



BAM COURSE CATALOGUE

2024 - 2025

Grow With Us
Towards Workforce
Development
Success

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Presidents Message

Greetings to our valued community,

I am delighted to extend my warmest greetings to each of you as we embark on yet another enriching journey of knowledge and growth. At the heart of BAM's mission lies a steadfast commitment to empowering individuals with the skills and expertise necessary to thrive in an ever-evolving world.

It is my privilege to present to you our comprehensive course catalogue, a testament to our dedication to providing top-tier education across diverse fields. Within these pages, you will discover various opportunities designed to ignite your passion, expand your horizons, and propel you towards success.

From specialized workshops to industry-specific certifications, our offerings are designed to equip you with the knowledge and skills necessary to excel in today's competitive marketplace. Whether you are a seasoned professional seeking to stay ahead of the curve or an emerging talent eager to make your mark, our programs cater to learners at every stage of their career journey.

As a member-driven organization, your input and feedback are invaluable in shaping the content and delivery of our training initiatives. BAM's goal is to meet industry needs to help grow, keep, and attract talent here in our province. Together, we have created a vibrant community of learners and thought leaders dedicated to driving innovation, fostering collaboration, and advancing the collective success of our industry. I encourage you to explore our course catalogue with a spirit of curiosity and ambition, embracing the opportunities for growth and development that lie ahead.

Thank you for your continued support and dedication to the mission of the Bioscience Association Manitoba. Together, we will navigate the challenges and seize the opportunities that lie ahead, building a brighter future for ourselves and generations to come.

Warm regards,



Andrea Ladouceur

Introduction

Welcome to the Bioscience Association Manitoba's (BAM) expansive course catalogue, dedicated to empowering your workforce through dynamic development opportunities. BAM understands 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 modern workplaces, covering topics ranging from technical skills to leadership development.

BAM understands 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 BAM is 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 that addresses your requirements, we encourage you to contact us at info@biomb.ca. Together, let's unlock the full potential of your workforce and drive lasting success for you and your organization.

Corporate Training

At BAM, we understand the critical importance of continuous learning and development within any organization. That's why we offer comprehensive corporate training solutions tailored to suit your needs. Whether you're looking to upskill your workforce in emerging technologies, enhance leadership capabilities, or foster a culture of innovation, we've got you covered.

Our team is dedicated to creating training programs designed to empower your employees and drive tangible results for your business. We believe in a collaborative approach, which is why we invite you to sit down with us and discuss your specific requirements. Let's explore how our training solutions can help your organization thrive. To schedule a meeting, simply send an email to info@biomb.ca, and we'll be in touch to arrange a convenient time to connect.

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.

Course Name	Course Description	Delivery	Length
AI Ethics	The AI Ethics Micro-Credential program comprises four self-contained courses, each available for individual enrollment. These courses cover diverse aspects of AI ethics, including introductory concepts, ethical considerations regarding data usage, the ethical implications of machine learning models, and the emerging field of roboethics. Offered as self-directed online modules through Athabasca University, learners can engage with these courses at their own pace, diving into the intricate ethical dimensions of artificial intelligence.	Self-directed online	8-12 hours per course
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 also be carried out locally in-house.	Virtual or in-person	Varies depending on need
Artificial Intelligence for Marketing & Business Microcredential	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. Upon completion, the learner will have achieved competency in harnessing AI tools for marketing and business endeavors. They will demonstrate proficiency in implementing strategies to maximize the efficacy of these tools, including the adept use of prompt writing techniques to enhance marketing campaigns and achieve business objectives.	Virtual	15 hours over 5 weeks

Writing with AI	<p>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.</p> <p>The program covers basic AI concepts and algorithms, advanced text generation, Natural Language Processing (NLP), content optimization techniques, and specific AI models like ChatGPT, Jasper, and Bard.</p>	<p>Online (paced)</p>	<p>Varies depending on need</p>
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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.

Course Name	Course Description	Delivery	Length
Are We There Yet?	<p>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!”</p> <p>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.</p>	<p>Virtual or in-person</p>	<p>½ day</p>
Board Governance	<p>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?</p> <ul style="list-style-type: none"> Why have a board? 	<p>Virtual or in-person</p>	<p>½ day</p>

	<ul style="list-style-type: none"> How do I understand all the practical parts—how many people, what backgrounds, how often to meet, how to compensate people for their time. <p>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.</p>		
Welcome to the Board	<p>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!!"?</p> <ul style="list-style-type: none"> What do Boards do that's different from management? What are the elements of a great Board presentation? What should you avoid doing? <p>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.</p>	Virtual or in-person	½ day

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.

