



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	Former Course Code	Duration & Delivery Type	Completion Timeline (after appointment)	New to the PS	Employees	Supervisors	Managers	Executives
Values and Ethics Foundations for Employees (FON301)	C255	1.5 hours, online self-paced	Within 6 months	X				
Who We Work For (FON304)	C218	1.5 hours, online self-paced	Within 6 months	X				
Security Awareness (COR310)	A230	2.8 hours, online self-paced	Within 30 days		X	X	X	X
Phoenix Self-Service for Employees (COR101)	C601	1 hour, online self-paced	Within 30 days		X	X	X	X
Phoenix Manager Self-Service (COR102)	C602	1 hour, online self-paced	Within 30 days				X	X
Canada Labour Code, Part II: An Overview (WMT110)	Z065	1 hour, online self-paced	Within 30 days		X	X	X	X
Preventing Harassment and Violence in the Workplace for Employees (WMT101)	W101	1 hour, online self-paced	Within 3 months		X	X	X	X
Preventing Harassment and Violence in the Workplace for Managers and Health and Safety Committees (WMT102)	W102	1 hour, online self-paced	Within 3 months			X	X	X
Basics of Staffing in the Public Service (COR111)	H200	3.5 hours, online self-paced	Within 6 months			X	X	X
Inclusive Hiring Practices for a Diverse Workforce (COR120)	H205	2 hours, online self-paced	Within 6 months			X	X	X
Performance Management for the Government of Canada (COR109)	G140	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
Authority Delegation Training Process	Former Course Code	Duration & Delivery Type	Completion Timeline (after appointment)	New to the PS	Employees	Supervisors	Managers	Executives
Authority Delegation Training: Using Public Funds Responsibly (COR250) Revalidation is required every 5 years	G380	3.5 hours, online self-paced	Required before Financial delegation can be given			If supervisor requires financial delegation	X	X
Authority Delegation Training: Practising Responsible Procurement (COR451) Revalidation is required every 5 years	G381	5 hours, online self-paced	Required before Financial delegation can be given			If supervisor requires financial delegation	X	X
Authority Delegation Training: Managing People Effectively (COR152) Revalidation is required every 5 years	G382	4.5 hours, online self-paced	Required before Financial delegation can be given			If supervisor requires financial delegation	X	X
Authority Delegation Validation Assessment for Executives (COR253) (Prerequisite: COR250, COR451 and COR152 or equivalent) Revalidation is required every 5 years	G610	3 hours, online self-paced	Required before Financial delegation can be given					X
Authority Delegation Revalidation Assessment for Executives (COR254) (Prerequisite: COR253) Revalidation is required every 5 years	G610-1	3 hours, online self-paced	Required before Financial delegation can be given					X
Delegation of Human Resources Signing Authorities Training Process	Former Course Code	Duration & Delivery Type	Completion Timeline (after appointment)	New to the PS	Employees	Supervisors	Managers	Executives
Staffing: A Resourcing Tool for Managers (COR132) (Prerequisites: COR111 and COR120)	P901	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
Introduction to Organization and Classification (COR133)	P930	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