

Eligibility, Registration & Cancellation Policy

The Who: Eligibility

All permanent employees are eligible to participate in the Focus On Learning courses. In some instances, a particular target audience has been identified, for example, PR&P, and Supervisor's sessions, so attendance will be limited to eligible members of these groups.

The How: Registration

For fast and easy registration, the HR/EHS development website provides one stop shopping at www.brocku.ca/hr/training/focus/index. All workshops require prior registration.

Once registered, participants will receive email confirmation or notification that the course is already full and they have been placed on a waiting list to be contacted if space becomes available or additional workshops are offered.

If a confirmation notification is not received within 24 hours, contact hrehlearn@brocku.ca for assistance.

The How Much: Costs

Unless otherwise specified in the guide, development, material and facilitation costs are covered through Human Resources and Environment, Health & Safety training and development allocation budgets.

Second Chances: Cancellation

Participants may withdraw from a course up to three days (72 hours) prior to the start of the course without any penalty by emailing hrehlearn@brocku.ca

Whenever possible cancellations are filled from a waiting list, so as much advance notice as possible is appreciated.

Any questions with respect to the above procedures may be directed to hrehlearn@brocku.ca or to HR/EHS Reception at extension 3274.