Course Name	Course Description	Delivery	Length
Strategic Planning	The provider's approach consists of initial meeting with company, facilitate the strategic plan, write and present report	Virtual or in-person	Varies depending on need

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.

Course Name	Course Description	Delivery	Length
Communicate with Confidence	<p>Imagine a world, a relationship, a firm, or a project where ideas and information did not flow. How well would that work?</p> <p>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.</p> <p>The course aims to achieve several key objectives related to communication skills. Participants will gain an understanding of the fundamental nature of communication and the various methods through which it occurs. They will learn the importance of active and effective listening, as well as the art of asking insightful questions. Additionally, the course will focus on aspects such as understanding and managing tone, utilizing one's voice in a positive manner, and discerning emotions during communication exchanges. Participants will also explore their natural communication style and work towards delivering clear, concise, and comprehensive messages.</p>	Virtual or in-person	1 hour 4 hours or 8 hours
Communication Skills for Project Managers	<p>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.</p>	Virtual or in-person	4 hours or 8 hours
Get to the Point! Business & Technical Writing	<p>Don't waste your audience's time: Be clear, concise, complete and confident in your communications.</p> <p>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.</p>	Virtual or in-person	16 hours

	<p>We offer simple yet practical techniques, designed for technical people. This comprehensive agenda introduces participants to the Pyramid Method of Writing™ and applies it to several writing situations.</p> <p>Participants will also receive personal feedback on writing assignments and experience group and individual exercises.</p>		
Listening Skills	<p>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.</p>	Virtual or in-person	1 hour or 4 hours
So You Have to Give a Talk?	<p>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.</p> <p>The course objectives focus on equipping participants with essential public speaking skills. They'll learn to analyze their audience, craft engaging introductions, structure presentations effectively, build confidence, enhance platform presence, and create impactful visuals. These skills aim to empower participants to deliver compelling presentations in diverse contexts.</p>	Virtual or in-person	1 hour 4 hours or 16 hours
Social Media Training	<p>Recommended for: Marketers wanting to develop foundational social media skills in strategy, community, content, and advertising.</p> <p>In this course, you will gain valuable insights into optimizing social media profiles, crafting effective social media strategies, and cultivating a devoted community of followers. Additionally, you'll explore best practices for content marketing and delve into the fundamentals of social media advertising. Whether you're a beginner looking to establish a presence or a seasoned professional aiming to enhance your skills, this comprehensive program offers practical knowledge to excel in the dynamic realm of social media.</p>	Virtual or in-person	Varies depending on need
Writing Effective Emails	<p>Like it or not, email is still the most used business tool. However, it also can cause issues and confusion if 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.</p>	Virtual or in-person	1 hour or 2 hours

Computer Skills

Unlock the power of technology with a comprehensive range of computing skills courses. Whether you're a novice or an experienced user, these offerings cater to all levels of proficiency. Our expert instructors provide hands-on training and practical insights, ensuring you're equipped with the skills needed to thrive in today's digital landscape. Join us and embark on a journey to harness the full potential of computing technology.

Course Name	Course Description	Delivery	Length
Access	<p>Level 1: Data Entry & Reports, Database Design, and Advanced Database Design</p> <p>This course introduces the essentials of data management and database design, providing students with a comprehensive understanding of the key concepts and practical skills required in any field.</p>	Virtual or in-person	Varies depending on need
Accessibility Software	<p>"Courses on accessibility software typically cover a range of topics aimed at ensuring digital content and technology are usable by individuals with disabilities. These courses often explore principles of inclusive design, legislation and standards such as the Web Content Accessibility Guidelines (WCAG), and practical techniques for implementing accessibility features in software and digital platforms. Participants may learn about assistive technologies, such as screen readers and alternative input devices, as well as techniques for designing accessible user interfaces and content. Additionally, courses may address the importance of user testing and feedback from individuals with disabilities to improve accessibility. Overall, these courses aim to equip learners with the knowledge and skills to create technology that is accessible to all users, promoting inclusivity and equal access to digital resources.</p> <p>These courses include: Acrobat (PDF File Accessibility and Remediation), Assessing Accessibility a Screen Reader (JAWS and/or NVDA), General/Web Intro (for Web/App Developers), General/Web Advanced (for Web/App Developers), InDesign to PDF Files, Office and Office files to PDF files"</p>	Virtual or in-person	Varies depending on need
Adobe	<p>These courses are tailored to empower individuals with the skills needed to excel in digital creativity and design. These courses cover a spectrum of Adobe programs such as Acrobat, Captivate, Illustrator, InDesign, and Photoshop. Whether you're a beginner seeking to grasp the fundamentals or an experienced professional aiming to refine your techniques, these courses cater to various skill levels.</p>	Virtual or in-person	Varies depending on need
Computing Technology Industry Association	<p>These courses cover a broad spectrum of essential skills in the realm of information technology, including CompTIA A+, CompTIA Security+, and CompTIA Network+.</p> <p>These courses provide a comprehensive understanding of key components within the</p>	Virtual or in-person	Varies depending on need

