I, Business Intelligence

*Empowering individuals and businesses with the practical,
specific knowledge and tools required to achieve their goals.*

Training and Course Collections

Let's Business Smarter.

Welcome to our Training and Course Catalog, where we are committed to delivering excellence and flexibility in professional education.

Common Features of Our Training and Course Collections:

1. **Diverse Learning Formats**: Choose from either in-person sessions or remote formats, tailored to accommodate your learning preferences and logistical needs.

2. **Versatile Session Options**: Engage in enriching learning experiences, available as individual sessions for focused personal development or group sessions for collaborative learning.

3. **Expert Instruction**: Benefit from the knowledge and insights of our highly qualified and experienced instructors.

4. **Customized Learning Journey (Learn-What-You-Need)**: Our unique LWYN approach allows for a personalized learning experience. Courses are tailored in content and duration to meet your specific professional requirements.

5. **Recognition of Achievement**: Upon satisfactory completion of your course, you will be awarded a Certificate of Completion, a testament to your dedication and skill acquisition.

6. **Flexible Payment Options**: We understand the importance of financial flexibility, which is why we offer various payment plans to suit your budget.

7. **Comprehensive Resource Provision**: All necessary materials and eTextbooks, where applicable, are included in your investment, ensuring you have all the resources you need for a successful learning experience.

8. **Government Funding for Alberta-Based Participants**: If you or your group are based in Alberta, in Canada and are being funded by an employer, you may be eligible for partial or full government funding to facilitate your training opportunities. Eligible employers can apply for this support to help both employees and unemployed Albertans access training. For more information and to apply, please visit the Canada-Alberta Job Grant website (https://www.alberta.ca/canada-alberta-job-grant).

Join us in embarking on a journey of professional growth and personal enrichment. Our courses are designed not just to educate, but to empower you to excel in your chosen field.
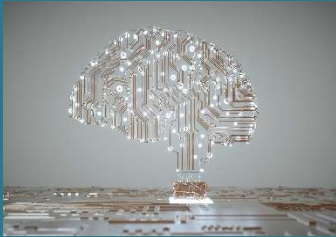
TRAINING COLLECTION

Training Name	Description and Modules	Investment ($CAD)
Microsoft 365 for Professionals: Enhance Your Workplace Productivity	This course is an <u>overview</u> of selected topics from the following MS Office applications: • MS Word • MS Excel • MS PowerPoint • MS Access • MS Outlook	$ 899
Mastering Microsoft 365: Advanced Techniques	Dive deep into the advanced functionalities of Microsoft 365 with this comprehensive course. This expert-level program is designed for individuals who want to significantly enhance their productivity and value in any professional setting. • **Advanced Word** • **Excel Expertise** • **PowerPoint Prowess** Ideal for those looking to leverage MS 365 for advanced business applications, data analysis, and compelling presentations, this course is your gateway to becoming an MS 365 expert. Pervious Basic to Intermediate knowledge for those application is required.	$ 999

Training Name	Description and Modules	Investment ($CAD)

Typing (Keyboarding) Mastery	This comprehensive, self-paced course is designed for individuals looking to improve their typing speed and accuracy. Utilizing specialized software, the course offers a personalized learning experience, adapting to each user's skill level.
	
	Tier 1: Beginner Level
	
	• **Module 1: Introduction to Typing**
	  ➢ Understanding the keyboard layout
	  ➢ Finger placement basics
	  ➢ Introduction to touch typing
	• **Module 2: Basic Typing Skills**
	  ➢ Home row keys practice
	  ➢ Lower and upper case typing
	  ➢ Basic punctuation
	
	Tier 2: Intermediate Level
	
	• **Module 3: Speed Building**
	  ➢ Advanced finger exercises
	  ➢ Speed drills and tests
	  ➢ Introduction to typing common word combinations
	• **Module 4: Accuracy Enhancement**
	  ➢ Techniques to improve typing accuracy
	  ➢ Custom tests to target weak areas
	  ➢ Advanced punctuation and number typing
		$99

Training Name	Description and Modules	Investment ($CAD)

