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## Introduction

Welcome to our expansive course catalogue, dedicated to empowering your workforce through dynamic development opportunities. We understand that investing in the growth and expertise of your team is paramount to achieving organizational success. Our comprehensive range of training is carefully curated to address the evolving needs of moder workplaces, covering topics ranging from technical skills to leadership development.

We understand that workforce development is not just about ticking boxes; it’s about nurturing talent, fostering innovation, and adapting to ever-changing industry demands. By investing in the professional development of you and/or your employees, you’re not only enhancing individual capabilities but also cultivating a culture of continuous improvement and resilience within your organization.

While this catalogue showcases many of our offerings, it’s merely a glimpse into the breadth and depth of our capabilities. We understand that every organization is unique, with its own set of challenges and objectives. That’s why we’re committed to working closely with you to tailor training solutions that align with your specific needs and goals.

If you don’t see a training program listed here that addresses your requirements, we encourage you to reach out to our dedicated Workforce Development Manager, Kate Swallow Yee at [kate@biomb.ca](mailto:kate@biomb.ca). Together, let’s unlock full potential of your workforce and drive lasting success for you and your organization.

## Artificial Intelligence

These comprehensive artificial intelligence training courses offer a dynamic blend of theory and practical application, equipping participants with the essential skills to navigate the rapidly evolving AI landscape. Led by industry experts, the curriculum covers foundational concepts and real-world applications, empowering individuals to harness the power of AI across diverse domains.

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| AI Ethics | AI Ethics Micro-Credential include 4 courses (each course may be taken on its own):   * AI Ethics: An Introduction * AI Ethics: Data * AI Ethics: Machine Learning Models * AI Ethics: Roboethics |
| Artificial Intelligence (AI) Training in Canada | Online or onsite, instructor-led live Artificial Intelligence (AI) training courses demonstrate through hands-on practice how to implement AI solutions for solving real-world problems.  AI training is available as "online live training" or "onsite live training". Online live training (aka "remote live training") is carried out by way of an interactive, remote desktop. Canada onsite live Artificial Intelligence (AI) trainings can be carried out locally on customer premises or in NobleProg corporate training centers. |
| Artificial Intelligence for Marketing & Business Micro credential | Demystify AI and harness its potential for marketing and business success! Whether you're a marketing professional, an aspiring entrepreneur or a business leader, this course is your gateway to staying competitive and ahead of the curve. Learners will gain a big-picture understanding of how AI works, as well as real-world techniques to boost productivity and automate select marketing and business functions.  Participants will learn how to optimize AI outputs using effective prompt-writing techniques and assess the risks and considerations when using AI tools in the workplace. They will learn about the impact of AI technology on careers in marketing and business, and gain insights on how to help future-proof their organizations.  Competency Achieved:   * The learner understands how to implement strategies to maximize AI tools for marketing and business purposes, including the ability to use effective prompt writing techniques. |
| Writing with AI | Gain a thorough understanding of the role of AI in the writing process, its capabilities, potential applications, and best practices. Marketers, business writers, fiction authors and non-fiction authors can learn and practice powerful techniques for using AI to write faster and more effectively. Explore basic AI concepts and algorithms to advance text generation with AI technology. Learn about natural language processing (NLP) systems that can analyze text for sentiment analysis or automated summarization; a semantic search that uses machine learning techniques to read incoming queries; content optimization techniques, such as keyword mapping and search engine optimization.  Topics   * Basic AI concepts and algorithms * Advanced text generation * Natural Language Processing (NLP) * Content optimization techniques * Chat GPT, Jasper, and Bard |

## Board Governance Training

These Board Governance Training courses offer comprehensive insights into effective governance practices, tailored to meet the needs of board members, executives, and nonprofit leaders. Through interactive sessions and expert guidance, participants gain essential skills in strategic decision-making, risk management, and fostering transparent communication to drive organizational success.

