



MANDATORY TRAINING

[Create an account](#) to access the Canada School of Public Service's [learning platform](#)
 If you already have an account, please ensure your [account information](#) is up to date (and indicates the ATSSC as your department)

Email Training-Formation@tribunal.gc.ca for all questions related to mandatory training.

Mandatory Training	Duration & Delivery Type	Completion Timeline (after appointment)	New to the PS	Employees	Supervisors	Managers	Executives
C255 – Values and Ethics Foundations for Employees	1.5 hours, online self-paced	Within 6 months	x				
C218 – Who We Work For	1.5 hours, online self-paced	Within 6 months	x				
A230 – Security Awareness	2.8 hours, online self-paced	Within 30 days		x	x	x	x
C601 – Phoenix Self-Service for Employees	1 hour, online self-paced	Within 30 days		x	x	x	x
C602 – Phoenix Manager Self-Service	1 hour, online self-paced	Within 30 days				x	x
Z065 – Canada Labour Code, Part II: An Overview	1 hour, online self-paced	Within 30 days		x	x	x	x
W101 – Harassment and Violence Prevention for Employees	1 hour, online self-paced	Within 3 months		x	x	x	x
W102 – Harassment and Violence Prevention for Managers and Committees / Representatives	1 hour, online self-paced	Within 3 months			x	x	x
H200 - Basics of Staffing in the Public Service	3.5 hours, online self-paced	Within 6 months			x	x	x
H205 - Inclusive Hiring Practices for a Diverse Workforce	2 hours, online self-paced	Within 6 months			x	x	x
G140 – Performance Management for the Government of Canada	1.5 hours, online self-paced	Within 6 months			x	x	x
CCOHS - Office Ergonomics	1 hour, online self-paced	Within 6 months		x	x	x	x
HR-to-Pay Stabilization (GCPedia)	1 hour, online self-paced	Within 30 days		x	x	x	x
Diversity Accreditation Program: Completion of 3 courses from the Course Catalogue on Diversity	duration varies depending on the course, all are online and self-paced	Within 6 months		x	x	x	x
Authority Delegation Training	Duration & Delivery Type	Completion Timeline (after appointment)					
G380 – Authority Delegation Training: Using Public Funds Responsibly <i>Revalidation is required every 5 years</i>	3.5 hours, online self-paced	Required before Financial delegation can be given			If supervisor requires financial delegation	x	x
G381 - Authority Delegation Training: Practising Responsible Procurement <i>Revalidation is required every 5 years</i>	5 hours, online self-paced	Required before Financial delegation can be given			If supervisor requires financial delegation	x	x
G382 - Authority Delegation Training: Managing People Effectively <i>Revalidation is required every 5 years</i>	4.5 hours, online self-paced	Required before Financial delegation can be given			If supervisor requires financial delegation	x	x
G610 – Authority Delegation Validation Assessment for Executives (Prerequisite: G380, G381 and G382 or equivalent) <i>Revalidation is required every 5 years</i>	3 hours, online self-paced	Required before Financial delegation can be given					x
G610-1 – Authority Delegation Revalidation Assessment for Executives (Prerequisite: G610) <i>Revalidation is required every 5 years</i>	3 hours, online self-paced	Required before Financial delegation can be given					x
Delegation of Human Resources Signing Authorities Training	Duration & Delivery Type	Completion Timeline (after appointment)					
P901 – Staffing: A Resourcing Tool for Managers (Prerequisites: H200 and H205)	7.5 hours in total (2.5 hours per day x 3 days) virtual classroom	Required before HR delegation can be given				If manager requires HR delegation	x
P930 – Introduction to Organization and Classification	3 hours, online self-paced	Required before HR delegation can be given				If manager requires HR delegation	x

New to the PS = Employees who are new to the public service

Employees = Indeterminate, Term, Student and Casual

Supervisor = a position that may or may not require HR and/or financial sub-delegation

Manager = requires financial and HR sub-delegation

Executive = EX or equivalent