



3 March 2025

HUD2025-006303

s 9(2)(a)

Tēnā koe s 9(2)(a)

On 03 February 2025 Te Tūāpapa Kura Kāinga – Ministry of Housing and Urban Development (the Ministry) received your request for the following information under the Official Information Act 1982 (the Act):

- *The total number of staff sent to courses run by Groundworks in each of the last three years.*
- *Please break down number of staff sent by year.*
- *Please indicate what course/workshop/training each staff member was involved in is called.*
- *The total amount spent on sending staff to Groundworks courses over the last three years.*
- *Please break the total amount spent on sending staff to Groundworks courses down by year.*
- *The value of any other funding provided to Groundworks, broken down by date, funding purpose, office location and amount.*
- *Please provide emails, reports, messages or any other correspondence for the reasoning of staff being sent on these courses and specify whether participation in these courses was compulsory or not.*
- *Please provide a copy of documentation including but not limited to emails, reports, messages or any other correspondence that explains the content included in the course or description of activities undertaken through Groundworks, or any associated courses/training.*
- *Please provide emails, reports, messages or any other correspondence for any measurable outcomes from your agency attending Groundwork courses.*

Background

The Public Service Act 2020 requires the public service to lift and maintain its cultural competency to support the Crown in its relationships with Māori under Te Tiriti o Waitangi — Treaty of Waitangi (refer section 14). This was the catalyst of the [Whāinga Amorangi work programme](#) which is a multi-year cross-agency work programme designed to lift the Māori Crown relations (MCR) capability of the public service, led by Te Arawhiti – the Office for Māori Crown Relations

In 2021, we developed our Whāinga Amorangi organisational plan which committed to growing our staff cultural competency in all six of the competencies. This plan was reviewed and endorsed by Te Arawhiti.

The strategic direction for the housing and urban development system is set out in the [Government Policy Statement on Housing and Urban Development](#) and [MAIHI Ka Ora – the National Māori Housing Strategy](#). These two documents are aligned in their vision for the future of Māori housing

and have been implemented side by side to ensure the housing system is positioned to deliver better housing outcomes for Māori.

To continue to progress and deliver on [Our Kaupapa - Our Strategic Framework](#) we need a Whāinga Amorangi Plan that continues to strengthen the capability of Te Tūāpapa Kura Kāinga.

Groundwork workshops

The Ministry uses an external provider - 'Groundwork: Facilitating Change' to deliver 'Understanding & Applying Te Tiriti o Waitangi' workshops for employees.

The workshop purpose and content align to Whāinga Amorangi competency areas, and the workshops are tailored to the Ministry's context so that participants learn about Te Tiriti while building knowledge about the history of housing in Aotearoa New Zealand.

The workshops consist of 2.5 hours (approx.) online pre-work for participants to complete prior to attending an all-day workshop. There were no venue hire costs as in-person workshops are held onsite at Ministry offices.

Workshop costs and attendees

In response to the first six points of your request, regarding the costs and number of staff sent to Groundwork workshops, please see the table below: '*Understanding & Applying Te Tiriti o Waitangi*' workshop costs and attendees.

The Ministry sent staff to 13 workshops across 2022, 2023 and 2024 calendar years. While Groundwork workshop participation is not compulsory, all Ministry employees are expected to learn about Te Tiriti o Waitangi in a housing context by participating in a Groundwork workshop and/or through other targeted development opportunities offered through our Whāinga Amorangi organisational plan. This is considered core organisational learning to build Māori-Crown relations capability.

Table: '*Understanding & Applying Te Tiriti o Waitangi*' workshop costs and attendees

| | Workshop attendees # | Workshop cost \$* |
|--------------------|----------------------|-------------------|
| 2022 | 109 | 35,515.54 |
| 1 August 2022 | 15 | 5,000 |
| 9 August 2022 | 17 | 5,000 |
| 15 August 2022 | 15 | 5,515.54** |
| 18 August 2022 | 14 | 5,000 |
| 19 September 2022 | 11 | 5,000 |
| 3 November 2022 | 20 | 5,000 |
| 12 December 2022 | 17 | 5,000 |
| 2023 | 77 | 21,500 |
| 13 February 2023 | 17 | 5,000 |
| 23 May 2023 | 20 | 5,500 |
| 15 August 2023 | 22 | 5,500 |
| 29 November 2023 | 18 | 5,500 |
| 2024 | 25 | 11,000 |
| 20 February 2024 | 17 | 5,500 |
| 7 May 2024 | 8 | 5,500 |
| Grand Total | 211 | 68,015.54 |

*Workshop costs are excl. GST

** Includes \$515.54 (incl. GST) for travel/accommodation expenses for the facilitator to run a workshop in our Auckland office.