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| Are We There Yet? | Rick Powers, National Education lead for the Institute of Corporate Directors “Director Education & Governance Essentials Program” (University of Toronto’s Rotman School of Management) called The Great Chair “one of the best Governance books, if not the best, that I have read. Very enjoyable!" Tim Hodgson, Chair of Hydro One, said it’s “the perfect combination of education, advice, checklists and words of wisdom for chairs, all served up with a healthy dose of humour!”  Tap into the book’s insights by attending a live, interactive session that covers how board and committee leaders—and aspiring Board and C-suite leaders—employ three different operating modes: being a maestro, being a mediator, and being a mentor. |
| Board Governance | You and your team have an idea that you think can be developed and grow into a valuable enterprise. You appreciate that good governance is part of building a successful and sustainable organization, but where do you start?   * Why have a board? * How do I understand all the practical parts—how many people, what backgrounds, how often to meet, how to compensate people for their time.   In this half day session, you’ll learn how Boards provide “HIFO”: including Hindsight, but more importantly, value adding Insight, Foresight, and Oversight. This session, customizable for particular situations, is designed for individuals and teams that involved with start-up or early-stage situations and are looking for practical, take-home ideas and tools. |
| Truth & Reconciliation | Developed by Reconciliation Education and offered in partnership with RRC Polytech and First Nations University of Canada, the 4 Seasons of Reconciliation course supports organizations and individuals on their journeys towards reconciliation, healing our communities, embedding the Truth and Reconciliation Commission’s 94 Calls to Action, and fostering relationships between Indigenous and non-Indigenous peoples. The three-hour online course includes 10 interactive modules and provides the foremost educational tool for corporate, community and classroom anti-racist training in providing the foundation on reconciliation with authentic Indigenous voices. |
| Welcome to the Board | You’ve been asked to attend a Board meeting alone, or as part of team. You’ve got limited or zero experience of being in a Board meeting and (maybe) you’re a bit nervous. As someone with in-depth knowledge of the issue being discussed, you think you may be asked to make a brief presentation. It might be on short notice. How do you “nail it!!”?   * What do Boards do that’s different from management? * What are the elements of a great Board presentation? * What should you avoid doing?   In this half day session, you’ll learn how Boards provide “HIFO”: hindsight, and more importantly, insight, foresight, and oversight. Gain understanding of how to effectively communicate your perspective clearly, and concisely. This session is designed for individuals and teams that are new to the boardroom, and are looking for practical, take-home ideas and tools. |

## Business Development

These comprehensive Business Development training courses offer practical strategies and tools designed to enhance your understanding of market dynamics, strategic planning, and client relationship management. Gain invaluable skills to identify growth opportunities, navigate competitive landscapes, and drive sustainable success in today's dynamic business environment.

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| Strategic Planning | The provider's approach consists of initial meeting with company, facilitate the strategic plan, write and present report |

## Communication

These Communication training courses offer a comprehensive approach to honing essential communication skills. From mastering public speaking to effective social media use, participants gain valuable insights and practical techniques to enhance their professional and personal interactions. With interactive sessions and expert guidance, these courses empower individuals to communicate with confidence and clarity in any situation.

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| Communicate with Confidence | Imagine a world, a relationship, a firm, or a project where ideas and information did not flow. How successful would it be? Every area of our personal and professional lives count on us being able to communicate, yet it is a skill that people often assume they are proficient with. Rarely do we realize the importance of effective communication until we recognize when it is not happening. This course gives participants an overview of key communication aspects.  Course Objectives:   * Understand what communication is * Identify ways that communication can happen * Listen actively and effectively * Ask good questions * Understanding your tone * Using your voice positively * Listening for emotions * Determining your natural communication style * Communicate clear; concise and complete messages |
| Communicating Effectively | We all have faced conflict at some point in our lives: some enjoy it and are rooting for a fight, while others will avoid conflict and difficult conversations if it’s the last thing they do. Both approaches can be highly emotionally charged, and neither is productive. This workshop focuses on identifying, honing, and using emotional skills to better handle difficult conversations. We will review the many ways that the inappropriate use of emotions hijack communications and lead to conflict. We will also provide strategies to promote productive outcomes by enhancing emotional awareness, empathy, strategic communication using positive language, and appreciative inquiry. |
| Communication Skills for Project Managers | Imagine a world, a relationship, a firm, or a project where ideas and information did not flow. How successful would it be? Every area of our personal and professional lives count on us being able to communicate, yet it is a skill that people often assume they are proficient with. Rarely do we realize the importance of effective communication aspects: writing, speaking, and listening.  Course Objectives:   * Understand what communication is * Identify ways that communication can happen * Listen actively and effectively * Ask good questions * Organize the writing task * Identify primary information and direct readers' attention to it * Differentiate between 'need to know' and 'nice to know' information * Structure information in a logical order to increase readability * Write complaints and requests * Write progress and project completion reports * Use email, text messages and voice mail effectively and productively * Communicate clear; concise and complete messages |
| Delivering Presentations with Confidence | So you have to give a talk? Nervousness can be reduced with proper planning, preparation, and practice. Structing your content and formulating an interesting introduction are the keys to being an engaging speaker |
| Get to the Point! Business & Technical Writing | Don't waste your audience's time: Be clear, concise, complete and confident in your communications.  Most technical professionals avoided writing classes but now find that to succeed, they must be able to put their ideas and information in writing. Emails, reports, proposals, recommendations, and business cases are still the most effective way we deliver information. How you communicate is what will differentiate you and your organization from your competition.  We offer simple yet practical techniques, designed for technical people.  This comprehensive agenda introduces participants to the Pyramid Method of WritingTM and applies it to several writing situations.  Participants will also receive personal feedback on writing assignments and experience group and individual exercises. |
| Listening Skills | Most of us are born with the ability to hear. Unfortunately, because of that, most of us assume that we can listen. Very few people take the time or opportunity to learn the skill of listening. This course provides participants with the theory and practice to be an effective listener. |
| So You Have to Give a Talk? | Nervousness can be reduced with proper planning, preparation, and practice. Structuring your content and formulating an interesting introduction are the keys to being an engaging speaker.  Course Objectives:   * Analyze audience and their needs * Formulate an engaging introduction * Structure the body of the talk and summarize the information * Develop confidence * Establish an effective platform presence * Create and use effective visuals |
| Social Media Training | Recommended for: Marketers wanting to develop foundational social media skills in strategy, community, content, and advertising.  You’ll learn:   * Optimizing social media profiles * Creating a social media strategy * Growing a community of loyal fans * Best practices for content marketing * The basics of social media advertising |
| Writing Effective Emails | Like it or not, email is still the most used business tool. However it also can cause issues and confusion is messages are not clear; concise, and complete. With some simple tips on organizing your thoughts, structuring content, and using a confident tone, you can help your audience act and react effectively to your emails. |