	computing technology industry, preparing participants for diverse roles in IT support, cyber security, and network administration.		
Excel	<p>Levels 1-4: Introductory to Advanced Data Analysis</p> <p>This course offers a comprehensive journey through the field of data analysis, starting from fundamental concepts and progressing to advanced techniques. Throughout the course, practical exercises and real-world examples are used to solidify understanding and build proficiency in data analysis.</p>	Virtual or in-person	Varies depending on need
Microsoft Office & MS 365	<p>These comprehensive courses cover the essential applications within Microsoft Office and MS 365, equipping participants with the skills needed to efficiently utilize these tools for personal and professional productivity.</p> <p>The course includes: One Drive, Teams, SharePoint, Outlook, One Note, PowerPoint Levels 1&2, Project Levels 1&2, Publisher, Visio Levels 1&2, and Word Levels 1,2&3</p>	Virtual or in-person	Varies depending on need
Microsoft Official Courseware (MOC)	<p>"Microsoft Official Courses (MOC) cover a broad spectrum of topics essential for effectively deploying, managing, and troubleshooting Microsoft technologies. These courses provide comprehensive instruction, blending theoretical understanding with practical application. From foundational concepts to advanced techniques, MOC offerings encompass diverse areas such as installation, storage, compute, and administration.</p> <p>These courses include, but are not limited to: Installation, Storage, and Compute with Windows Server, Supporting and Troubleshooting Windows 11, Implementing and Managing Windows 11, Microsoft Endpoint Configuration Manager, and Microsoft 365 Administrator"</p>	Virtual or in-person	Varies depending on need
Microsoft Power BI Levels 1&2	<p>Microsoft Power BI is a dynamic course designed to empower individuals with the skills needed to harness the full potential of data visualization and analytics. Participants dive into learning the art of transforming raw data into insightful reports and dashboards.</p> <p>Whether you're a beginner looking to navigate the basics (Level 1) or a seasoned professional seeking advanced techniques (Level 2), this course provides a comprehensive foundation for leveraging data to drive informed decision-making in any organizational context.</p>	Virtual or in-person	Varies depending on need
Visual	Courses focused on visual content creation encompass a diverse array of programs tailored to facilitate dynamic multimedia development. Whether you're delving into e-learning, presentations, or video production, these courses often cover a spectrum of tools such as Creator, Articulate 260, Replay, Peek, Storyline, and Camtasia.	Virtual or in-person	Varies depending on need

	Participants gain proficiency in leveraging these platforms to craft engaging visuals, interactive narratives, and compelling presentations.		
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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.

Course Name	Course Description	Delivery	Length
Strategic Counsel	This provider offers advice to businesses for Business Development, Market Access, Regulatory Affairs, Issues Management, and more.	Virtual or in-person	Varies depending on need

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.

Course Name	Course Description	Delivery	Length
Championing Diversity, Equity and Inclusion (DEI)	Build foundational understanding of why people resist equity, diversity and inclusion changes and what it means to seek social change. Using four essential tools for championing diversity and inclusion while managing (un)conscious bias, along with data on how to better understand why people resist equity, diversity and inclusion changes.	Virtual or in-person	90 minutes or ½ day
Getting Ready for Diversity, Equity, Inclusion and Belonging (DEIB) in Workplaces	"Creating pathways to diversity, equity, inclusion and belonging (DEIB) in workplaces requires leaders to take certain actions in a specific order. This course is a foundational requirement for workplaces wanting to be DEIB-ready. To be experienced as DEIB-ready, equity-seeking groups (such as women, persons with disabilities, Asians, African/Caribbeans, members of 2SLGBTQIA+, and Neurodiversity) must feel safe in their workplaces to be authentic. If this is not the case, no amount of DEIB work will give organizations the results they need to be experienced as DEIB-ready."	Virtual or in-person	90 minutes or ½ day

