIP Professionals group](#).

1:30 – 2:00 PM
 Welcome, Land Acknowledgement, Introduction and Instruction Session

Tuesday, February 24

Day 1

Targeted competencies: Adaptability, communication, network, relationship building, stewardship of resources, teamwork

9:00 – 10:00 AM	10:00 – 10:30 AM	10:30 AM – 12:00 PM	12:00 – 1:00 PM	1:00 – 1:45 PM	1:45 – 2:00 PM	2:00 – 3:30 PM
 Conversations with two 2 Executive Directors: Access to Information Policy & Performance and Privacy & Responsible Data	Health break	 Who We Work For (FON304)	Lunch	 Workshop: Who We Work For	Health break	 Panel of five (5) senior management to offer perspective and career advice.

Wednesday, February 25

Day 2

Targeted competencies: Analytical and creative thinking, knowledge and interpretation networking, relationship building, request management, teamwork

9:00 – 10:30 AM	10:30 – 10:45 AM	10:45 AM – 12:00 PM	12:00 – 1:00 PM	1:00 – 2:30 PM	2:30 – 2:45 PM	2:45 – 3:30 PM
 Values and Ethics Foundations for Employees (FON301)	Health break	 Values and Ethics in the Public Sector: Reflective Questions	Lunch	 Access to Information and Privacy Fundamentals (COR502)	Health break	 Workshop: Access to Information and Privacy Fundamentals

Thursday, February 26

Day 3

Targeted competencies: Analytical and creative thinking, knowledge and interpretation networking, relationship building, request management, teamwork

9:00 – 10:30 AM	10:30 – 10:45 AM	10:45 AM – 12:00 PM	12:00 – 1:00 PM	1:00 – 2:00 PM	2:00 – 2:15 PM	2:15 – 3:30 PM
 APCDO ATIP Onboarding	Health break	 Workshop: APCDO ATIP Onboarding	Lunch	 Fundamentals of Information Management (COR501)	Health break	 Workshop: Fundamentals of Information Management

Friday, February 27

(With institution)

Targeted competencies: Institution awareness, planning and organizing

- Knowledge retention checklist



[END OF WEEK 1 - FEEDBACK QUESTIONNAIRE](#)

Week 2

3 days of Bootcamp and 2 days with institution

Monday, March 2

(With institution)

Targeted competencies: Institution awareness, planning and organizing

- Knowledge Retention Checklist

Tuesday, March 3

Day 4

Targeted competencies: Analytical thinking, knowledge and interpretation, networking, relationship building, teamwork

10:00 AM – 12:00 PM	12:00 – 12:30 PM	12:30 – 1:30 PM	1:30 – 4:30 PM
 Information Management in the Government of Canada (COR505)	 Workshop: Information Management in the Government of Canada	Lunch	 Access to Information in the Government of Canada (COR503) (You should already be registered.) Duration: 3 hrs.

Wednesday, March 4

Day 5

Targeted competencies: Analytical thinking, knowledge and interpretation, networking, relationship building, teamwork

10:00 AM – 12:30 PM	12:30 – 1:30 PM	1:30 – 4:30 PM
Group Exercise - Daily Review	Lunch	 Access to Information in the Government of Canada (COR503) (You should already be registered.) Duration: 3 hrs.

Thursday, March 5

Day 6

Targeted competencies: Analytical thinking, knowledge and interpretation, networking, relationship building, teamwork

10:00 AM– 12:30 PM	12:30 – 1:30 PM	1:30 – 4:30 PM
Group Exercise - Daily Review	Lunch	 Access to Information in the Government of Canada (COR503) (You should already be registered.) Duration: 3 hrs.

Friday, March 6

(With institution)

Targeted competencies: Institution awareness, planning and organizing

- Knowledge Retention Checklist



[END OF WEEK 2 FEEDBACK QUESTIONNAIRE](#)

Week 3

3 days of Bootcamp and 2 days with institution awareness

Monday, March 9

(With institution)

Targeted competencies: Institution awareness, planning and organizing

- Knowledge Retention Checklist

Tuesday, March 10

Day 7

Targeted competencies: Analytical thinking, knowledge and interpretation, networking, relationship building, teamwork

10:00 - 11:00 AM	11:00 – 11:30 AM	11:30 AM - 12:30 PM	12:30 - 1:30 PM	1:30 – 4:30 PM
 GC Data Demystified (DDN304)	Health break	 The Essentials: Access to Information and Privacy (COR5-V05)  The Five Whys (FON1-V16) - CSPS  Making the Most of Difficult Conversations (TRN158)  Preparation for Course COR504	Lunch	 Privacy in the Government of Canada (COR504) (You should already be registered.) Duration: 3 hrs.

Wednesday, March 11

Day 8

Targeted competencies: Analytical thinking, knowledge and interpretation, networking, relationship building, teamwork

10:00 AM - 12:30 PM	12:30 - 1:30 PM	1:30 - 4:30 PM
Group Exercise - Daily Review	Lunch	 Privacy in the Government of Canada (COR504) (You should already be registered.) Duration: 3 hrs.

Thursday, March 12

Day 9

Targeted competencies: Analytical thinking, knowledge and interpretation, networking, relationship building, teamwork

10:00 AM - 12:30 PM	12:30 - 1:30 PM	1:30 - 4:30 PM
Group Exercise - Daily Review	Lunch	 Privacy in the Government of Canada (COR504) (You should already be registered.) Duration: 3 hrs

Friday, March 13

(With institution)

Targeted competencies: Institution awareness, planning and organizing

- Knowledge Retention Checklist

 [END OF WEEK 3 FEEDBACK QUESTIONNAIRE](#)

Week 4

2 days of Bootcamp including networking

Monday, March 16

Day 10

Targeted competencies: Adaptability, client focus, communication, conflict management, decision making, teamwork

9:00 – 10:00 AM	10:00 - 10:15 AM	10:15 AM - 12:00 PM	12:00 - 1:00 PM	1:00 - 2:30 PM	2:30 – 2:45 PM	2:45 – 3:15 PM
 Facing Confrontation in Customer Service (TRN242)	Health break	 Workshop: Facing Confrontation in Customer Service	Lunch	 Introduction to Negotiation (TRN140)	Health break	 Workshop: Introduction to Negotiation

Tuesday, March 17

Day 11 – The End

Targeted competencies: Analytical and creative thinking, knowledge and interpretation, request management, networking, relationship building, teamwork

9:00 AM – 12:00 PM	12:00 - 1:00 PM	1:00 – 3:00 PM
<ul style="list-style-type: none"> • Digital ATIP Ecosystem • Lifecycle of a request & Best Practices in ATIP Online and Q&A • External Request Intake Tool & Inter-institutional Consultations in ATIPOnline and Q&A • Integration between RPSS and ATIPOnline • ATI Summaries on the OG Portal 	Lunch	<ul style="list-style-type: none"> •Networking  END OF BOOTCAMP FEEDBACK SURVEY