## Consulting

Explore these comprehensive training courses, designed to equip professionals with the strategic counsel and analytical skills needed to thrive in dynamic business environments. From strategic planning to client communication, these courses offer practical insights and hands-on experience to propel your career forward.

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| Strategic Counsel | GPA can provide advice to businesses for Business Development, Market Access, Regulatory |

## Diversity, Equity & Inclusion

These diversity, equity, and inclusion training courses provide comprehensive insights into fostering a respectful and inclusive workplace culture. Participants gain practical strategies for recognizing biases, promoting diversity, and ensuring equitable opportunities for all, fostering a more understanding and collaborative environment.

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| Diversity, Equity & Inclusion | This course explores the importance of diversity, equity, and inclusion as a means to enhancing workplace and personal environments. We cover the meaning, research related to DEI, and tangible and intangible benefits. The course looks at the relationship between emotional intelligence and DEI principles and provides 10 exercises to help individuals and groups enhance emotional functioning and to commit to building diverse, equitable, and inclusive workplaces.  Recommended audience:   * This course is intended for anyone wishing to learn more about the value of a diverse workplace that is inclusive and provide equal opportunities for development and promotion. |
| Intercultural Communication | Our organizations and communities are filled with people from different countries, backgrounds, and ethnicities. Our influences create our "culture": music, food, sports, media, language and more. To succeed, individuals and companies must be aware and flex how they communicate.  Course Objectives:   * Understanding why and how intercultural communication helps people and organizations succeed * Explore and practice communication techniques that facilitate better intercultural communication * Recognize and value diversity * Develop skills for successfully communicating with any audience |
| Understanding Personality Types | We are all born with unique personalities. Understanding how we and our peers act, react, decide, and collect information will enhance communication and minimize conflict.  Course Objectives:   * Understand their Myers-Briggs Personality Type * Recognize and appreciate differences within a team * Identify personality traits that may cause conflict * Identify personality traits that encourage creativity and productivity * Have an insight into why people act and react based on personality * Know where to find additional resources to further educate themselves and others |

## Environmental, Social, Governance

Explore these comprehensive training courses in Environmental, Social, and Governance (ESG) practices, designed to equip participants with the knowledge and skills needed to navigate the complexities of sustainable business operations. Our expert-led sessions cover key, empowering individuals, and organizations to drive positive change and uphold ESG principles in today's dynamic world.

Please reach out to our Workforce Development Manager Kate Swallow Yee at [kate@biomb.ca](mailto:kate@biomb.ca) for more information on these courses.

## Human Resources

Explore this comprehensive range of Human Resources training courses designed to equip professionals with the latest strategies and best practices in talent acquisition, employee development, performance management, and HR compliance. The expert-led sessions offer practical insights and actionable techniques to navigate the complexities of the modern workplace and drive organizational success.

Please reach out to our Workforce Development Manager Kate Swallow Yee at [kate@biomb.ca](mailto:kate@biomb.ca) for more information on these courses.

## Indigenous Economic Reconciliation

These Indigenous Economic Reconciliation training courses provide comprehensive insights into fostering economic partnerships with Indigenous communities. Through a range of various courses, participants gain the knowledge and skills necessary to navigate the complexities of Indigenous Economic Development, promoting sustainable growth and fostering meaningful relationships.

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| Indigenous Canada | Indigenous Canada is a 12-lesson Massive Open Online Course (MOOC) from the Faculty of Native Studies that explores the different histories and contemporary perspectives of Indigenous peoples living in Canada. From an Indigenous perspective, this course explores complex experiences Indigenous peoples face today from a historical and critical perspective highlighting national and local Indigenous-settler relations. Indigenous Canada is for students from faculties outside the Faculty of Native Studies with an interest in acquiring a basic familiarity with Indigenous/non-Indigenous relationships. |
| Nibwaakaawin | Nibwaakaawin – meaning wisdom in Ojibwe – is a client-focused training program that builds understanding of First Nations and Indigenous rights, the evolving responsibilities of non-governmental entities to address these, and practical approaches to mitigate risk and build positive relationships with Indigenous peoples and communities. Tailored training sessions are provided by our cross-country team of associates and are completely customized to the audience. |

## Leadership

These leadership training courses empower individuals to cultivate essential skills for effective leadership in diverse settings. Through interactive sessions and practical exercises, participants develop strategies for communication, decision-making, and team management, fostering their ability to inspire and lead with confidence.