Your request for documentation, emails, reports, messages, and other correspondence

We wrote to you on 13 February, and again on 20 February, to invite you to consider refining the final three points of your request which included a request for emails. We advised that our search specifically for emails had returned a significant volume of information which would necessitate substantial collation or research to respond to your request and would cause a notable administrative burden to the Ministry. As we did not receive a response, we have decided to refuse your request for emails as the information requested cannot be made available without substantial collation or research (section 18(f) of the Act).

However, in addition to the background and other information provided within this letter, we have identified five documents in scope of your request which are released to you with this response (see *Annex A: Document Schedule*). One of the documents is an excerpt of the Ministry's Whāinga Amorangi – Organisational Plan developed in 2021. The excerpt contains information only related to Groundwork as most other information within the plan is out of scope of your request. Additionally, some information has been withheld to protect the privacy of natural persons (section 9(2)(a) of the Act).

In terms of section 9(1) of the Act, I am satisfied that, in the circumstances, the decision to withhold information under section 9 of the Act is not outweighed by other considerations that render it desirable to make the information available in the public interest.

You can also find some brief information about Groundwork workshops within our Annual Reports of 2021/22 and 2022/23 published at: www.hud.govt.nz/about-us/what-we-do. Our annual report for 2023/24 will be published on our website in due course.

Finally, please note that we do not hold any information about measurable outcomes specifically for Groundwork workshops, as these workshops focus on building capability alongside other related Whāinga Amorangi development activities. Therefore, we have refused your request for "emails, reports, messages or any other correspondence for any measurable outcomes from your agency attending Groundwork courses" under section 18(g) of the Act on the grounds that the information requested is not held by the Ministry and we have no grounds for believing that the information is held by another department or Minister of the Crown.

You have the right to seek an investigation and review of my response by the Ombudsman, in accordance with section 28(3) of the Act. The relevant details can be found on the Ombudsman's website at: www.ombudsman.parliament.nz.

As part of our ongoing commitment to openness and transparency, the Ministry proactively releases information and documents that may be of interest to the public. As such, this response, with your personal details removed, may be published on our website.

Nāku noa, nā



Emily Scarlett

General Manager People & Community

Te Tūāpapa Kura Kāinga – Ministry of Housing and Urban Development

Annex A: Document schedule

| Documents released – HUD2025-006303 | | | |
|--|-----------------|---|-----------------------------------|
| | Date | Document | Section of the Act applied |
| 1 | November 2021 | Document: Excerpt of Whāinga Amorangi – Organisational Plan (November 2021) | Released in full |
| 2 | 2022 | Document: Groundwork: Facilitating Change - Understanding and Implementing Te Tiriti o Waitangi - blended delivery workshop information | Released in full |
| 3 | 3 June 2022 | Email: Te Tiriti o Waitangi workshops (Groundwork) | 9(2)(a) |
| 4 | 8 June 2022 | Intranet (Puna) news article: Te Tiriti o Waitangi Workshops | Released in full |
| 5 | 25 January 2024 | Intranet (Puna) news article: Understanding and implementing Te Tiriti o Waitangi workshops | Released in full |



Te Tūāpapa Kura Kāinga

Ministry of Housing and Urban Development

Te Tūāpapa Kura Kāinga – The Ministry of Housing and Urban Development

Excerpt of Whāinga Amorangi – Organisational Plan
(November 2021)

Te Whakakaha i te whare o Te Tūāpapa Kura Kāinga – Strengthening Te Tūāpapa Kura Kāinga

Te Tiriti o Waitangi – Understanding the Treaty of Waitangi

Understanding Te Tiriti is critical to our work, and this was particularly evident as we have heard evidence in the WAI2750 hearings. Learning about, and understanding Te Tiriti is core to the experience offered through our Te Tautiaki journey. Over time, we expect that all of our people will participate in Whare Kōrero and Groundworks.

