

## PN-GU Service Provider Training Instructions

This document contains detailed instructions outlining how to access and complete the three components of Program Negotiations – Global Uplifts (PN-GU) training for Service Providers as follows:

1. **Self-paced independent eLearning training module**
2. **Additional resources**
3. **Training survey**

As previously mentioned, training meetings will not be scheduled as the PN-GU Training is independent self-paced learning.

### Instructions to access the Training and Additional Resources:

1. Firstly, complete the **eLearning Module** by clicking on the following [link](#).
2. Secondly, review the **Additional Resources** that have been developed to support the training. These resources comprise of both a Job Aid and sample versions of key files, all of which contain visuals and labels in order to aid knowledge building:
  - a. [Job Aid – Accessing the Global Uplift Program Budget and Cover Sheet](#)
  - b. [PN-GU Cover Sheet Example – Downloadable](#)
  - c. [Union Uplift Program Budget Example – Downloadable](#)
  - d. [NUOU Uplift Program Budget Example – Downloadable](#)
3. Finally, following on from steps 1. and 2. above, please complete the **PN-GU Training Survey** by using this [link](#) and by pressing ‘**Submit**’ when completed. Your feedback is very valuable as it helps to ensure that the training material meets the needs of Service Providers.

### Deadline:

Complete the training and survey **by May 1, 2023** or before starting to use the PN-GU tool. Service Providers are responsible for ensuring that any PN-GU users at their organisation are trained before using the system. Training materials are available and will remain on the [PN-GU page](#) for quick access at any time.

Note: If you choose to attend a Live Demo session, it is recommended that you complete the above training **in advance** of that so that you are familiar with the new PN-GU features and can ask questions for clarification and support. The eLearning Module will also contain a similar demonstration, but it won't be live.

### For Support:

If you have questions relating to any of the above, please contact your relevant [PN-GU Implementation Lead](#).