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| Authentic Leadership | This course focuses on the importance of being authentic, meaning being true to yourself, being open and honest and acting with integrity. The course examines the meaning of authenticity, why it is important for leaders, and the effects of authentic leadership in the workplace. There are three exercises designed to enhance self perception including self regard, emotional self awareness, and self actualization.  Recommended audience:   * This course is intended for leaders and aspiring leaders interested in developing their authenticity, meaning being true to yourself, being open and honest and acting with integrity. |
| Authentic Leadership 2.0 | Interpersonal skills are essential for collaboration, team building, leadership, and productivity. This webinar explores essential skills used to develop trust, and open communication. Participants will learn to develop a coach approach to help others and to become authentic team players and leaders.  Learning outcomes:   * Articulate personal values and corporate values * Acknowledge others’ emotions, beliefs and values * Conduct an effective coaching session with a peer |
| Building Successful Teams | Teamwork plays an essential role in technical environments. Whether you are a team member or a team leader, understanding the team dynamics and how to encourage productivity will make the experience more rewarding.  Course Objectives:   * Describe the concept of a team, and its factors for success * Explain the four phases of the Tuckman team development model and define their characteristics * List three types of teams * Understand the uses, benefits, and disadvantages of various team-building activities * Describe several team-building activities that you can use, and in what settings * Follow strategies for setting and leading team meetings * Detail problem-solving strategies using the Six Thinking Hats model * Use a consensus-building approach to solving team problems * List actions to do - and those to avoid - when encouraging teamwork |
| Change Management | Change management is important in any workplace given the speed of change. It is critical to understand how people respond to change and the degree to which they can manage stress. Leaders who are stressed will negatively affect their staff, stressed team members affect each other, and all can have a detrimental effect on productivity and morale. This webinar reviews individual responses to change and provides strategies to communicate effectively and to recognize the importance of different responses.  Learning outcomes:   * Identify styles of change preference * Communicate across styles of change preference * Articulate areas of personal growth   Each person will receive their own Change Style Indicator assessment. |
| Conducting Effective Performance Reviews | Performance reviews don’t need to be dreadful, but they need to be done right. Giving performance reviews is more complicated than just saying "nice job" or "this needs improvement." If you want to inspire your employees to keep up with their work or do better, you'll need to dive deeper than the traditional review process. This workshop teaches you how to effectively conduct performance reviews, establish clear standards for your staff, and create strategies on how to effectively handle potentially challenging performance reviews. At the end of the workshop, you’ll know how to prepare, facilitate, and follow up after a performance review. You will also know how to establish S.M.A.R.T. goals with employees. |
| Effective Change Management | Change is inevitable in life, yet some people find it difficult to face and manage whereas others embrace it. While some changes we have control over, many we do not. This course examines individual preferences for dealing with change, how to work with people who have different preferences, and how to manage emotions.  Recommended audience:   * This course is intended for individuals wishing to learn more about how to handle change and to communicate with others during times of transition |
| Emotional Intelligence for Leaders (Introduction) | We’ve bundled six courses for leaders and aspiring leaders interested in developing their emotional intelligence skills around the four pillars of leadership authenticity, coaching, innovation, and insight. The six courses are: Emotional Intelligence for Leaders, Authentic Leadership, Learn to Lead with a Coach Approach, Innovative Leadership, Visionary Leadership, and How to Avoid Leadership Pitfalls.  Recommended audience:   * This course is intended for leaders and aspiring leaders interested in developing their emotional intelligence skills. |
| Emotional Intelligence for Visionary Leadership | Visionary leaders are optimistic about the future; they care about the greater good and express themselves in a way that compels others to achieve and exceed goals. This course provides examples of insightful leaders, the importance of insight to transformative leadership, and exercises based on emotional intelligence to help you inspire others to achieve goals.  Recommended audience:   * This course is intended for leaders and aspiring leaders interested in developing their emotional intelligence skills for |
| Governance in Practice Program (GPC.D) | GPC.D is a recognized Canadian designation attained by completing the ‘Governance in Practice’ Program. The program was created to help strengthen the skills of those who practice governance, to assist their boards and organizations in enhancing their overall governance processes. Those with GPC.D designations will set themselves apart with employers, boards, and key stakeholders as leading governance professionals. |
| Instructional Techniques | This course is designed to provide individuals (including trainers, supervisors, HR, and safety professionals) responsible for internal organizational training with knowledge and skills in adult learning principles. These principles will give the student tools to ensure that learners will be able to competently apply and use the training being provided by the internal trainer. The goal of this course is to provide students with the skills to convey that proficiency so that learners can be proficient as well.  \*Note: that this course assumes all students have functional proficiency in the subject matter they will be facilitating. |
| Introduction to Emotional Intelligence | This short course is an introduction to the importance of emotional intelligence (EI) for leaders and is designed to enhance leadership skills for both new leaders and those looking to embrace new approach es based on EI. The course provides a description of emotional intelligence, how emotional skills are linked to four pillars of leadership: authenticity, coaching, innovation, and insight. We also examine common leadership pitfalls related to weak impulse control, problem solving, independence, and stress tolerance.  Recommended audience:   * This short course is an introduction to the importance of emotional intelligence (EI) for leaders and is designed to enhance leadership skills for both new leaders and those looking to embrace new approaches based on EI. |
| Lead with Emotional Intelligence | This course explores a critical aspect of emotional intelligence: self perception. We explore the meaning of self perception, related behaviours and three subscales including self regard, self actualization, and emotional self awareness. Additionally, we present three strategies for enhancing such skills to promote success in work and life.  Recommended audience:   * This course is recommended for anyone wishing to learn about how they identify and tune in to their emotions and use such emotions in the context work and life. |
