

**TRAINING OPPORTUNITIES
NOVEMBER - DECEMBER 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
NOVEMBER				
November 7-10 (26 hours) 9 am – 4 pm	Domestic Vessel Safety https://www.hollandcollege.com/programs/CE-courses/course-details.php?id=57159&source=cc	Holland College	Marine Training Centre, Summerside	\$610 +HST
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 9 am – 12 pm	Payroll Plus the Other Stuff Workshop https://www.cbdc.ca/en/events/payrollplus-the-other-stuff-workshop	CBDC & Rural Action Centre (Western)	Mill River Resort, O'Leary	FREE

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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
November 14-17 (26 hours) 9 am – 4 pm	Domestic Vessel Safety https://www.hollandcollege.com/programs/CE-courses/course-details.php?id=57163&source=cc	Holland College	Off-site (location to be confirmed)	\$650 + HST
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 1:30 – 4 pm	Nuts and Bolts of Business Success (1 of 4) https://ruralactioncentres.ca/event/nuts-bolts-of-business-success-3/?instance_id=725	Riley Shea, KOS CPA	Rural Action Centre, Alberton	FREE
November 15 6 – 9 pm	Successful Business Basics (1 of 5) https://ruralactioncentres.ca/event/successful-business-basics-workshops-4/?instance_id=739	Blair Aitken	Montague Rural Action Centre	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 9 am – 12 :00 pm	Microsoft Excel Spreadsheets – Tips & Tricks Workshop https://www.cbdc.ca/en/events/microsoft-excel-spreadsheets-tips-tricks-workshop	CBDC & Rural Action Centre (Western)	TO BE CONFIRMED	FREE

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November 17-18 8:30 am – 4:30 pm	HACCP Food Safety Plan Development https://atlanticfood.ca/events/international-haccp-alliance-haccp-food-safety-plan-development/	Rajko Platisa	Virtual	\$600 +HST
November 17 6 – 9 pm	Successful Business Basics (2 of 5) https://ruralactioncentres.ca/event/successful-business-basics-workshops-4/?instance_id=740	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
November 22 1:30 – 4 pm	Nuts and Bolts of Business Success (2 of 4) https://ruralactioncentres.ca/event/nuts-bolts-of-business-success-3/?instance_id=726	Riley Shea, KOS CPA	Rural Action Centre, Alberton	FREE
November 22 6 – 9 pm	Successful Business Basics (3 of 5) https://ruralactioncentres.ca/event/successful-business-basics-workshops-4/?instance_id=741	Blair Aitken	Montague Rural Action Centre	FREE
November 23 & 24 9 am – 12 pm	Business Plan Workshop https://ruralactioncentres.ca/event/business-plan-workshop/?instance_id=729	Riley Shea, KOS CPA	Rural Action Centre, Alberton	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 – 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

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November 24-25 9 am – 4 pm	Marine Basic First Aid & CPR https://www.hollandcollege.com/programs/CE-courses/course-details.php?id=57164&source=cc	Holland College	Marine Training Centre, Summerside	\$180 + HST
November 24 6 – 9 pm	Successful Business Basics (4 of 5) https://ruralactioncentres.ca/event/successful-business-basics-workshops-4/?instance_id=742	Blair Aitken	Montague Rural Action Centre	FREE
November 28-December 1 (24 hours) 9 am – 4 pm	Leadership and Teamwork Skills https://www.hollandcollege.com/programs/CE-courses/course-details.php?id=57167&source=cc	Holland College	Marine Training Centre, Summerside	\$1,050 + HST
November 29 9 am – 4 pm	Food Safety Course https://www.princeedwardisland.ca/en/service/register-for-a-food-safety-course	PEI Government	Cavendish Farms Wellness Centre, Montague	\$50 + HST
November 29 1:30 – 4 pm	Nuts and Bolts of Business Success (3 of 4) https://ruralactioncentres.ca/event/nuts-bolts-of-business-success-3/?instance_id=727	Riley Shea, KOS CPA	Rural Action Centre, Alberton	FREE
November 29 6 – 9 pm	Successful Business Basics (5 of 5) https://ruralactioncentres.ca/event/successful-business-basics-workshops-4/?instance_id=743	Blair Aitken	Montague Rural Action Centre	FREE
November 30 9 am – 4 pm	Food Safety Course https://www.princeedwardisland.ca/en/service/register-for-a-food-safety-course	PEI Government	Mill River Resort, O’Leary	\$50 + HST
November 30 1 – 2 pm	Workplace Harassment http://www.wcb.pe.ca/DocumentManagement/Document/pub_ohsworkshopschedule.pdf	Workers Compensation Board	Virtual	FREE

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DECEMBER				
December 6 9 am – 4 pm	Be an Ally! Equity, Diversity and Inclusion in the Workplace https://www.upei.ca/professional-development/course/equity-diversity-and-inclusion-in-the-workplace	UPEI	UPEI Alumni Hall	\$499 + HST
December 6 1:30 – 4 pm	Nuts and Bolts of Business Success (4 of 4) https://ruralactioncentres.ca/event/nuts-bolts-of-business-success-3/?instance_id=728	Riley Shea, KOS CPA	Rural Action Centre, Alberton	FREE
December 8 9 am – 4 pm	Dealing with Difficult People https://www.upei.ca/professional-development/course/dealing-difficult-people	UPEI	UPEI Alumni Hall	\$349 + HST
December 13 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