Groundworks – Facilitating Change

Te Tūāpapa Kura Kāinga also offers the Groundworks programme to help grow our understanding of Te Tiriti o Waitangi, and how we can apply it in our mahi.

These workshops provide an engaging introduction to the treaty, covering:

- ☞ Why we have a treaty, what Te Tiriti says, colonisation and its impacts, and current treaty issues personal, organisational and sector specific responses;
- ☞ Applying Te Tiriti: having gained an understanding of the basics, these workshops support organisations to embark on or continue with their treaty voyage;
- ☞ Te Tiriti and health: designed to support organisations in the health sector fulfill their treaty commitments. This workshop examines the relevance of Te Tiriti to health services and how applying the treaty at work can improve health outcomes for all New Zealanders.
- ☞ Te Tiriti and education: designed for teachers and school staff this introductory workshop provides an understanding of Te Tiriti in the context of education.
- ☞ Sector specific workshops: designed to build organisational capability to uphold Te Tiriti o Waitangi and tailored to align with the kaupapa of your organisation.

Icon Link –
Groundworks –
Facilitating Change



Since March 2021, over 100 of our people have attended either Whare Kōrero or Groundworks. 70% of our leaders have attended these programmes focused on building understanding of Te Tiriti o Waitangi.

| Ngā hua, ngā tohu Measurements | Te Whāinga Amorangi o Te Tūāpapa Kura Kāinga <i>He kāinga ora, he hāpori ora</i> <i>Thriving communities where everyone has a place to call home.</i> | Whāinga Matua Organisational Goal |
|--|---|---|
| <p>Matariki e ārau ana</p> <p>With the rising of Matariki Te Tūāpapa Kura Kāinga will engage with our people through:</p> <ul style="list-style-type: none"> Wānanga – establish forums for our people to voice their perspectives on the learning opportunities and information developed to grow their understanding. Hear their “kōrero” on the workplace environment and processes and take guidance from our people. Survey – ask our people for their “whakaaro” in relation to the learning opportunities, workplace environment so that through reflection we may improve – Ka mua, ka muri. Te Tūāpapa Kura Kāinga analyzes data to see how we can continue to improve all aspects of our mahi. <p>Pulse checks – when appropriate set up forums and seek out the insights of our people.</p> | <p>Provide opportunities for our people to develop their understanding of Te Maihi o Te Whare Māori – MAIHI Framework for action to assist our people in understanding and partnering with iwi and Māori in a genuine way.</p> <p>Facilitate 2 Whare Kōrero for our people to develop their understanding of narratives of partnership and Te Tiriti o Waitangi.</p> <p>Continue to provide the Groundworks - Facilitating Change programme bi-monthly to build our peoples understanding of Te Tiriti o Waitangi and how to apply it to our work.</p> | By Matariki 2022, at least 50% of Te Tūāpapa Kura Kāinga will be at comfortable (tipu) or above for New Zealand History & Te Tiriti o Waitangi literacy competency |
| | <p>Promote and implement the pae amorangi - organisational goals in Taukaea</p> <p>Facilitate & support Mihi Whakatau when appropriate.</p> <p>Utilise and teach the importance of our karakia and waiata to our people</p> <p>Continue to provide the Senior Leadership team Mahi Whakangungu - weekly classes focused on building their understanding of te ao Māori.</p> <p>Facilitate Te Kākano & Tipu programmes, developed to grow the understanding of our people in relation of te ao Māori and Aotearoa history.</p> | By Matariki 2022, at least 50% of Te Tūāpapa Kura Kāinga will be at comfortable (tipu) or above for te reo Māori competency |
| | <p>When appropriate support our leaders and people to welcome kaimahi hōu (new starters) and manuhiri (visitors) with a Mihi Whakatau.</p> <p>* Covid restrictions - Where this is not possible, endeavour to show manaakitanga.</p> <p>Facilitate 2 Whare Kōrero for our people to develop their understanding of narratives of partnership and Te Tiriti o Waitangi.</p> <p>Support our people to actively participate in all staff stand up through learning karakia & waiata and providing assistance when leaders are preparing mihi.</p> | Te Tūāpapa Kura Kāinga will continue to foster an environment where kawa & tikanga is embraced so that our people may feel comfortable (tipu) . |
| | <p>We are the Crown lead for the Wai 2750 claim where the Waitangi Tribunal. Continue to share all accounts and progress with our people so that we may learn from the past - ka mua, ka muri</p> <p>Promote and support the initiatives of Te Tautiaki and encourage our people to practice our values “wānangatia, arohatia and kōkiritia” and get involved with the learning opportunities Te Tūāpapa Kura Kāinga provides.</p> <p>Continue to provide the Groundworks - Facilitating Change programme bi-monthly to build our peoples understanding of Te Tiriti o Waitangi and how to apply it to their work</p> <p>Facilitate 2 Whare Kōrero for our people to develop their understanding of narratives of partnership and Te Tiriti o Waitangi.</p> | Te Tūāpapa Kura Kāinga will invest in our people being comfortable (tipu) with discussing and understanding racial equity and institutional racism |
| | <p>Provide opportunities for our people to develop their understanding of Te Maihi o Te Whare Māori – MAIHI Framework for action to assist our people in understanding and partnering with iwi and Māori in a genuine way.</p> <p>Facilitate 2 Whare Kōrero for our people to develop their understanding of narratives of partnership and Te Tiriti o Waitangi.</p> <p>Continue to provide the Groundworks - Facilitating Change programme bi-monthly to build our peoples understanding of Te Tiriti o Waitangi and how to apply it to their work.</p> | Te Tūāpapa Kura Kāinga will provide opportunities for our people to engage, see, hear and learn worldview knowledge and build their understanding and confidence (pihi) . |
| | <p>Provide opportunities for our people to develop their understanding of Te Maihi o Te Whare Māori – MAIHI Framework for action to assist our people in understanding and partnering with iwi and Māori in a genuine way.</p> <p>Inform our people of the MAIHI Whare Wānanga and the importance of this platform for rangatira to rangatira wānanga. Share links, documents and action points following the whare wānanga.</p> <p>Promote the work that our people are doing in partnership with iwi partners and Māori providers through stand-up, Mura - newsletter and intranet so that we may learn and continue to aim to be better.</p> | Through embedding and driving our kaupapa and developing our peoples understanding of MAIHI our people will be comfortable (tipu) with engaging Māori. |
| | Te Ara Whakamua – The journey forward | |