| Leading a Project in a Remote Environment | This course combines important tips and techniques of both project management and leadership for people now forced to manage remotely. We'll show you how to manage projects remotely, how to communicate successfully in a remote environment, and how to adjust important leadership qualities to a remote audience. This is an essential course for any project leaders and individuals in these times of remote interactions.  Course Objectives:   * Leading and Communicating Online * Setting online protocols * How to use the tools * Explaining online communication guidelines * Crafting your message: clear; concise, complete * Articulating well * Clean background * Lighting counts * Facial expressions and body language to bring people together * Listening online * Helping people listen to each other online |
| Leading the Way | History shows us the key attributes of effective leaders and how we can apply the lessons in our global businesses. Leaders are not born, they watch and learn.  Course Objectives   * Describe general principles of excellent leadership * Examine unique elements of leadership in technical and engineering environments or products * Recognize and accept failure and learn from it * Describe how to establish trust and bring out the best in people and teams * Define Strategic Flexibility and its role in successful leadership communication * Recognize which leadership skills he/she/they possess * Lead without having the official title |
| Leading with Emotional Intelligence | Leadership skills and emotional intelligence are positively related. Strong leaders are authentic, use a coach approach, can inspire the people around them, and create robust environments. While high scores in emotional intelligence can enhance leadership effectiveness, low scores in four categories can “derail” a leader. Leaders need to be independent, to manage their impulses, to handle stress, and to solve problems. Lacking skills in any or more of these categories can create problems. This course helps leaders to strengthen these leadership derailers.  Recommended audience:   * This course is intended for leaders and aspiring leaders interested in developing the key emotional skills and avoid derailing their leadership. |
| Learn to Lead with a Coach Approach | This course is designed to help leaders use a coach approach with others. Coaching, as opposed to mentoring, is based on an intentional conversation designed to engage with someone, enlighten them to their potential, and empower them to accomplish their goals. Leaders coaching effectively understand themselves and others, have strong interpersonal skills, and can hold people accountable. This course explores the power of coaching in business and provides three exercises to help learners hone their coaching skills.  Recommended audience:   * This course is intended for leaders and aspiring leaders interested in using a “coach approach” with others. |
| Mentoring Others in a Technical Profession | Mentoring is a common practice but rarely have organizations taught its employees how to successfully mentor: Great mentors are highly skilled and know how to bring out the best in people and help them grow and move forward in their careers. This course provides leaders with insights and skills to be effective mentors.  Course Objectives:   * Understanding the difference between coaching and mentoring * Recognizing the benefits of mentoring for the individual and the firm * Identifying your mentoring style based on personality type * Understanding how to best communicate, support, guide your mentee based on their personality type * Setting expectations with your mentee * Developing meaningful conversations to share experiences * Creating networking opportunities for your mentee |
| Professional Development/Emotional Intelligence | This course is an introduction to Emotional Intelligence based on the MHS EQ i2.0 model. The content includes the importance of EI and explains five EI composites (self perception, self expression, interpersonal, decision making, and stress manage) and 15 related subscales.  Recommended audience:   * This course is intended for anyone wishing to learn more about emotional intelligence and how it can help individuals succeed in work and life. |
| Project Management | Projects can quickly fail without clarifying expectations, identifying roles and defining scope. Planning, preparing, reporting, scheduling, managing change and accountability are essential skills for all leaders. |
| Start Me Up! (Strategic Planning) | The word “strategy” is simple; it’s just three syllables. A Wikipedia search defines strategy as “a general plan to achieve one or more long-term or overall goals under conditions of uncertainty” while at the same time listing seventeen deep thinkers who each have their own spin on what it precisely means. One thing is for sure—boards and management are supposed to have one.   * How do you develop a strategy? Is there a practical process? Who does it? * Once you have a strategy, how do you use it? * How does strategy inform day to day decisions? * How do you know if it’s working? * How do you “course correct” strategy?   This session, customizable for particular situations, is designed for board members, executive management, and individuals/teams that are involved with setting the direction for the organization—and delivering (or monitoring) results. You will learn how to apply the technique pioneered by Harvard Business School, as well as “cradle to grave” next steps to ensure strategy cascades into operations and performance management. Leave this session with practical, take-home ideas and tools. |
| Strategic Planning | To provide impactful business management and technology consulting services that facilitate the development and commercialization of existing and new technologies and business systems with a focus on advanced manufacturing and the green economy. Projects of interest are those that make a real difference to economic growth, social enterprise, and the environment.  Strategic and business planning services:  Honger Innovations and its Associates have established a Business Management System that, at its onset, guides businesses and organizations through a strategic planning process to set clear direction, goals and plans to ensure success. Working closely with the organization’s management, staff, its customers and key stakeholders, a full understanding of critical components of past performance and future vision and expectations is created and, together, this information is translated into one or more of the following deliverables based on each client’s requirements: Strategic Plan, Business Model, Business Plan, Implementation Plan. |
| Visionary Leadership | Innovation occurs when people take risks, view challenges as opportunities, and learn from mistakes. Knowledge is valued. Innovative leaders will create environments in which this happens. The course examines the emotional intelligence skills associated with innovation as well as personal and professional implications. We review research regarding innovative leaders and provide three strategies related to flexibility, optimism, and independence to build innovative capacity.  Recommended audience:   * This course is intended for leaders and aspiring leaders interested in developing emotional intelligence skills associated with innovation. |