	Tier 3: Advanced Level
	
	• **Module 5: Professional Typing Skills**
	  ➢ Typing complex sentences and paragraphs
	  ➢ Special character typing
	  ➢ Real-world typing scenarios and exercises
	• **Module 6: Expert Challenges**
	  ➢ Speed and accuracy challenges
	  ➢ Industry-specific typing exercises (legal, medical, coding, etc.)
	  ➢ Advanced data entry skills	

Effective Office Administration and Interviewing Skills	This intensive course is designed to prepare aspiring administrative professionals to thrive in dynamic office environments. Participants will explore key aspects of the profession, understand detailed training processes, and gain practical experience in conducting interviews and synthesizing reports. The curriculum is divided into theoretical learning and practical applications, ensuring a balanced approach to acquiring essential administrative competencies. • **Overview of the Profession** o General responsibilities and hiring criteria for administrative roles	$649

Training Name	Description and Modules	Investment ($CAD)

	- **The Nature of the Work**
	  ○ Active and future work environments
	  ○ Tasks and responsibilities
	- **Overview of the Training Program**
	  ○ Learning mode, duration, and schedule of training
	  ○ Regulations
	- **Developing Professional Skills**
	  ○ Assessment techniques
	  ○ Boost skills and discover specialization opportunities
	- **Preparing for Interviews**
	  ○ Establishing contact and preparing interview questions
	  ○ Practical role-plays on conducting interviews
	- **Professional Interview Techniques**
	  ○ Conducting the interview in a professional manner
	  ○ Writing summaries of interviews
	- **Writing a Comprehensive Report**
	  ○ Guidelines for presenting a report effectively
	- **Utilizing Checklists and Media Resources**
	  ○ How to use checklists to ensure completeness
	- **Practical Interview Project**
	  ○ Mock interview, from planning to execution	

Training Name	Description and Modules	Investment ($CAD)
  Artificial Intelligence (AI) Collective	This comprehensive training collection merges two critical domains of modern technology and business intelligence: • **Module 1: Foundations in Analytics, Data Science, and AI** This course serves as a gateway into the fascinating world of analytics and AI. You will gain insights into the basic concepts of analytics, including decision support systems and business intelligence. It further delves into the essentials of data science, providing a solid foundation in understanding and leveraging data for strategic decisions. The course also introduces you to the fundamentals of artificial intelligence, exploring its major technologies and diverse business applications. This foundational knowledge sets the stage for more advanced explorations into the field. • **Module 2: ChatGPT and Advanced AI Applications** Building upon the foundational concepts, this segment of the collection focuses on the groundbreaking technology of ChatGPT and its various applications. You will explore the	$729

Training Name	Description and Modules	Investment ($CAD)
	intricacies of ChatGPT, understanding its underlying mechanisms, such as natural language processing, machine learning, and neural networks. The course will guide you through practical applications of ChatGPT in various sectors, including customer service, content creation, programming assistance, and more. You will also learn about the ethical considerations and future potential of AI technologies like ChatGPT. This collection is ideal for professionals seeking to expand their expertise in the latest technologies and anyone interested in understanding the transformative power of AI and ChatGPT in various industries.	
Project Management Fundamentals	Learning project management is crucial for business professionals to plan, execute, and deliver projects effectively. Project managers lead and implement critical projects to help organizations succeed. Understanding project characteristics like its temporary nature, objective to create unique products or services, and defined start and end dates is vital to successful completion. Proficiency in project management methodologies, tools, and techniques like risk management, change control,	$ 1,999

Training Name	Description and Modules	Investment ($CAD)
	and stakeholder management enables efficient project management. By understanding project management, professionals can help organizations achieve goals and improve performance. • An Overview of Project Management • The Role of the Project Manager • Planning the Project • Stakeholder Management • Developing a Mission, Vision, Goals, and Objectives for the Project • Creating the Project Risk and Communication Plans • Using the Work Breakdown Structure to Plan a Project • Scheduling Project Work • Project Control and Evaluation • The Change Control Process • Project Control Using Earned Value Analysis • Managing the Project Team • The Project Manager as Leader • Closing the Project • How to Make Project Management Work in Your Company	

