

**TRAINING OPPORTUNITIES
OCTOBER - NOVEMBER 2022**



Date/Time	Course	Delivered by	Location	Cost
ONGOING				
Ongoing and self-directed (6 hours)	Business Writing Skills https://www.hollandcollege.com/about/customized-training/business-writing-skills-online.html	Holland College	Virtual	\$150 + HST
Ongoing and self-directed (32-40 hours/course)	New Manager Training Microcredential Series https://www.hollandcollege.com/about/customized-training/new-manager-training.html Courses offered in the series: Communication Skills Human Resource Management Performance Management Team Building Skills Leadership Skills Essential Management Skills Organizational Behaviour	Holland College	Virtual	\$249 + HST/course
Webinar (25 minutes)	Workplace Harassment – Are You in Compliance? https://www.youtube.com/embed/fbZc3-BaSkA?rel=0&controls=1&showinfo=0&fs=1&modestbranding=1	WCB	Virtual	FREE

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Webinar (40 minutes)	Young Worker Safety: Changing the Culture https://www.youtube.com/embed/nvC3ekqcFlA?rel=0&controls=1&showinfo=0&fs=1&mode=stbranding=1	WCB	Virtual	FREE
Ongoing and self-directed (1 hour)	Onboarding (HR) https://www.cbdc.ca/en/cbdc-onboarding-course	CBDC	Virtual	FREE
Ongoing and self-directed (25 minutes)	Financial Literacy https://www.cbdc.ca/en/financial-literacy	CBDC	Virtual	FREE
Ongoing and self-directed (10 minutes)	Facebook Business Page Tutorial https://www.cbdc.ca/en/facebook-business-page-tutorial	CBDC	Virtual	FREE
OCTOBER				
October 6 10-11 am	eForce PEI Information Session https://ruralactioncentres.ca/event/eforcepei-information-session/?instance_id=337			
October 11 9 – 11 am	Financial Success Series #2 – Understanding Financial Statements https://www.cbdc.ca/en/events/understanding-financial-statements	CBDC Central PEI Rodney Payne	Online (MS Teams)	FREE
October 12 9 am – 4 pm	Food Safety Course https://www.princeedwardisland.ca/en/service/register-for-a-food-safety-course	PEI Government	Rodd Royalty, 14 Capital Drive	\$50 + HST

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October 12 6 – 8:30 pm	Successful Business Plan Workshop (1 of 4) https://ruralactioncentres.ca/event/successful-business-plan-workshops/?instance_id=322	Cathy Rose	Montague Rural Action Centre	FREE
October 12 6 – 9 pm	Nuts and Bolts of Business Success (1 of 4) https://ruralactioncentres.ca/event/nuts-bolts-of-business-success/?instance_id=381	Riley Shea Keough O’Brien Shea	Mill River Resort	FREE
October 13 9 am – 4 pm	Food Safety Course https://www.princeedwardisland.ca/en/service/register-for-a-food-safety-course	PEI Government	Loyalist Inn, 195 Heather Moyse Drive	\$50 + HST
October 13 10 – 11 am	HR Financials – The True Cost of Employee Turnover https://ruralactioncentres.ca/event/hr-financials-with-sharon-gillis/?instance_id=372	Sharon Gillis Gillis Works	Montague Rural Action Centre	FREE
October 13 1 – 3 pm	Workplace Learning PEI Information Session https://ruralactioncentres.ca/event/workplace-learning-pei-information-session/?instance_id=321	Jacob Robar	Montague Rural Action Centre	FREE
October 14 6 – 8:30 pm	Successful Business Plan Workshop (2 of 4) https://ruralactioncentres.ca/event/successful-business-plan-workshops/?instance_id=323	Cathy Rose	Montague Rural Action Centre	FREE
October 14 9 – 11 am	HR Workshop: Intro to Human Resources and COVID 19: Vaccines in the Workplace https://ruralactioncentres.ca/event/hr-workshop-intro-to-human-resources-covid-19-vaccines-in-the-workplace/?instance_id=386	Michelle Penwarden & Tom Hilton	Credit Union Place, Summerside	FREE
October 18 - 22	Small Business Week Activities https://ruralactioncentres.ca/event/cbdc-western-pei-rac-alberton-celebrates-small-business-week/?instance_id=401	CBDC Western PEI Alberton Rural Action Centre	Western PEI	FREE

