



Approval Kit

All the important details you need to apply to attend the Seminar



About IPAC & IPAC INCITE

The Institute of Public Administration of Canada (IPAC) is Canada's leading professional organization dedicated to excellence in public service. IPAC aims to enhance the development of good public administration and management practices and policies in Canada. The IPAC community includes public servants from all levels of government as well as subject matter experts, academics, and students of public administration. IPAC is also active internationally and exports around the world.

IPAC New Professionals INCITE is a new and improved service offering from IPAC. It aims to create a space of learning and engagement opportunities for new professionals from all levels of government, schools of public policy, non-profit organizations, and the private sector.

IPAC INCITE is programming committed to providing professional development opportunities to all levels and functional areas within the public policy profession and foster a culture of career champions.



Event Details

This will be a **two-day event** for New Professionals across Canada. Our target audience:

- Entry – level new public servants from across all levels of government (municipal, provincial, and federal), the broader public sector, the not-for-profit sector, and private organizations.
- Current students and alumni from Canada’s schools of public policy and administration programs.
- Individuals who have made a change in their career; transitioning from one industry to the public service.

We are learning, engaging and growing tomorrow’s public service!

Event Program		
November 9	1:00 p.m. – 4:00 p.m. (EST)	Day 1 will consist of: <ul style="list-style-type: none"> • Networking • Keynote • 2 Panel Discussions • After Hours Networking
November 10	1: 00 p.m. – 4:00 p.m. (EST)	Day 2 will consist of: <ul style="list-style-type: none"> • Networking • Keynote • 3 Workshops • After Hours Networking

\$100
For Members

\$150
For Non-Members
Includes a Free IPAC Membership

Group Rate (5 +)
10% Discount



Sample Justification Letter

Dear [MANAGER'S NAME],

I would like your approval to attend the Institute of Public Administration of Canada (IPAC) 1st Annual New Professionals Seminar, which is being held virtually on November 9th to 10th, 2021; [click here](#) for more information about the seminar.

IPAC is dedicated to fostering an environment for continued learning to engage and grow future leaders of tomorrow. The Annual New Professionals Seminar is a two-day event bringing together leading experts and senior leaders from public service, broader public sector, and private sector to provide the knowledge and skills necessary to advance new professionals' careers.

The Annual New Professionals Seminar will help me develop practical competencies and knowledge that support my work, including:

- *What knowledge, skills or competencies do you seek to gain from this event? List them here (ex. greater understanding of—or insight into—[TOPIC], communication, critical thinking, etc.)*

IPAC fosters excellence in public administration in Canada by bringing together networks, sharing best practices and experiences, and hosting learning opportunities. Attending this seminar will ensure that my unique path in public service aligns with the emerging vision of the future of this sector.

The cost of attendance not only includes event registration, (\$150), but also includes a **FREE IPAC Membership**. The membership provides me access to key public administration resources and access to jurisdictional best practices – this will help me do my work!

As this is a virtual seminar, I will be able to attend events from my current location without the added expense and inconvenience of travel.

Thank you for taking the time to review this request. I would be happy to answer any questions you may have.

Regards,

[YOUR NAME]

[Click here to Download this Letter.](#)



Talking Points to Help Approach your Manager

Are you comfortable pitching an idea to your boss for a professional development opportunity? It's not always easy to "make the ask."

When you meet with your boss, share your plan and ask for input. Employees should keep in mind that their leadership isn't evaluating just what the event is, they're also evaluating the plan the employee has offered. Remember the following:

EMPHASIZE THE FEASIBILITY OF A VIRTUAL SEMINAR EXPERIENCE

There has never been a better time to attend an IPAC New Professionals Seminar, as you can now do so from the comfort of your own home! Participants can access seminar events from anywhere in Canada without the added expense and inconvenience of travel. The event is only half a day; you do not need to take the full day off!

FOCUS ON HOW YOUR ATTENDANCE WILL BENEFIT YOUR EMPLOYER

Consider not only focusing on what your organization will gain from supporting your attendance at this seminar, but what your organization could miss out on if you are unable to attend.

MAKE CONNECTIONS TO SPECIFIC EVENTS

Point out specific seminar events, topics, and speakers to your manager, and how each one relates to the work you do for your organization. Be sure to regularly check the IPAC seminar website for event details and updates.

OFFER TO SHARE WHAT YOU HAVE LEARNED

Offer to provide notes or create a brief presentation on what you have learned from attending this seminar.



Institute of Public Administration of Canada

Institut d'administration publique du Canada

Need Help?

Contact us at ebellwood@ipac.ca

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