## Professional/Personal Development

Discover transformative training courses in professional and personal development designed to unlock your full potential. Dive into a diverse range of topics tailored to empower individuals and teams alike. Embark on a journey of growth, learning, and self-discovery with our dynamic courses led by experienced instructors.

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| Creating Your Positive Professional Image | In today's culture of first impressions, your personal image is as important as your job title. To make sure other people's perception of you is what you intend it to be, you must understand what you can influence and control what you cannot. |
| Flourish in Business & Life | Optimism is an emotional skill that can be developed and honed. This course explores the meaning of optimism and the reasons it’s important in life including its effect on mental and emotional well being, leadership, and happiness. The course examines barriers to becoming optimistic and provides seven downloadable exercises to help learners become more optimistic.  Recommended audience:   * This course is intended for individuals interested in exploring the benefits of being more optimistic, including the effects on personal and professional success, leadership, and resilience. |
| Fostering Innovation in Any Environment | Clients deserve not only solid solutions but creative results. To rediscover our ingenuity, we must learn to use our imagination and resist leaving it outside of our professional persona. This interactive course explores innovative thoughts and ideas by discussing elements that comprise innovation.  Course Objectives:   * Define and describe innovation generically * Focus on and list Gelb's seven steps for thinking like a genius * Understand components of innovation * Identify innovative personality types * Describe what creativity in workplace looks like * Use brainstorming techniques to generate ideas * Understand how to create and foster a culture of innovation |
| Getting It Done and Done on Time | We all have been given the same amount of time ut some people can accomplish so much more than others. Learning to set goals, identify an action plan, delegate tasks, prioritize items and manage crises might just find you extra hours.  Course Objective:   * Set goals that are relevant and achievable * Plan and prioritize each day's activities in a more efficient, productive manner * Overcome procrastination quickly and easily * Handle crises effectively and quickly * Organize workspace and workflow to make better use of time * Delegate more efficiently * Use rituals to make your life run smoother |
| Good Decision Making | This course explores how emotions affect our ability to make good decisions. We explore the meaning of decision making, appropriate behaviours and three subscales including problem solving, reality testing, and impulse control. Additionally, we present three strategies for enhancing such skills to promote success in work and life.  Recommended audience:   * Individuals who would benefit from learning how emotions affect their ability to solve problems, test reality and manage impulsive behaviour. |
| Interpersonal Relationships | This course explores how people interact to develop mutually satisfying relationships. We explore the meaning of the interpersonal realm of emotional intelligence, appropriate behaviours and three subscales including interpersonal relations, empathy, and social responsibility. Additionally, we present three strategies for enhancing such skills to promote success in work and life.  Recommended audience:   * This course is recommended to anyone who values the importance of using emotions to promote stronger relationships, empathy, and social responsibility. |
| Managing Change in Changing Times | Change is constant; technologies, processes, people, ideas, and methods often change affecting the way we perform and live our lives. Don't resist it, relish it.  Course Objectives:   * List the steps necessary for preparing a change strategy and building support for the change * Describe the WIFM - the individual motivators for change * Develop a change management and communications plan, and to list implementation strategies * Employ strategies for gathering data, addressing concerns, and evaluating options * Understand methods for leading change status meetings * Celebrate a successful change implementation, and sharing the results and benefits * Use strategies for aligning people with a change, appealing to emotions and facts * Describe the importance of resiliency in the context of change * Explain the importance of flexibility in the context of change |
| Networking Success | Most professionals, at some point, will find themselves in a networking event or situation. Yet most people will confess they are uncomfortable or don't like chit chat. With some simple planning you can become an engaging conversationalist and leave both giving and gaining valuable information. |
| Professional Development | This course explores how emotions affect our ability to manage stress. We explore the meaning of stress management, and behaviours related to three subscales including flexibility, stress tolerance, and optimism. Additionally, we present three strategies for enhancing such skills to promote success in work and life.  Recommended audience:   * Individuals who would benefit from learning how to manage stress, increase emotional flexibility, and to be more optimistic. |
| Professional Development/Emotional Intelligence | Flourishing comes when you feel happy, live on purpose, and have strong relationships and deep satisfaction in many areas of life. Both of which are important to personal and professional success. This webinar examines three elements of emotional intelligence that can be used to build resilience over time. Participants will identify areas of development and work in teams to practice skills.  Learning outcomes:   * Apply emotional intelligence to build resilience * Employ skills to build optimism * Articulate and commit to new strategies |
| Putting the P in Professional | A degree from a university and years of experience in your technical field isn't the only thing you need to be a "professional." It is the "soft skills" that help us adapt and flex to situations and communicate and interact with others. A review of an Engineering Manager Survey reveals skills all technical professionals need. |
| Resiliency for Personal & Professional Success | This course provides learners with ten exercises to promote mental and emotional resilience. Resilience is an emotional skill that can be honed through practice. The course begins by discussing the meaning of resilience and then provides details about the range of emotional skills required to be resilient. The content is based on findings in the fields of health, psychology, and medicine.  Recommended audience:   * This course is intended for individuals interested in exploring the benefits of being more resilient, including the effects on personal and professional success, leadership, and optimism. |
| Self Perception | This course explores how people express themselves effectively to enhance personal and professional success. We explore the meaning of self expression, related behaviours and three subscales including emotional expression, assertiveness, and independence. Additionally, we present three strategies for enhancing such skills to promote success in work and life.  Recommended audience:   * This course is recommended for anyone wishing to explore their ability to express their emotions and to enhance their ability to be independent and assertive. |