Training Name	Description and Modules	Investment ($CAD)
The Efficient Professional: A Comprehensive Course in Productivity Methods	Dynamic course designed for individuals seeking to elevate their time management skills and maximize productivity in both personal and professional settings. This comprehensive program delves into four of the most impactful productivity techniques: • **The Pomodoro Technique**: How to break down work into manageable intervals with strategic breaks. • **Eisenhower Matrix:** Empowering to prioritize tasks effectively by urgency and importance, ensuring that they're always working on what matters most. • **3-3-3 Method**: Balanced framework for tackling both deep and light work, ensuring a harmonious blend of productivity and well-being. • **2 Minute Rule:** Actionable strategies for managing smaller tasks immediately, streamlining decision-making and reducing backlog.	$649

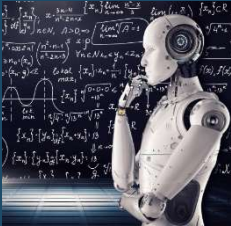| Training Name	Description and Modules	Investment ($CAD)
A Productive Work-Life Balance	This course is designed to introduce you to the principles of lifestyle design and productivity. You will learn strategies for achieving a more efficient and fulfilling work-life balance, with a focus on outsourcing, time management, goal setting and other very effective techniques: • Introduction to Lifestyle Design • Outsourcing & Automation • Time Management 80/20 • Goal Setting: A different Approach • Designing Your Ideal Life	$649

COURSE COLLECTION

A. COMPUTERS AND ARTIFICIAL INTELLIGENCE

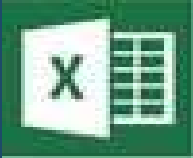| Course Name	Description and Outline	Investment ($CAD)
 Introduction to Computers	Whether you're getting started with your first computer or are just looking to learn more about how they work, you'll find all the information you need to understand how to optimize the use of a computer. You will learn how computers work, how to set up a computer and how to use them. • What Is a computer? • Hardware Vs. Software • Basic Parts of a Computer • Buttons And Ports on A Computer • Understanding Operating Systems • Understanding Applications • Getting Started with Your First Computer • Getting To Know Your Computer's Operating System • The Internet • Keeping Your Computer Physically Clean • Protecting Your Computer • Bringing Your Files with You	$369

Course Name	Description and Outline	Investment ($CAD)
Cyber Security	The Internet makes it possible to access information quickly, communicate around the world, and much more. Unfortunately, the Internet has also certain risks, such as malware, spam, and phishing. Staying safe online, is understanding these risks and learn how to avoid them. • Introduction to Internet safety • Creating Strong Passwords • Your Browser's Security Features • Avoiding Spam and Phishing • How to Avoid Malware • Safe Online Shopping • Understanding Browser Tracking • Social Media Privacy Basics • What To Do if Your Computer Gets a Virus • Installing and Updating Browser Plug-ins • Using Phone Verification • Wi-Fi Security	$369

Course Name	Description and Outline	Investment ($CAD)
Analytics, Data Science, And Artificial Intelligence	This course introduces the world of analytics, data science, and artificial intelligence. Participants will learn about the basic concepts of analytics, decision support systems, business intelligence, data science, and artificial intelligence, as well as the major technologies and business applications. • Introduction to analytics and AI • Predictive analytics and machine learning • Prescriptive analytics and big data • Robotics, Social Networks, AI, and Internet of Things	$675
Maximizing the Potential of ChatGPT: Revolutionizing Education and Research	This course is designed to provide learners with an in-depth understanding of ChatGPT, a cutting-edge language model that is revolutionizing the education and research industries. Explore the advantages and disadvantages of using ChatGPT, learn how it works, and discover how it can be leveraged to improve research and educational outcomes. • Introduction to ChatGPT • Pros and Cons of Using ChatGPT • How ChatGPT Works • The Impact of ChatGPT on Education and Research • Best Practices for Using ChatGPT in • Overcoming Challenges Associated with Using ChatGPT	$399