Understanding and Implementing Te Tiriti o Waitangi Workshop information Te Tūāpapa Kura Kāinga

Ehara ko te ia o te wai
Ehara hoki ko te pupuhi o te hau
Engari ko te whakatika kē o ngā rā
Ka tae ora te waka ki uta

*It is not the direction in which the current flows
Nor is it the direction in which the wind blows
Rather it is the setting of the sails
That enables a canoe to reach its destination*

Understanding and implementing Te Tiriti o Waitangi – blended delivery

An understanding of Te Tiriti o Waitangi (the Treaty) is critical to working effectively within Aotearoa. Tailored to the organisational context, this workshop supports organisations to build their capability to uphold Te Tiriti. Through gaining an overview of the context, meaning and on-going significance of Te Tiriti participants are enabled to recognise its applicability to their lives and work. From this base, they are provided with an understanding of the key aspects of Te Tiriti application. The final and critical component of the workshop is the identification of organisational actions to uphold Te Tiriti.

Content and delivery

Part 1 – Understanding Te Tiriti overview

A shared understanding of the context of Te Tiriti is critical to discussions of current Te Tiriti relevance and organisational application. This on-line module provides a succinct and engaging overview of:

- ❖ Pre-treaty relationships
- ❖ Te Tiriti context and content
- ❖ Colonisation and its impacts
- ❖ Current issues and action

Delivery: Self-directed online learning (videos and reflective activities with optional readings). To be completed within the fortnight prior to Part 2.

Part 2 –Te Tiriti implementation

This full-day participatory workshop focuses on key Te Tiriti issues and specific organisational actions. Understanding the imperative to act, and Te Tiriti as a framework for action, provides fertile ground for participants to identify organisational responses. Delivery includes a mix of presentation, group work and facilitated discussion, covering:

- ❖ Te Tiriti context
 - reflections and questions from online learning
- ❖ The imperative to act: Te Tiriti, colonisation and inequity
 - Colonisation and inequity in housing and urban development
 - Kāwanatanga responsibilities
- ❖ Te Tiriti implementation
 - Elements of successful Te Tiriti implementation
- ❖ Actions to uphold Te Tiriti
 - Te Tiriti in practice within the Ministry
 - Identifying collective action
 - Personal actions to facilitate organisational change

Workshop length: 2.5 hours online self-directed + 6.5 hours face to face

Workshop provider: [Groundwork: Facilitating Change](#)'s skilled and knowledgeable facilitators enjoy working with individuals and organisations to support understanding and application of Te Tiriti o Waitangi. Groundwork's clients include: Ministry of Education, StatsNZ, MidCentral DHB, Health Quality and Safety Commission, TechNZ, Building Better Houses Towns and Cities National Science Challenge (NSC), and Resilience to Nature's Challenges NSC.