## Regulatory

These comprehensive regulatory training courses provide essential knowledge and skills to navigate complex regulatory frameworks across industries. From compliance requirements to risk management strategies, participants gain practical insights to ensure adherence to regulations and optimize organizational processes.

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| Developing Standard Operating Procedures (SOPs) | SOPs are a necessary part of the regulated and non-regulated fields but we all hate reading and more importantly writing them. They are often very long, repetitive, overly detailed, and hard to comprehend. This is a waste of time and money and potentially opens our organizations up to risk. Although regulations dictate what companies must do, they don't clearly explain how to do it.  This longer course is designed for technical professionals writing and revising SOPs in a regulated industry. Participants will gain skills and confidence in organizing, writing, and editing SOPs. The participants will have time to practice writing, editing and revising SOPs. It also gives them an opportunity to practice the planning process and a template review with their own SOPs. |
| Emergency First Aid CPR-C & AED (CSA Basic) | Topics Include   * Responding to an emergency * Recognizing a mental health emergency * CPR & AED for adults, children, and Infants * Bleeding and burn management * Medical emergencies |
| Ethics for Scientific and Technical Professionals | Good decisions are ethical decisions and requite logic. Unlike a legal course, we take a philosophical perspective at how/why individuals act, react, and decide what to do. NYS PDH eligible.  Course Objectives:   * Define ethics and technology * Describe two important ethical theories * Describe the role reason plays in making an ethical decision * Develop a logical argument using a syllogism * List at least four ethical roles of the engineers and technologists in today's world * Understand how two people can make very different decisions based on the same information |
| Managing Conflict in Engineering and Technical Environments | Conflict doesn't have to be negative. If we recognize when it is escalating and learn to contain it, conflict can lead to breakthrough ideas and respectful relationships.  Course Objectives:   * Understand what conflict is and how it can escalate * Appreciate that not all conflict is negative * Discover how open and hidden personal information affects communication * Explore various roles individuals play in resolving conflict * Discover their natural conflict management style * Understand differing personality styles and how this affects teams * Learn ways to analyze conflict situations and help others work through it productively |
| Root Cause Analysis | Understand fundamentals of RCA, tools you use to document RCA process, and how to effectively document RCA results at the intermediate level. |
| Standard First Aid CPR-C & AED (CSA Intermediate) | Our Standard First Aid course is a comprehensive two-day program designed for employees with training work requirements, or individuals who want to learn essential life support skills.  As required by regulation, our Standard First Aid course covers cardiopulmonary resuscitation and the management of other breathing, airway, and circulation emergencies, as well as the control of bleeding, treating shock, stabilizing fractures, and more.  Recommended audience:   * Workplace: This course is appropriate for employers and employees who require Level II First Aid training, as defined by provincial labour laws or workplace regulation. * General public: This course is applicable to anyone who has a general interest in learning what to do in case of a medical emergency or may be preparing for a job or career where this level of training is required. |

## Technical

Explore these comprehensive technical training courses designed to enhance your skills and proficiency in various technical domains. Our expert-led sessions provide hands-on experience and valuable insights to propel your career forward.