B. MICROSOFT OFFICE APPLICATIONS

Course Name	Description and Outline	Investment ($CAD)
Microsoft Word 365	Microsoft Word is the standard in business for creating documents such as letters, invitations, term papers, flyers, resumes, reports, novels, and other documents. Basic Level: • Starting Word • Creating a Document • Opening and Viewing a Document • Editing Text • Moving and Copying Text • Printing a Document • Character Formatting • Paragraph Formatting • Setting Tabs and Indents • Document Formatting and Sections • Headers, Footers, and Page Numbering Intermediate Level: • Useful Tools • Revision and Proofreading • Creating Tables • Formatting Tables • Mail Merge (Intro) • Managing Files	$ 369 $ 369

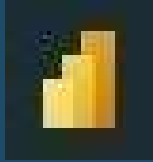|		
	• Customising the Software • Using Styles • Using Templates • Using Various Tools Advanced Level: • Outlining and Multilevel Lists • Using References • Creating Tables of Contents, Indexes, and Tables of Figures • Using Mail Merge • Customising a Main Document • Using Forms • Creating Macros • Protecting, Revising, and Sharing Documents • Integrating Word and Excel • Arranging Text in Columns • Inserting Pictures	$ 369 All 3 levels: $ 999
Microsoft Excel 365	Excel is a spreadsheet application, typically used to display and manipulate numerical data. Microsoft Excel provides data organization and analysis tools that enables you to sort, extract and generate charts from spreadsheet data. Basic Level: • Starting Excel • Creating a Workbook • Modifying a Worksheet	

	• Entering Basic Formulas and Functions • Modifying the Structure of a Worksheet • Formatting the Worksheet • Printing the Worksheet • Using Filters • Using Date and Time Functions • Using Math and Statistical Functions • Using Logical Functions • Using Financial Functions	$ 499
	Intermediate Level: • Creating and Modifying Charts • Formatting Charts • Useful Tools • Customizing Excel • Using Names • Working with Multiple Worksheets • Working with Multiple Workbooks • Working with Outlines and Consolidation • Managing Data Using Tables	$ 499
	Advanced Level: • Using Pivot Tables • Using Power Query • Using Functions • Using What-If Analysis Tools • Using Data Validation • Using Styles, Themes, and Templates • Automating Tasks with Macros • Inserting Text Boxes, Shapes, and Pictures • Integrating Excel Data into Word Documents and PowerPoint Slides	$ 499 **All 3 levels:** **$ 1,275**

Course Name	Description and Outline	Investment ($CAD)
Microsoft Excel – Pivot Tables	A pivot table is a table which is used to store the summary of a certain data set in a condensed manner. It is very helpful in organizing a large amount of data in Microsoft Excel. It assists with summarizing and analyzing data, identify patterns, create reports, and in decision making.	$369
Dashboarding and Reporting with Power Pivot and Excel	Microsoft Power Pivot is a tool that allows users to create and transform data into reports and dashboards in new and much more powerful ways using MS Excel. This course provides a practical method to create a financial dashboard and covers in detail how to combine and shape the relevant data, build the dashboard in Excel, providing layout and design tips and tricks, prepare the model to work with fiscal dates, and show values used in many financial reports, including year-to-date, variance-to-target, percentage-of-total, and running totals reports.	$475
Microsoft PowerPoint 365	PowerPoint enables you to create dynamic presentations using text, graphics, and animation. Slide presentations created with the software are often displayed on projection screens for business, training, or educational presentations. Basic Level: • Starting PowerPoint • Opening and Viewing a Presentation	

	• Creating a Presentation • Modifying Text • Working in the Outline Pane • Modifying and Manipulating Slides • Formatting Text • Formatting Paragraphs • Working with Themes, Slide Masters, and Layout Masters • Using Pictures • Using Shapes • Using Text Boxes	$ 369
	Advanced Level: • Creating Tables • Creating Charts • Using WordArt • Using SmartArt • Adding Audio and Video Clips • Adding Transitions, Animations, and Hyperlinks • Using Various Tools • Setting up a Slide Show	$ 369 All 2 levels: $ 649
Microsoft Access 365	Access is a database tool for gathering and understanding your information such as directories, inventory and even guest lists, providing a convenient way to enter, navigate and report your data.	$ 899