Groundwork is led by Jen Margaret (Pākehā) who has been active in Treaty education for over 20 years. Jen is the author of *Working as allies: supporters of indigenous justice reflect* and *Ngā Rerenga o Te Tiriti: community organisations engaging with the Treaty of Waitangi*.

"Jen Margaret is a leader in her field. She brings clarity, confidence and results to organisations seeking a way to operationalise Te Tiriti o Waitangi. Her writings on working as an ally of indigenous peoples, have provided invaluable insight for our staff seeking to engage in a respectful and purposeful manner with the Treaty partnership."

Helen Te Hira, Auckland Council



email: tari@groundwork.org.nz web: www.groundwork.org.nz

From: [Emily Scarlett](#)
To: [DL - HUD Leaders](#)
Subject: Te Tiriti o Waitangi workshops (Groundwork)
Date: Friday, 3 June 2022 4:34:00 pm
Attachments: [image001.png](#)
[image003.png](#)
[image005.png](#)
[image002.png](#)
[image004.png](#)
[image006.png](#)

E ngā pou whakahaere o Te Tūāpapa Kura Kāinga, tēnā koutou katoa

We are pleased to give our leaders an advance opportunity to register for our upcoming 'Understanding and Implementing Te Tiriti o Waitangi' workshops, delivered by Groundwork.

We know that understanding Te Tiriti is critical to our work, and this became even clearer as we heard evidence during the WAI2750 hearings. Learning about Te Tiriti is core to our mahi at Te Tūāpapa Kura Kāinga, and over time, all of our people will learn about Te Tiriti in a housing context by participating in a Groundwork workshop and through the Whare Kōrero experience offered through our Te Tautiaki journey.

We will be delivering workshops in Wellington and Auckland on dates from July to December. We are continuing with the blended learning approach, which involves **2.5 hours of online pre-work** in the two-weeks prior to the workshop, followed by a **one-day workshop** (9.00am – 3.30pm).

Next Steps

Our first priority is for you to attend, if you haven't already. If you haven't, we are sharing this information in advance so that you can check out the dates and secure your spot – please [fill out this form to register your interest](#). We will also share this information early with people who were on the waiting list from previous workshops.

Next week we will post an article on the intranet to make our people aware, with a link to the registration form. Please encourage your team to sign-up for the workshops - this is important learning, and it will help our people grow both professionally and personally. In particular, think about team members who might benefit from some support to help build their understanding, confidence or capability around how they partner with Māori and uphold Te Tiriti in their mahi. Our People & Community team is supporting the delivery of these workshops – please email culture@hud.govt.nz with any queries.

Ngā mihi nui

Emily

Emily Scarlett [\(she/her\)](#)

General Manager People & Community | People & Community
Organisational Performance

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[UNCLASSIFIED]

Te Tiriti o Waitangi Workshops

8 June 2022 | 8 Pipiri 2022

We are offering more 'Understanding and Implementing Te Tiriti o Waitangi' workshops, delivered by Groundwork. Sign up now – we are running workshops in both Wellington and Auckland from July to December.

We know that an understanding of Te Tiriti is critical to our work, and this became even clearer as we heard evidence during the WAI2750 hearings.

Learning about Te Tiriti is core to our mahi at Te Tūāpapa Kura Kāinga, and our Groundwork workshops are tailored to our kaupapa by helping us understand Te Tiriti from a housing context. This includes understanding why we have a treaty, what Te Tiriti says, colonisation and its impacts, current treaty issues, and our personal, organisational and sector responses.

These workshops are open to all our employees. We encourage you to sign-up for a workshop – this is valuable learning that will help build your understanding, confidence, or capability around how you partner with Māori and uphold Te Tiriti in your mahi.