Hiring for Modern Workplaces	Learn how to be engaged in a candid and expertly coached conversation about diversity's visible and invisible aspects and its role in hiring decisions. The Diversity Grid, a powerful tool to teach the necessary skills for hiring for modern workplaces will be introduced. The hiring process is addressed from the perspectives of internal organizational needs analysis, recruitment, interview, hiring, onboarding, retention, and creation of brand ambassadors.	Virtual or in-person	90 minutes or ½ day
How to Talk about “Messy Stuff”	Helps to prepare for talking about messy stuff. Diverse workplaces require employers and employees to know how to effectively talk about potentially messy topics associated with employees’ needs for equity, diversity, inclusion, belonging and justice. This course aims to provide relevant content and tools for participants to develop the confidence to talk about EDID (Diversity, Equity, Inclusion & Belonging) topics. As well as, create opportunities for participants to practice the necessary skills in situations experienced as messy topics	Virtual or in-person	90 minutes or ½ day
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. The course objectives focus on improving intercultural communication skills. Participants will understand its importance, explore effective techniques, appreciate diversity, and develop skills for successful communication with diverse audiences.	Virtual or in-person	4 hours or 8 hours
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. The course aims to: understand Myers-Briggs Personality Types, appreciate team diversity, recognize traits causing conflict and fostering productivity, gain insight into personality-based actions, and provide additional educational resources.	Virtual or in-person	1 hour or 4 hours

Environmental, Social, Governance (ESG)

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 info@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 info@biomb.ca for more information on these courses.

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.

Course Name	Course Description	Delivery	Length
Building Successful Teams	<p>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.</p> <p>The course objectives include understanding team dynamics and success factors, exploring the phases of the Tuckman team development model, identifying types of teams, and evaluating team-building activities. Participants will learn effective strategies for leading team meetings, problem-solving using the Six Thinking Hats model, and consensus-building approaches. Lastly, actionable steps for encouraging teamwork will be provided, along with guidance on avoiding common pitfalls.</p>	Virtual or in-person	1 hour or 4 hours
Conducting Effective Performance Reviews	<p>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.</p>	Virtual or in-person	3.5 hours
EQ-I 2.0 Leadership Assessment & Debrief	<p>Leaders higher in EI communicate more effectively and form strong relationships that drive engagement, motivation, and commitment. Taking the EQ-i2.0 assessment provides you with insight into areas of strength and challenge areas. An actionable</p>	Virtual or in-person	55-90 minutes

	<p>plan will be outlined identifying specific strategies to help focus priority areas of improvement.</p> <p>Following purchase, you will be contracted by a coach, sent the EQ-I 2.0 Leadership assessment link. Completing the survey takes approximately 10-30 minutes. After completing the assessment, the coach will send you results within 3 business days and arrange a time to produce you with a 1:1 debrief. This will be approximately 45 - 60 minutes.</p> <p>This is available to anyone who would like an emotional intelligence assessment and discussion with a certified executive coach.</p>		
Governance in Practice Program (GPC.D)	<p>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.</p>	Virtual or in-person	2 years
Instructional Techniques	<p>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.</p> <p>Note: that this course assumes all students have functional proficiency in the subject matter they will be facilitating.</p>	In-person	6-8 hours
Lead with Emotional Intelligence	<p>This course includes six (6) self-paced learning modules: Emotional Intelligence for Leaders, Authentic Leadership, Learn to Lead with a Coach Approach, Innovative Leadership, Visionary Leadership, and How to Avoid Leadership Pitfalls. The modules are comprised of short narrated videos (10 - 15 minutes each) and optional downloadable exercises. This course includes your own EQ-i2.9 leadership assessment and 1:1 confidential virtual debrief with a leadership coach. A coaching program can be added at an additional cost.</p> <p>After purchasing the program, a leadership coach will contact you and provide a link to complete your EQ-I assessment and arrange your 1:1 debrief. A password</p>	Self-paced	3 hours