Course Name	Description and Outline	Investment ($CAD)
Microsoft Outlook 365	Outlook is the world's most popular application for email, calendars, and contacts. The Outlook desktop application works with both your personal and work emails.	$ 499
Microsoft Publisher	Publisher is a desktop publishing software package to create various types of marketing materials, including newsletters, brochures, catalogs, postcards, and calendars.	$ 599
Microsoft Visio	Visio is a diagramming tool that can be used to visually communicate technical as well as non-technical representations of ideas, processes, charts, structures, layouts, software models, blueprints and more.	$ 649
Microsoft Project	Project allows you to control project schedules and other resources such as labour and finances, communicate and present project information, and ensure that projects are completed on schedule throughout a project life cycle.	$899

Course Name	Description and Outline	Investment ($CAD)
Microsoft Power BI	Power BI is an interactive data visualization software with a primary focus on business intelligence. Turn your unrelated sources of data into coherent, visually immersive, and interactive insights through the power of dashboarding.	$899
Microsoft Teams	Microsoft Teams enables instant messaging, audio and video calling, rich online meetings, mobile experiences, and extensive web conferencing capabilities. People – including people outside your organization – can actively connect and collaborate in real time.	$ 499

B. LEADERSHIP AND BUSINESS

Course Name	Description and Outline	Investment ($CAD)
Leadership	Understand the concepts of leadership while embracing daily behaviours to build up success in your life. • Leadership • Planning • Prioritizing • Negotiating • Active Listening • Teamwork • Renewal	$649
Leadership for Youth	This course creates awareness in the areas of leadership under the light of the teenage years. Also helping the individual embracing daily behaviours to build up success in the years to come. • Leadership • Planning • Prioritizing • Negotiating • Active Listening • Teamwork • Renewal	$475

Course Name	Description and Outline	Investment ($CAD)
Professional Business Writing	In this course, you will learn how to write and format professional texts in English. You will first review the basics of English grammar before diving into the creation of administrative letters. You will compose the text of different types of letters: invitations, formal notices, acknowledgments of receipt, and much more. You will also learn how to display and format all the elements of a letter according to the standards of the English language. In addition to letters, you will work with other types of texts such as memos, emails, envelopes, fax cover sheets, agendas, minutes, informal reports, and news releases. • Reviewing Grammar Essentials • Avoiding Common Sentence Errors • Using Capitalization, Numbers, and Abbreviations • Planning and Writing the Body of a Letter • Choosing the Right Words • Formatting Business Letters and Envelopes • Creating Various Types of Letters • Creating Emails, Memos, and Fax Cover Sheets • Creating Meeting Notices, Agendas, and Minutes • Creating Informal Reports • Creating News Releases	$649

Course Name	Description and Outline	Investment ($CAD)
Technical Writing Workshop	Technical Writing constitutes documenting complex technical processes. It includes writing and drafting technical concepts, reports, summary statements in almost all occupational fields. This online, self-paced, course offers a variety of resources in different modalities, such as written lessons, animations, and interactive model documents that foster learning across a variety of different styles. Some of the tangible benefits are: • Acquiring knowledge of scoping, planning, structuring, and designing documents. • Learning practical tools to convert complex concepts into simple sentences • Mastering the art of using visuals. • Becoming proficient in using plain language and expressions. • Learning editing and proofreading strategies. • Becoming an expert in making proposals.	$799
Entrepreneurship and Small Businesses	Untangle the complexities of business ownership and operations while drafting your business plan. • Entrepreneurs and Entrepreneurship • Creating Business from Opportunity • Exploring Your Market • Developing the Marketing Mix and Plan • Smart Selling and Effective Customer Service	$749

Course Name	Description and Outline	Investment ($CAD)
	• Understanding and Managing Start-Up, Fixed, and Variable Costs • Using Financial Statement to Guide a Business • Cash Flow and Taxes • Financing Strategy and Tactics • Addressing Legal Issues and Managing Risk • Operating for Success • Management, Leadership, and Ethical Practices • Franchising, Licensing, and Harvesting: Cashing in Your Brand • Business Plan • Resources for Entrepreneurs • Business Mathematics	
Young Entrepreneurs	This entrepreneurship course is designed for youth who are interested in exploring the world of business and entrepreneurship. The course will provide a comprehensive overview of entrepreneurship, including: • Identifying business opportunities • Creating business plans • Managing finances • Marketing products or services • Building a Team • Scaling and Growth The course will also emphasize the skills and attitudes necessary for entrepreneurial success, including risk-taking, creativity, leadership, and communication.	$575

