

**TRAINING OPPORTUNITIES
DECEMBER 2024 – JANUARY 2025**



Date/Time	Course	Delivered by	Location	Cost
NEW – HOLLAND COLLEGE COURSES - NEW				
To be confirmed Full day	MS Office: Excel Level 1	Holland College	Charlottetown	\$150 + HST
To be confirmed Full day	MS Office: Excel Level 2	Holland College	Charlottetown	\$150 + HST
To be confirmed Full day	MS Office: Excel Level 3	Holland College	Charlottetown	\$150 + HST
To be confirmed Full day	MS Office: Word Level 1	Holland College	Charlottetown	\$150 + HST
To be confirmed Full day	MS Office: Word Level 2	Holland College	Charlottetown	\$150 + HST
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

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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
December 12 9 – 10:30 am	Navigating First Aid Regulations	Workers Compensation Board	Loyalist Inn 195 Heather Moyse Drive Summerside	FREE
JANUARY				
January 21 10 – 11:30 am	Marketing Basics (1 of 2)	Lee Gallant IDEA Consulting	Virtual	FREE
January 23 10 – 11:30 am	Marketing Basics (2 of 2)	Lee Gallant IDEA Consulting	Virtual	FREE
WCB WEBINARS AND ONLINE COURSES				
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

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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	\$300 + HST
Ongoing	Problem-Solving and Good Manufacturing Practices (GMP) in Food Manufacturing (Microcredential)	Holland College	Virtual	\$300 + HST
Ongoing and self-directed (6 hours)	Business Writing Skills	Holland College	Virtual	\$150 + HST
Ongoing and self-directed (8-10 hours/ module)	New Manager Training Microcredential Series Modules offered in the series: Effective Communication for Managers	Holland College	Virtual	\$249 + HST/ course OR

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Date/Time	Course	Delivered by	Location	Cost
	Managerial Planning Human Resource Management Leadership Skills Organizational Culture Performance Management Team Building Skills			\$1,500 + HST for bundle
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