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| Oh No, Not Another Meeting!: Meeting Skills for Technical Professionals | Most people hate attending meetings. Using the PAT (purpose, agenda, timeframe) approach will bring structure and discipline to a meeting and make it more productive.  Course Objectives:   * Determine the best format for a meeting and who needs to attend * Understand the roles of people attending the meeting * Prepare a focused meeting agenda * Record and format meeting minutes * Present information confidently and concisely as a participant * Encourage all meeting attendees to participate * Manage time and keep the meeting focused * Recognize and manage different personality types * Understand how to manage distractions |
| Writing Proposals that Win | Proposals are the very foundation on which a company or organization gets business or funding. Virtually all engineering and architectural firms acquire jobs by winning contracts in a competitive proposal bidding process. This workshop will give participants an overview of the entire process of writing a winning proposal and provides specific tools and processes for doing so. |

## Wellness in the Workplace

These Wellness in the Workplace training courses offer comprehensive strategies to enhance employee well-being and productivity. Through expert-led sessions, participants gain practical skills in stress management, mindfulness techniques, and fostering a positive work environment, ultimately promoting a healthier and more engaged workforce.

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| Certified Health Ergonomics Safety Specialist (CHESS) | Complimented with written and practical skill assessments throughout the course to ensure thorough understanding of principles and practices, the CHESS program provides students with the most up-to-date knowledge to ensure a skilled and certified outcome. The Certified Health Ergonomics Safety Specialist Certificate Program is an evidence-based program that will train safety professionals to recognize and assess physical and mental risk factors in the workplace, apply ergonomic design to reduce risk and implement practical solutions to the most common and costly workplace hazards. Documentation will be provided to the student to satisfy due diligence and local regulation compliance. |
| Mastering the Stress in Our Lives | When we experience an appropriate level of stress it can help us perform at peak levels. The key is to make sure we are aware and control the stress before it becomes destructive. This course shows leaders how to better manage their stress and how to help others by pausing to analyze what factors are causing the stress and then managing and containing it.  Topics Include:   * Defining stress * Examining the cause of stress * Differentiating between internal and external stress * Understanding the negative and positive effects of stress * Recognizing stress before, during and after it happens * Exploring techniques to control or eliminate stress * Identifying how our personality affects how we perceive stress * Working to create a less-stressful environment |

## Workplace Health & Safety

Our Workplace Health and Safety training courses provide comprehensive instruction on creating a safe and productive work environment. Covering essential topics such as hazard identification, risk assessment, and emergency procedures, participants gain the knowledge and skills necessary to promote a culture of safety in the workplace.

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| Confined Space Entry Train the Trainer | The Confined Space Entry Train the Trainer course allows entrants, attendants, and supervisors to understand and evaluate the hazards and procedures associated with confined spaces safely and confidently. This training will help you to differentiate between a permit-required and a non-permit required confined space.  The course will address the hazards associated with confined spaces and outline the duties and responsibilities of all confined space entry team members, emergency rescue procedures, and plan development. It will also discuss the need for appropriate personal protective equipment, selection characteristics, and pre-entrance testing for each level of protection.  Upon completion of this course, participants will be capable of identifying and adapting to the hazards of confined spaces and be able to identify & define standards for safeguarding confined space entries. They will also be able to train this course internally within their workplaces.  Documentation will be provided to the student to satisfy due diligence and local regulation compliance. This course meets the criteria for accepted practices in OH&S training (CAN/CSA Z1006-10), the highest standard in the industry. |
| Health & Safety Professional Certificate Program (HSP) | The HSP certificate program is designed to provide the student with a solid base of occupational health & safety knowledge that will assist them with pursuing a career in OH&S as well as assisting them in their existing role in this field.  The HSP program offers a comprehensive broad selection of OH&S courses as well as advanced-level courses and a practical field project that will provide students with additional OH&S training skills relevant to supervisory or management levels in organizations. |
| Preventing Workplace Violence Training | In this course, you will analyze potentially violent situations, develop plans to control them, and put them into real-life applications. By taking conscious steps toward eliminating violence, everyone at your site will feel safer. Preventing Workplace Violence is an engaging, interactive workshop designed to include you in the learning process as much as possible. |