Course Name	Description and Outline	Investment ($CAD)
Business Management for Small Businesses	The world of business management offers an array of career opportunities unparalleled among income earning possibilities. Business management requires a combination of skills and knowledge, coupled with good judgment and leadership qualities. There are several fundamental aspects of operating a business that a business owner should be aware of. This course takes you through some of the various requirements you may encounter while managing a business. • Business Planning • Strategic Planning • Strategic Management Process • Building a powerful bootstrap marketing plan • E-Commerce • Pricing and Credit strategies • Financial Planning and Managing Cash flow • Sources of Financing • Exit Strategies	$749
Business Analytics	The Business Analytics program is designed to give participants an understanding of how to look at data and identify insights, improve their ability to make long-term predictions, and prescribe future actions to help make better business decisions:	$799

Course Name	Description and Outline	Investment ($CAD)
	- Data collection - Descriptive Analytics and statistics - Predictive Analytics and forecasting - Prescriptive Analytics and optimization - Decision making	
Management Information Systems (MIS)	Businesses use information systems at all levels of operation to collect, process, and store data. Management aggregates and disseminates this data in the form of information needed to carry out the daily operations of business. Everyone who works in business uses information systems. A car dealership could use a computer database to keep track of which products sell best. A retail store might use a computer-based information system to sell products over the Internet. In fact, many (if not most) businesses concentrate on the alignment of MIS with business goals to achieve competitive advantage over other businesses. MIS professionals create information systems for data management to meet the needs of managers, staff, and customers. In this course, you will learn to design, implement, and use business information systems in innovative ways to increase the effectiveness and efficiency of your company. - Competitive Advantage with Information Systems - Business Intelligence - Telecommunications	$799

Course Name	Description and Outline	Investment ($CAD)
	• MIS applied to Operations and Customers • E-Commerce • Artificial Intelligence • The Information System plan	
Time Management	This course is designed to help participants prioritize their tasks and manage their time effectively. Participants will learn strategies for: • Prioritizing • Time Management • Task Delegation • Overcoming Procrastination The course is student-centered and focus on providing practical, actionable steps that participants can apply in their professional lives.	$399
Time Management: The Pomodoro Technique	This short course introduces the Pomodoro Technique, a time management method that uses a timer to break work into intervals, traditionally 25 minutes in length, separated by short breaks. Participants will learn the fundamental principles of the technique, how to implement it in their daily routine, and strategies for dealing with interruptions and maintaining focus.	$299

Course Name	Description and Outline	Investment ($CAD)
	• Introduction to Time Management and the Pomodoro Technique • Setting Up Your Pomodoro System • Execution: Running the Pomodoro Cycles • Overcoming Challenges and Distractions • Long-Term Success with Pomodoro • Integrating Pomodoro into Various Work Environments • Advanced Pomodoro: Customizing the Technique	
Task Management: The 2 Minute Rule	The 2 Minute Rule course focuses on immediate action for small tasks to prevent procrastination. Participants will learn to quickly assess the time requirement of tasks and decide on the spot whether to do it, delegate it, defer it, or break it down. This method is excellent for enhancing decision-making skills and reducing to-do list clutter. • Principles Behind the 2 Minute Rule • Practical Assessment of Tasks • Taking Immediate Action on Quick Wins • Delegating, Deferring, and Breaking Down Larger Tasks • Integrating the 2 Minute Rule into Everyday Life • Advanced Techniques for Task Management • The 2 Minute Rule in Team Settings	$299