	<p>to access the training modules will be provided.</p> <p>This course is intended for leaders and aspiring leaders interested in developing their emotional intelligence skills.</p>		
Leadership Development Program	<p>Designed to teach proven leadership skills & help you to achieve your leadership potential. Participants are supported by one-on-one coaching and personal mentoring. This program is designed for individuals who aspire to become effective leaders, develop key leadership skills and transition into leadership roles. Ideal for new and newly promoted managers, supervisors, or team leaders.</p>	1 on 1 Virtual or in-person	12 weeks
Leading a Project in a Remote Environment	<p>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.</p> <p>The course focuses on achieving effective online communication and leadership. Participants learn skills like leading and communicating online, setting protocols, and mastering digital tools. They also learn to craft clear, concise messages and use body language for cohesion. Additionally, the importance of presentation aspects like background cleanliness and lighting is emphasized. Strategies for active listening and facilitating productive communication are also covered.</p>	Virtual or in-person	1 hour 4 hours or 8 hours
Leading the Way	<p>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.</p> <p>The course objectives encompass various leadership aspects: understanding leadership principles, navigating technical environments, embracing failure as a learning tool, fostering trust and team dynamics, grasping Strategic Flexibility in communication, recognizing personal leadership skills, and leading without formal titles.</p>	Virtual or in-person	1 hour or 4 hours
Mentoring Others in a Technical Profession	<p>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.</p> <p>The course objectives include understanding the differences between coaching and mentoring, recognizing the benefits of mentoring for individuals and organizations,</p>	Virtual or in-person	4 hours or 8 hours

	identifying one's mentoring style based on personality type, learning effective communication and guidance tailored to the mentee's personality, setting clear expectations, facilitating meaningful conversations, and creating networking opportunities for mentees.		
Modernizing Employee Engagement	This is a 4-part course designed to provide anyone responsible for a team or co-workers with tools and skills to enhance employee engagement. Each module delves deeper into the intricacies of employee engagement to equip you with valuable insights and strategies to enhance engagement within your organization	Self-guided	Self-guided
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	Virtual or in-person	16 hours
Start Me Up! (Strategic Planning)	<p>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.</p> <ul style="list-style-type: none"> • 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? <p>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.</p>	Virtual or in-person	3.5 hours
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.	Project dependent	Project dependent

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.

Course Name	Course Description	Delivery	Length
Change Style Indicator Report	<p>The Change Style Indicator (CSI) is designed to measure an individual's preferred style in approaching and addressing change. It provides leaders of all levels with insights on personal preferences for managing through change and provides context for how those around them might perceive and respond to their preferred style. Are you a conserver, pragmatist, or originator?</p> <p>Following purchase a link to complete the assessment will be sent to you; upon completion the results will be sent within two (2) business days. The CSI report is available in English, French or Spanish.</p> <p>Ideal for anyone who would like to understand their preferred response to managing change.</p>	Self-guided	5-10 minutes
Creating Your Positive Professional Image	<p>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.</p>	Virtual or in-person	1 hour
Emotional Intelligence for Personal Success	<p>This learning plan includes six courses beginning with an introduction to emotional intelligence (EI) and the EQ i2.0 Model. The courses are designed to promote understanding of emotional intelligence and suggestions to enhance personal EI. The five courses examine self perception, self expression, interpersonal, decision making, and stress management.</p> <p>This course is intended for anyone wishing to learn more about the value of emotional intelligence as it applies to their personal and professional life.</p>	Virtual	3 hours
EQ-I 2.0 Workplace Assessment & Debrief	<p>Receive your EQ-i2.90 Workplace report and receive a 1:1 debrief from a leadership coach. You will get an overall picture of your emotional intelligence along with strategies for action.</p> <p>Following purchase, you will be contracted by a coach, sent the EQ-I 2.0 assessment link. Completing the survey takes approximately 10-30 minutes. After completing the assessment, the coach will send you results within 3 business days and arrange a time to produce you with a 1:1 debrief. This will be approximately 30 minutes.</p>	Virtual	40 - 60 minutes