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October 18 - 22	Co-op and Small Business Week Activities https://ruralactioncentres.ca/event/lets-celebrate-together-co-op-and-small-business-week/?instance_id=418	Wellington Rural Action Centre	Wellington, Abram-Village	FREE
October 19 9 – 10 am	Employee Retention https://ruralactioncentres.ca/event/employee-retention-information-session/?instance_id=390	Margaret Gallant	Montague Rural Action Centre	FREE
October 19 6 – 8:30 pm	Successful Business Plan Workshop (3 of 4) https://ruralactioncentres.ca/event/successful-business-plan-workshops/?instance_id=324	Cathy Rose	Montague Rural Action Centre	FREE
October 19 6 – 9 pm	Nuts and Bolts of Business Success (2 of 4) https://ruralactioncentres.ca/event/nuts-bolts-of-business-success/?instance_id=382	Riley Shea Keough O’Brien Shea	Mill River Resort	FREE
October 21 10 – 11 am	Innovation PEI - Info Session https://ruralactioncentres.ca/event/innovation-pei-info-session/?instance_id=359	David Gamble	Alberton Rural Action Centre	FREE
October 21 6 – 8:30 pm	Successful Business Plan Workshop (4 of 4) https://ruralactioncentres.ca/event/successful-business-plan-workshops/?instance_id=325	Cathy Rose	Montague Rural Action Centre	FREE
October 22 1 – 3 pm	Visual Marketing https://ruralactioncentres.ca/event/visual-marketing-with-storey-sheidow/?instance_id=387	Story Sheidow	Montague Rural Action Centre	FREE
October 25 9 am – 4 pm	Food Safety Course https://www.princeedwardisland.ca/en/service/register-for-a-food-safety-course	PEI Government	Rodd Royalty, 14 Capital Drive	\$50 + HST

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October 26 9 – 10:45 am	Conference Series: Violence http://www.wcb.pe.ca/DocumentManagement/Document/pub_ohsworkshopschedule.pdf	Workers Compensation Board	Virtual	FREE
October 26 6 – 9 pm	Nuts and Bolts of Business Success (3 of 4) https://ruralactioncentres.ca/event/nuts-bolts-of-business-success/?instance_id=383	Riley Shea Keough O’Brien Shea	Mill River Resort	FREE
October 26 & 27 9 am – 12 pm	The Leader in You https://www.upei.ca/professional-development/course/leader-you	UPEI	Online	\$449 + HST
October 27 10 – 11 am	HR Financials – Forecasting Your HR Needs https://ruralactioncentres.ca/event/hr-financials-with-sharon-gillis/?instance_id=373	Sharon Gillis Gillis Works	Montague Rural Action Centre	FREE
October 28 10 am – Noon	Employment Standards – Info Session #1 https://ruralactioncentres.ca/event/employment-standards-information-session-3/?instance_id=331	Robert Yeo	Alberton Rural Action Centre	FREE
October 28 1 – 3 pm	Employment Standards – Info Session #2 https://ruralactioncentres.ca/event/employment-standards-information-session-3/?instance_id=331	Robert Yeo	Alberton Rural Action Centre	FREE
NOVEMBER				
November 2 9 am – Noon	Payroll/Remittances/HST – Information Session https://ruralactioncentres.ca/event/payroll-remittances-hst-information-session/?instance_id=332	Ronda Bellefontaine Like Nobody’s Business	TBC (Western PEI)	FREE

