

**TRAINING OPPORTUNITIES
JANUARY – FEBRUARY 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
JANUARY				
January 7 9 – 10 am	Health and Safety Committee Basics & Safety Leadership	Workers Compensation Board	Virtual	FREE
January 14 9 – 10 am	Psychological Health and Safety in the Workplace	Workers Compensation Board	Virtual	FREE

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Date/Time	Course	Delivered by	Location	Cost
January 15 9:30 – 11 am	Operating Your Business: the Basics (1 of 5)	Mary Beaton, Payroll Performance AND Katy Baker, Pricing for Profit Inc.	Virtual	FREE
January 16 9 am – 4 pm <i>Storm Date: January 23</i>	Food Safety Course	PEI Government	Loyalist Inn 195 Heather Moyse Drive Summerside	\$50 + HST
January 16 6 – 8:30 pm	Successful Business Plan Workshops (1 of 4)	Cathy Rose	Montague Rural Action Centre	FREE
January 21 9 – 10 am	Workplace Harassment	Workers Compensation Board	Virtual	FREE
January 21 10 – 11 am	Marketing Basics (1 of 2)	Lee Gallant IDEA Consulting	Virtual	FREE
January 22 9:30 – 11 am	Operating Your Business: the Basics (2 of 5)	Mary Beaton, Payroll Performance AND Katy Baker, Pricing for Profit Inc.	Virtual	FREE
January 23 10 – 11 am	Marketing Basics (2 of 2)	Lee Gallant IDEA Consulting	Virtual	FREE
January 23 6 – 8:30 pm	Successful Business Plan Workshops (2 of 4)	Cathy Rose	Montague Rural Action Centre	FREE
January 28 9 am – 12 pm	Navigating First Aid Regulations	Workers Compensation Board	Hampton Inn & Suites 300 Capital Drive, Charlottetown	FREE
January 28 1 – 4 pm	Microsoft Excel - Intermediate Level	KOS Chartered Public Accountants	Alberton Rural Action Centre	FREE

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Date/Time	Course	Delivered by	Location	Cost
January 29 9:30 – 11 am	Operating Your Business: the Basics (3 of 5)	Mary Beaton, Payroll Performance AND Katy Baker, Pricing for Profit Inc.	Virtual	FREE
January 30 6 – 8:30 pm	Successful Business Plan Workshops (3 of 4)	Cathy Rose	Montague Rural Action Centre	FREE
FEBRUARY				
February 5 9:30 – 11 am	Operating Your Business: the Basics (4 of 5)	Mary Beaton, Payroll Performance AND Katy Baker, Pricing for Profit Inc.	Virtual	FREE
February 6 9 am – 12 pm	Health and Safety Committee Basics & Safety Leadership	Workers Compensation Board	Loyalist Inn 195 Heather Moysse Drive Summerside	FREE
February 6 9 – 11 am	Hearing Conservation Programs	Workers Compensation Board	Hampton Inn & Suites 300 Capital Drive, Charlottetown	FREE
February 6 6 – 8:30 pm	Successful Business Plan Workshops (4 of 4)	Cathy Rose	Montague Rural Action Centre	FREE
February 11 9 am – 12 pm	Supervisor Safety	Workers Compensation Board	Hampton Inn & Suites 300 Capital Drive, Charlottetown	FREE
February 11 10 – 11:30 am	Canva Basics	Lee Gallant IDEA Consulting	Virtual	FREE
February 11 10 am – 12 pm	Getting Ready for Tax Season	KOS Chartered Public Accountants	Alberton Rural Action Centre	FREE

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Date/Time	Course	Delivered by	Location	Cost
February 12 9:30 – 11 am	Operating Your Business: the Basics (5 of 5)	Mary Beaton, Payroll Performance AND Katy Baker, Pricing for Profit Inc.	Virtual	FREE
February 18 9 am – 12 pm	Workplace Harassment	Workers Compensation Board	Loyalist Inn 195 Heather Moyse Drive Summerside	FREE
February 19 9 am – 4 pm <i>Storm Date: February 21</i>	Food Safety Course	PEI Government	Holiday Inn Express & Suites 200 Capital Drive, Charlottetown	\$50 + HST
February 19 1 – 4 pm	Microsoft Excel - Advanced Level	KOS Chartered Public Accountants	Alberton Rural Action Centre	FREE
February 20 9 – 10 am	Identifying and Controlling Hazards	Workers Compensation Board	Virtual	FREE
February 25 6 – 8:30 pm	Nuts & Bolts of Business Success (1 of 4)	Jeremy Koughan KOS Chartered Public Accountants	Alberton Rural Action Centre	FREE
February 27 9 am – 12 pm	Navigating First Aid Regulations	Workers Compensation Board	Loyalist Inn 195 Heather Moyse Drive Summerside	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 	Workers Compensation Board	Online	FREE

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Date/Time	Course	Delivered by	Location	Cost
	<ul style="list-style-type: none"> • Supervisor Safety • Work Disability Management • Workplace Safety for Young Workers 			
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

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Date/Time	Course	Delivered by	Location	Cost
Ongoing and self-directed (8-10 hours/module)	New Manager Training Microcredential Series Modules offered in the series: Effective Communication for Managers Managerial Planning Human Resource Management Leadership Skills Organizational Culture Performance Management Team Building Skills	Holland College	Virtual	\$249 + HST/course OR \$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