	<p>This is available to anyone who would like an emotional intelligence assessment and discussion with a certified executive coach.</p>		
Fostering Innovation in Any Environment	<p>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.</p> <p>This course aims to define innovation, explore Gelb's seven steps for thinking creatively, understand innovation components, identify innovative personality types, describe workplace creativity, teach brainstorming techniques, and foster a culture of innovation.</p>	Virtual or in-person	4 hours
Getting It Done and Done on Time	<p>We all have been given the same amount of time but 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.</p> <p>The course aims to help participants achieve several objectives: setting relevant and achievable goals, planning and prioritizing daily activities more efficiently for increased productivity, overcoming procrastination effectively, handling crises swiftly, organizing workspace and workflow to optimize time usage, delegating tasks more efficiently, and incorporating rituals to enhance overall life management and efficiency.</p>	Virtual or in-person	1 hour 4 hours or 8 hours
Hardiness Resilience Gauge Report	<p>From this self- assessment, you will learn about your own hardiness and how key qualities that you possess can enhance or undermine your stress resilience and adaptability across a range of circumstances. Throughout the report, you will be given developmental strategies aimed at improving and maintaining these key qualities, ultimately providing you with a deeper understanding of how you can contribute to your overall resiliency.</p> <p>Following your purchase, you will be emailed a link to complete your assessment. Once completed, you will be emailed your HRG report within two (2) business days.</p> <p>This is ideal for to anyone who would like to receive strategies to improve their resilience.</p>	Self-guided	5-10 minutes
Managing Change in Changing Times	<p>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</p> <p>The course objectives emphasize key skills for effective change management, including strategy development, understanding motivators for change, creating communication plans, and leading change meetings. Learners will also gain insights</p>	Virtual or in-person	1 hour 4 hours or 8 hours

	into data gathering, addressing concerns, and aligning people with change. Additionally, the importance of resiliency and flexibility in navigating organizational transformations will be highlighted.		
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	Virtual or in-person	1 hour
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. The learning outcomes of the program include the ability to apply emotional intelligence in order to cultivate resilience, to utilize skills aimed at fostering optimism, and to effectively articulate and commit to implementing new strategies. Through these outcomes, participants can enhance their capacity to navigate challenges, maintain a positive outlook, and implement proactive approaches to personal and professional growth.	Virtual	3 hours
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.	Virtual or in-person	1 hour
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. 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.	Virtual	2 hours

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.

Course Name	Course Description	Delivery	Length
CAPA	<p>The investigations of anomalies and deviations are a requirement under the Canadian Food and Drug Regulations, Division 2, namely the Good Manufacturing Practices. This investigation involves the identification of Corrective Actions and Preventive Actions, which are commonly referred to as CAPA.</p> <p>If you're interested in learning how to conduct a proper CAPA investigation and create a comprehensive CAPA Report, this course is for you. The course will guide you through the process of identifying the flow of the investigation and collecting necessary information or data that can be used to create a GMP Compliant CAPA report.</p> <p>By enrolling in this course, you will gain the knowledge and skills required to conduct a thorough and fully compliant investigation. You will also learn how to define the criteria for a successful investigation, ensuring that your efforts are always effective and impactful.</p>	In-person	7 hours
Change Control	<p>In today's rapidly evolving pharmaceutical industry, it's crucial to stay updated on the latest changes to maintain compliance with Good Manufacturing Practices. This course is designed to guide attendees through the entire process of navigating these changes, from start to finish. By participating, you'll gain valuable insights and practical strategies for effectively managing shifts in the industry - all while ensuring that your company stays fully compliant. Don't miss out on this opportunity to stay ahead of the curve and enhance your skills!</p>	In-person	7 hours
Developing Standard Operating Procedures (SOPs)	<p>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.</p> <p>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</p>	Virtual or in-person	8 hours or 16 hours

	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)	<p>Course Objectives:</p> <ul style="list-style-type: none"> • Responding to an emergency • Recognizing a mental health emergency • CPR & AED for adults, children, and Infants • Bleeding and burn management • Medical emergencies 	In-person	7 hours
Ethics for Scientific and Technical Professionals	<p>Good decisions are ethical decisions and require logic. Unlike a legal course, we take a philosophical perspective at how/why individuals act, react, and decide what to do. NYS PDH eligible.</p> <p>The course aims to provide a comprehensive understanding of ethics in technology by defining the field's intersection, outlining key ethical theories, explaining the role of reason in decision-making, teaching logical argumentation, highlighting ethical responsibilities of engineers and technologists, and demonstrating how individuals can make divergent decisions despite shared information.</p>	Virtual or in-person	1 hour 4 hours or 8 hours
Good Manufacturing Practices	<p>Good Manufacturing Practices is the backbone of any and all operations performed in a regulated manufacturing facility. This training is designed to serve as an introductory overview or annual refresher to those already familiar with GMP principles. The content is delivered using an interactive LSM platform and takes on a modular approach based on the Health Canada GUI-0001 and FDA Part 210 & 211 and incorporates quizzes at the end of each of the eight (8) chapters. An electronic certificate will be issued to the learner for their files following successful completion of the training.</p>	Virtual	90 minutes
Managing Conflict in Engineering and Technical Environments	<p>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.</p> <p>The course aims to provide a comprehensive understanding of conflict dynamics and resolution strategies. Participants will explore conflict escalation, appreciate its positive aspects, and examine the influence of personal information on communication. They will discover various conflict resolution roles, identify their natural conflict management style, and understand how personality styles affect team dynamics. By learning to analyze conflicts and facilitate productive resolutions, participants will be equipped to assist others in navigating conflicts constructively.</p>	Virtual or in-person	1 hour 4 hours or 8 hours
Root Cause Analysis	<p>Root Cause Investigation for CAPA is a globally renowned methodology for investigating technical performance challenges. Problem solving techniques from Six Sigma, 8D,</p>	Virtual or in-person	14 hours

