

**TRAINING OPPORTUNITIES
NOVEMBER – DECEMBER 2024**



Date/Time	Course	Delivered by	Location	Cost
NEW - WCB ONLINE COURSES - NEW				
Online and self-paced	The following courses are managed through the SkillsPass™ training portal: <ul style="list-style-type: none"> • Hazard Assessment and Control • Joint Occupational Health and Safety Committees • Supervisor Safety • Work Disability Management • Workplace Safety for Young Workers 	Workers Compensation Board	Online	FREE
NOVEMBER				
November 5 9:30 – 11 am	Operating Your Business: The Basics (Business Operations)	Katy Baker Pricing for Profit Inc.	Virtual	FREE
November 5 10 am – 12 pm	Hearing Conservation Programs	Workers Compensation Board	Loyalist Inn 195 Heather Moyse Drive Summerside	FREE
November 5 & November 7 12:30 – 3:30 pm	Mental Health Awareness	UPEI	Virtual	\$449 + HST
November 5 6 – 8:30 pm	Successful Business Plan Workshops (2 of 4)	Cathy Rose	Montague Rural Action Centre OR Virtual	FREE
November 6 10 – 11:30	Google Drive: The Basics	Lee Gallant IDEA Consulting	Virtual	FREE

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November 7 9 – 10:30 am	Navigating First Aid Regulations	Workers Compensation Board	Holiday Inn Express & Suites 200 Capital Drive, Charlottetown	FREE
November 7 9 am – 12 pm	Writing a Business Plan (1 of 2)	Ronda Bellefontaine Like Nobody's Business	Alberton Rural Action Centre	FREE
November 7 9 am – 4 pm	Food Safety Course	PEI Government	Cavendish Farms Wellness Centre 21 Sullivan Drive, Montague	\$50 + HST
November 12 9 – 10 am	Navigating First Aid Regulations	Workers Compensation Board	Virtual	FREE
November 12 9:30 – 11 am	Operating Your Business: The Basics (Financial Statements: The Top 3)	Katy Baker Pricing for Profit Inc.	Virtual	FREE
November 12 6 – 8:30 pm	Successful Business Plan Workshops (3 of 4)	Cathy Rose	Montague Rural Action Centre OR Virtual	FREE
November 14 9 – 10 am	Health & Safety Committee Basics & Workplace Inspections	Workers Compensation Board	Virtual	FREE
November 14 9 am – 12 pm	Writing a Business Plan (2 of 2)	Ronda Bellefontaine Like Nobody's Business	Alberton Rural Action Centre	FREE
November 18 1 – 4 pm	Performance Management, Discipline and Feedback	Wendy MacIntyre resolveHR	Alberton Rural Action Centre	FREE
November 19 9 – 10:30 am	Project Management: Essential Tools & Strategies (1 of 2)	Jacinthe Lemire Solutions eurêka experts-conseils inc.	Virtual	FREE
November 19 9 am – 12 pm	Workplace Harassment and Violence	Workers Compensation Board	Loyalist Inn 195 Heather Moyse Drive Summerside	FREE
November 19 9 am – 4 pm	Food Safety Course	PEI Government	Mill River Resort, Woodstock	\$50 + HST
November 19 9:30 – 11 am	Operating Your Business: The Basics (Understanding Cash Flow)	Katy Baker Pricing for Profit Inc.	Virtual	FREE

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November 19 6 – 8:30 pm	Successful Business Plan Workshops (4 of 4)	Cathy Rose	Montague Rural Action Centre OR Virtual	FREE
November 21 9 – 10 am	Navigating First Aid Regulations	Workers Compensation Board	Virtual	FREE
November 21 9 – 10:30 am	Project Management: Essential Tools & Strategies (2 of 2)	Jacinthe Lemire Solutions eurêka experts-conseils inc.	Virtual	FREE
November 26 9 am – 12 pm	Psychological Health and Safety in the Workplace	Workers Compensation Board	Holiday Inn Express & Suites 200 Capital Drive, Charlottetown	FREE
November 26 9:30 – 11 am	Operating Your Business: The Basics (Payroll)	Mary Beaton Payroll Performance	Virtual	FREE
November 28 9 – 10:30 am	Navigating First Aid Regulations	Workers Compensation Board	Holiday Inn Express & Suites 200 Capital Drive, Charlottetown	FREE
DECEMBER				
December 3 9 am – 12 pm	Psychological Health and Safety in the Workplace	Workers Compensation Board	Loyalist Inn 195 Heather Moyse Drive Summerside	FREE
December 3 9:30 – 11 am	Operating Your Business: The Basics (High-level Tax Planning)	Mary Beaton Payroll Performance	Virtual	FREE
December 3 & December 5 12:30 – 3:30 pm	Maintaining Mental Health	UPEI	Virtual	\$449 + HST
December 5 9 – 10 am	Young and Vulnerable Workers	Workers Compensation Board	Virtual	FREE
December 10 9 – 10:30 am	Navigating First Aid Regulations	Workers Compensation Board	Holiday Inn Express & Suites 200 Capital Drive, Charlottetown	FREE

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December 12 9 – 10:30 am	Navigating First Aid Regulations	Workers Compensation Board	Loyalist Inn 195 Heather Moyse Drive Summerside	FREE
WCB WEBINARS				
Webinar (40 minutes)	Young Worker Safety: Changing the Culture	Workers Compensation Board	Virtual	FREE
Webinar (25 minutes)	Workplace Harassment – Are You in Compliance?	Workers Compensation Board	Virtual	FREE
Webinar (40 minutes)	Health & Safety Committee Basics	Workers Compensation Board	Virtual	FREE
Webinar (40 minutes)	Workplace Safety for Supervisors	Workers Compensation Board	Virtual	FREE
ONGOING				
Ongoing	Positive Work and Good Manufacturing Practices (GMP) in Food Manufacturing (Microcredential)	Holland College	Virtual	TBA
Ongoing	Problem-Solving and Good Manufacturing Practices (GMP) in Food Manufacturing (Microcredential)	Holland College	Virtual	TBA

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Ongoing and self-directed (6 hours)	Business Writing Skills	Holland College	Virtual	\$150 + HST
Ongoing and self-directed (32-40 hours/course)	New Manager Training Microcredential Series Courses offered in the series: Human Resource Management Organizational Behaviour Performance Management Team Building Skills Leadership Skills	Holland College	Virtual	\$249 + HST/course
Ongoing and self-directed (1 hour)	Onboarding (HR)	CBDC	Virtual	FREE
Ongoing and self-directed (25 minutes)	Financial Literacy	CBDC	Virtual	FREE
Ongoing and self-directed (10 minutes)	Facebook Business Page Tutorial	CBDC	Virtual	FREE