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November 2 6 – 9 pm	Nuts and Bolts of Business Success (4 of 4) https://ruralactioncentres.ca/event/nuts-bolts-of-business-success/?instance_id=384	Riley Shea Keough O’Brien Shea	Mill River Resort	FREE
November 2 6:30 – 8 pm	Budget Sessions https://ruralactioncentres.ca/event/budget-sessions-with-jacinthe-lemire/?instance_id=389	Jacinthe Lemire	Wellington	FREE
November 4 10 – 11 am	eForce PEI Information Session https://ruralactioncentres.ca/event/eforcepei-information-session-2/?instance_id=335	Marloes van der Leeuw	Alberton Rural Action Centre	FREE
November 4 10 – 11 am	Employment Standards – Information Session https://ruralactioncentres.ca/event/employment-standards-information-session-2/?instance_id=298	TBC	Montague Rural Action Centre	FREE
November 8 6 – 9 pm	Successful Business Basics (1 of 5) https://ruralactioncentres.ca/event/successful-business-basics-7/?instance_id=438	Blair Aitken	Montague Rural Action Centre	FREE
November 9 8:30 – 11:30 am	Health and Safety Committee Basics & Workplace Inspections http://www.wcb.pe.ca/DocumentManagement/Document/pub_ohsworkshopschedule.pdf	Workers Compensation Board	Summerside (TBD)	FREE
November 9 6:30 – 8 pm	Budget Sessions https://ruralactioncentres.ca/event/budget-sessions-with-jacinthe-lemire-november-9-2021/?instance_id=446	Jacinthe Lemire	Wellington	FREE
November 9 & 10 9 am – 12 pm	Cultural Awareness in the Workplace https://www.upei.ca/professional-development/course/cultural-awareness-workplace	UPEI	Online	\$449 + HST

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November 10 10 – 11 am	HR Financials – HR Budgeting https://ruralactioncentres.ca/event/hr-financials-with-sharon-gillis/?instance_id=374	Sharon Gilliis Gillis Works	Montague Rural Action Centre	FREE
November 10 6 – 9 pm	Successful Business Basics (2 of 5) https://ruralactioncentres.ca/event/successful-business-basics-7/?instance_id=439	Blair Aitken	Montague Rural Action Centre	FREE
November 15 9 – 11 am	Financial Success Series #3 – Preparing for Year End https://www.cbdc.ca/en/events/preparing-for-year-end	CBDC Central PEI Rodney Payne	Online (MS Teams)	FREE
November 15 6 – 9 pm	Successful Business Basics (3 of 5) https://ruralactioncentres.ca/event/successful-business-basics-7/?instance_id=440	Blair Aitken	Montague Rural Action Centre	FREE
November 16 9 am - Noon	Walk In with a Business Idea...Walk Out with a Business Plan – Workshop (1 of 2) https://ruralactioncentres.ca/event/walk-in-with-a-business-idea-walk-out-with-a-business-plan-workshop-2/?instance_id=392	Ronda Bellefontaine Like Nobody's Business	Mill River Resort	FREE
November 16 9:30 am – 12:30 pm	Workplace Safety for Supervisors & Health and Safety Orientation http://www.wcb.pe.ca/DocumentManagement/Document/pub_ohsworkshopschedule.pdf	Workers Compensation Board	Charlottetown (TBD)	FREE
November 17 6 – 9 pm	Successful Business Basics (4 of 5) https://ruralactioncentres.ca/event/successful-business-basics-7/?instance_id=441	Blair Aitken	Montague Rural Action Centre	FREE
November 22 9 am – 4 pm	Food Safety Course https://www.princeedwardisland.ca/en/service/register-for-a-food-safety-course	PEI Government	Rodd Royalty, 14 Capital Drive	\$50 + HST

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November 22 6 – 9 pm	Successful Business Basics (5 of 5) https://ruralactioncentres.ca/event/successful-business-basics-7/?instance_id=442	Blair Aitken	Montague Rural Action Centre	FREE
November 23 & 24 9 am – 12 pm	Effective Teams https://www.upei.ca/professional-development/course/effective-teams	UPEI	Online	\$749 + HST
November 24 9 am - Noon	Walk In with a Business Idea...Walk Out with a Business Plan – Workshop (2 of 2) https://ruralactioncentres.ca/event/walk-in-with-a-business-idea-walk-out-with-a-business-plan-workshop-2/?instance_id=393	Ronda Bellefontaine Like Nobody's Business	Mill River Resort	FREE
November 24 9 am – 4 pm	Food Safety Course https://www.princeedwardisland.ca/en/service/register-for-a-food-safety-course	PEI Government	Loyalist Inn, 195 Heather Moyses Drive	\$50 + HST
November 30 1 – 2 pm	Workplace Harassment http://www.wcb.pe.ca/DocumentManagement/Document/pub_ohsworkshopschedule.pdf	Workers Compensation Board	Virtual	FREE