	<p>Kaizen, DMAIC, TQM and others are leveraged to identify technical as well as systemic root causes, corrective and/or preventive actions, and control plans for monitoring/preventing recurrence.</p> <p>This training is designed to engage the participants the entire time. In addition to the instructor case study, lecture, polls, quizzes, and conversations, participants will apply the methodology during the training collaborating with other participants on a separate real-life case study.</p>		
Standard First Aid CPR-C & AED (CSA Intermediate)	<p>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.</p> <p>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.</p> <p>Who is first aid for?</p> <p>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.</p> <p>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.</p>	In-person	14 hours

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.

Course Name	Course Description	Delivery	Length
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.	Virtual or in-person	1 hour 4 hours or 8 hours

	The course objectives include determining the best meeting format and attendees, understanding participants' roles, preparing a focused agenda, and recording meeting minutes. Participants will also learn to present information confidently, encourage participation, manage time, stay focused, handle different personality types, and manage distractions effectively.		
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.	Virtual or in-person	8 hours or 16 hours

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.

Course Name	Course Description	Delivery	Length
Certified Health Ergonomics Safety Specialist (CHES)	Complimented with written and practical skill assessments throughout the course to ensure thorough understanding of principles and practices, the CHES 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.	In-person + home study	35 hours (5 days)
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. The topics covered include defining stress and examining its causes, differentiating between internal and external stress, and understanding both the negative and positive effects of stress. Additionally, the program focuses on recognizing stress before, during, and after it occurs, exploring techniques to control or eliminate stress,	Virtual or in-person	4 hours

	and identifying how our personality influences our perception of stress. It also emphasizes working towards creating a less stressful environment.		
Psychological Health & Safety Certification	In this course, students will first learn about the National Standard of Canada for Psychological Health and Safety in the Workplace (PH&S). This standard provides employers with a framework on how to foster psychologically safe and healthy work environments. The examination of a Case Study, "Health Region Hospital Group", will provide the context, content and careful consideration to the various presentations you will create along with the cohort group you will be assigned. Then, students (cohort groups) will develop a series of presentations that will demonstrate their knowledge of the steps to support organizations in implementing this standard. These steps will include presenting the business case and preparing for the assessment process to establish a baseline of psychological health and safety. Finally, students will recommend an action plan to implement psychological health and safety within the organization.	In-person	2 days
Wellness in the Workplace for Employees	This session will introduce employees to concepts around mental health and mental illness, stigma, and disclosure. The rights and responsibilities around accommodations will be presented. Strategies for maintaining wellness and avoiding burn out will be discussed, as well as navigating the workplace post-pandemic and returning to the office or hybrid work.	Virtual or in-person	1-3 hours
Wellness in the Workplace for Leaders	This session will look at mental health and mental illness, including potential signs and how to talk to employees about their health. Accommodations will be discussed, with a focus on the duty to accommodate and examples of reasonable accommodations. The National Standard for Psychological Health and Safety in the Workplace will be introduced and some of the factors will be covered.	Virtual or in-person	2 hours Or 3 hours

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.

Course Name	Course Description	Delivery	Length
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.	In-person	14-16 hours

	<p>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.</p> <p>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.</p>		
Health & Safety Professional Certificate Program (HSP)	<p>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.</p> <p>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.</p>	Virtual	5 months
Preventing Workplace Violence Training	<p>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.</p>	In-person	7 hours