Course Name	Description and Outline	Investment ($CAD)
Decision-Making: The Eisenhower Matrix	This short course covers the Eisenhower Matrix, a decision-making tool for organizing and prioritizing tasks by urgency and importance. Participants will learn to categorize tasks effectively, make strategic decisions about their to-do lists, and understand the principles of delegation and task elimination. • Fundamentals of the Eisenhower Matrix • Identifying Urgent vs. Important Tasks • Strategies for Immediate Action on Critical Tasks • The Art of Deciding and Delegating • Eliminating the Non-Essential • Case Studies: Applying the Eisenhower Matrix in Real-Life Scenarios • Tools and Resources for Implementing the Eisenhower Matrix	$349
SMART Goal Setting	In this course, you will learn to set and achieve meaningful goals. You'll develop a growth mindset and learn to improve your productivity by setting SMART goals, creating an action plan, overcoming obstacles, and achieving success. • Introduction to goal setting • Developing a growth mindset for effective goal setting • Setting SMART goals	$399

Course Name	Description and Outline	Investment ($CAD)
	• Creating an action plan • Overcoming obstacles and staying motivated • Achieving success and maintaining progress	
Work Planning: The 3-3-3 Method	This short course explores the 3-3-3 Method for balancing deep and light work. It teaches how to allocate time for intensive tasks while managing other responsibilities through a structured approach. The course covers goal setting, identifying task types, and creating a personalized work plan. • Introduction to the 3-3-3 Method and Productive Work Structures • Planning and Executing 3 Hours of Deep Work • Managing 3 Shorter Urgent Tasks Effectively • Integrating 3 Maintenance Tasks into Your Daily Routine • Balancing Deep and Light Work for Maximum Productivity • Adapting the 3-3-3 Method to Different Work Styles • Troubleshooting Common Issues in Implementing the 3-3-3 Method	$349

Course Name	Description and Outline	Investment ($CAD)
Supply Chain Management (SCM)	This course explores the strategic and operational aspects of managing supply chains and provides a comprehensive understanding of how supply chain elements work together to create a cohesive and efficient system. • Introduction to Supply Chain Management • Supply Chain Strategy • Designing the Supply Chain Network • Procurement and Supply Management • Manufacturing and Operations • Inventory Management • Transportation and Logistics • Customer Relationship Management (CRM) • Supply Chain Integration and Technology	$799
Effective Office Administration and Interviewing Skills	o	

C. TAXATION

Course Name	Description and Outline	Investment ($CAD)
  Bookkeeping Fundamentals	Targeted to individuals who are new to the field or small business owners who wish to manage their own books. The focus is on fundamental principles, common bookkeeping practices, and the use of basic accounting software. • Introduction to Bookkeeping • The Accounting Equation and Double-Entry System • Managing Financial Transactions • Bank Reconciliation • Handling Accounts Receivable and Payable • Payroll Fundamentals • Using Bookkeeping Software • Preparing Financial Statements • Basic Taxation for Bookkeepers • Ethics and Best Practices in Bookkeeping	$399
  Basic Tax Filing Concepts	This course aims to provide learners with a fundamental understanding of the Canadian tax system, focusing on the basics of tax filing for individuals. It is designed for those who are new to tax filing or who want to better understand the process to manage their personal taxes more effectively.	$399

Course Name	Description and Outline	Investment ($CAD)
	• Introduction to the Canadian Tax System • Understanding Taxable Income • Gathering and Organizing Tax Documents • Tax Credits and Deductions • Filing Your Tax Return • After Filing: Assessments and Adjustments	
Tax Filing for Self-Employed Individuals	This course is tailored for self-employed individuals, freelancers, and small business owners in Canada. It covers specific tax considerations, obligations, and opportunities relevant to those who manage their own businesses or freelance work, focusing on optimizing tax filing and maximizing deductions. • Basics of Self-Employment Taxation • Record Keeping and Expense Tracking • Calculating Business Income • Home Office and Other Deductions • GST/HST and Payroll Taxes • Filing and Paying Taxes • Dealing with Audits and Appeals	$649