We are offering a blended learning approach that involves **2.5 hours of online pre-work** in the two weeks prior to the workshop, followed by a **one-day face-to-face workshop**.



Signatures on the Treaty

The past workshops were successful with great feedback from participants.

Development Manager, Kieran Douglas says, "I found the course valuable in my work at HUD where I often partner with iwi groups to develop the land into housing. The course gave me a better understanding and historical context of how many Maori people lost their lands and how they ended up with often poor housing outcomes today.

The course also gave me a sense of what a true partnership can look like between the Crown and Tangata Whenua.

I would recommend anyone at HUD do the course. It will help with historical understanding and put into context what Te Tiriti means in the modern setting."

Senior Policy Advisor Mandy Stratford says, "I found that the course provided a really good grounding of both the historical context of Te Tiriti, and how exactly it is relevant to our work today. This led to some really interesting – and sometimes confronting, but necessarily so – conversations about what it would look like if we were to fully honour Te Tiriti in our day-to-day work, and in many cases, how much further we have to go."

Senior Policy Advisor Ben Richards says, "I found the course extremely valuable for improving my understanding of the historical context around Māori/Crown relations and Te Tiriti. The course really challenged me to think about how I could incorporate Te Tiriti into my everyday policy work and advice to Ministers. I'd recommend this course for anyone at HUD looking to improve their understanding of Te Tiriti and what it means for our work."

You can register your interest in a workshop and select your preferred dates [Groundwork registration form](#).



Registration: Understanding & Implementing Te Tiriti o Waitangi (Groundwork)

Understanding and implementing Te Tiriti o Waitangi workshops

25 Kohitātea 2024 | 25 January 2024

We are offering more 'Understanding and Implementing Te Tiriti o Waitangi' workshops in February and May 2024. Sign up now.

Learning about Te Tiriti is core to our mahi at Te Tūāpapa Kura Kāinga, and we offer workshops that are tailored to our kaupapa to help us understand Te Tiriti from a housing context. These workshops are facilitated by Te Tiriti educator, Groundwork, and help us understand why we have a treaty, what Te Tiriti says, colonisation and its impacts, current treaty issues, and our personal, organisational and sector responses.

These workshops are open to all our people. We encourage you to participate and take advantage of this valuable learning that will help build your understanding, confidence, and capability around how you partner with Māori and uphold Te Tiriti in your mahi.

The course includes 2.5 hours of online learning in the two weeks prior to you attending either an in-person or online workshop. We are offering an in-person workshop in Wellington on **Tuesday 20 February**, and an online workshop on **Tuesday 7 May** that anyone can attend. If you are keen to participate in the in-person workshop in Wellington, please sign up before **Monday 5 February**.



Signatures on the Treaty

Past workshops have been successful with great feedback from participants:

"Both the pre-reading and the workshop provided good insights into the history of the signing of Te Tiriti o Waitangi, the controversies and the various issues transversed up until today. Te Tiriti o Waitangi is the founding constitutional document of Aotearoa. It is important for us as public servants (and indeed all of Aotearoa) that we understand its significance, what it means currently and in the future. I would encourage everyone to attend this workshop." - Trina Dyall, General Manager Te Hononga.

"I really enjoyed this course and hope everyone in the workplace can find the time to do this. The facilitators did an amazing job and I loved the respect and time they gave to this Kaupapa. I really felt their wairua and intentions made this space an easy way to have some really hard conversations. Thank you for this opportunity" - Recent participant.

How to sign up

Before you sign up, we encourage you to have a chat with your manager about the workshop and how this learning aligns with your development plan.

We are using Our Learning Hub to make it easier for you to access learning here at HUD. This offers us some functionality around course sign ups, waitlists, communicating with course participants and tracking pre-work and workshop completion.

Please follow the steps below to sign up:

- Go to courses in [Our Learning Hub – Our Foundations](#).
- Locate "Groundwork: Te Tiriti Workshops 2024" and select "view course"
- Read about the course, and if you are keen to participate, scroll down to see the available dates on the right-hand side of the page – you can see how many spots are available in that workshop.
- Click on the date that works best for you, noting we are offering an in-person workshop and an online workshop over the coming months. Scroll down further and click 'enroll to course'.
- You and your manager will receive a notification that you are enrolled in the course. Please let your manager know so you can secure your spot.