D. SOFT SKILLS

Course Name	Description and Outline	Investment ($CAD)
Mastering Strategic Thinking for Effective Leadership	This course is designed to equip professionals with the tools and frameworks necessary to develop strategic thinking capabilities. Participants will learn how to analyze complex situations, anticipate future opportunities and challenges, and make decisions that align with their organization's strategic goals. • Introduction to Strategic Thinking • Core Concepts • Strategic Analysis Tools and Frameworks • Strategic Innovation and Execution • Personal Development Plan	$449
The Art of Negotiation: Strategies for Success	This interactive course will explore the fundamentals of negotiation, from preparation to closing deals. Participants will engage in simulated negotiation scenarios to develop practical skills in persuasion, conflict resolution, and agreement building. • Fundamentals of Negotiation • Getting to Yes • Negotiation Techniques • Simulation Exercises • Reflective Practice	$499

Course Name	Description and Outline	Investment ($CAD)
Persuasion Techniques for Influential Communication	Learn the science and art of persuasion to effectively influence others and drive results. This course combines theory with practical exercises to teach you how to craft compelling messages, understand your audience, and utilize emotional and logical appeals. Ideal for leaders, marketers, and anyone looking to improve their persuasive communication skills. • Principles of Persuasion • The Psychology of Persuasion • Persuasive Communication Skills • Practical Application • Personalized Persuasion Strategy	$449
Powerful Presentation Skills for Impactful Speaking	This course focuses on enhancing your presentation skills to communicate ideas clearly, engage your audience, and leave a lasting impression. Learn techniques for designing compelling presentations, mastering verbal and non-verbal communication, and handling audience questions with confidence. • Basics of Effective Presentations • Talk Like TED • Designing Your Presentation • Delivery Techniques • Practice and Feedback • Creating Your Signature Presentation	$499

Course Name	Description and Outline	Investment ($CAD)
Critical Thinking and Problem-Solving for Decision Makers	Develop your ability to think critically and solve complex problems effectively. This course covers analytical thinking, logical reasoning, and creative problem-solving strategies. Participants will apply these skills in case studies to make informed decisions and tackle real-world challenges. • Introduction to Critical Thinking • Thinking, Fast and Slow • Problem-Solving Strategies • Application in Decision Making • Critical Thinking in Practice • Developing a Critical Mindset	$449
Mentoring Excellence: Building Future Leaders	This course is designed for experienced professionals interested in developing their mentoring skills to guide and inspire future generations. Topics include effective communication, setting goals, providing feedback, and fostering a growth mindset in mentees. • Mentoring Fundamentals • The Elements of Mentoring • Mentoring Skills • Creating a Mentoring Program • Case Studies • Personal Mentoring Plan	$599

Course Name	Description and Outline	Investment ($CAD)
Emotional Intelligence: The Key to Professional Success	Enhance your emotional intelligence to improve interpersonal relationships, manage stress, and achieve professional success. This course will help participants understand and manage their emotions, empathize with others, and develop social skills to navigate the workplace effectively. • Understanding Emotional Intelligence (EQ) • Developing EQ Skills • EQ in the Workplace • Personal EQ Development Plan	$499
Cultivating Innovation: Transforming Ideas into Impact	Unlock your creative potential and foster an innovative mindset with this course. Participants will learn strategies for idea generation, overcoming innovation barriers, and implementing change within organizations. Interactive sessions will encourage collaboration and creative thinking. • Innovation Fundamentals • The Innovator's Dilemma • Fostering a Culture of Innovation • Implementing Innovative Ideas • Innovation Challenges • Innovation Action Plan	$449

Course Name	Description and Outline	Investment ($CAD)
Strategic Financial Management for Non-Financial Leaders	Aimed at professionals without a financial background, this course demystifies financial concepts and tools for better business decisions. Learn about budgeting, forecasting, financial analysis, and strategic investment decisions to contribute to your organization's financial health. • Financial Management Basics • Practical Lessons • Financial Decision-Making • Financial Planning and Analysis • Financial Management Tools • Developing Financial Acumen	$499
Building Resilience: Thriving in the Face of Adversity	This course offers strategies to build personal and professional resilience. Participants will learn how to adapt to change, recover from setbacks, and maintain a positive outlook despite challenges. The course combines psychological insights with practical tips for stress management and self-care. • Resilience 101 • Key Strategies • Resilience in Personal and Professional Life • Resilience Practices • Building Your Resilience Plan	$499

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