



Training Catalog 2026-2027

Welcome to I, Business Intelligence (iBI)

Empowering People. Strengthening Organizations. Building Futures.

At [I, Business Intelligence](#) (iBI), we believe that practical skills create opportunities, confidence, and measurable results. Since our founding in Calgary, Alberta, in 2018, we have helped professionals, entrepreneurs, students, newcomers, community organizations, Indigenous communities, and businesses develop the knowledge and capabilities needed to thrive in today's evolving workplace.

Our mission is simple:

To provide practical, affordable, and results-driven training that transforms knowledge into action.

Whether you are looking to improve your productivity with Microsoft 365, gain confidence in business analytics, launch a business, strengthen your communication skills, or prepare for new career opportunities, our programs are designed to deliver real-world value that can be applied immediately.

About iBI

I, Business Intelligence (iBI) is a Canadian training and business consulting company specializing in:

- ▶ Microsoft 365 Training
- ▶ Business Productivity & Digital Skills
- ▶ Data Analysis & Reporting
- ▶ Business Intelligence & Power BI
- ▶ Entrepreneurship & Business Planning
- ▶ Professional Development
- ▶ Workplace Communication
- ▶ Process Improvement & Automation
- ▶ Youth Career Development Programs



Our programs are delivered by experienced industry professionals who combine practical workplace expertise with effective instructional techniques to create engaging and meaningful learning experiences.

Unlike many training providers that focus primarily on theory, iBI emphasizes practical application, hands-on exercises, real-world scenarios, and workplace-ready skills.

Why Choose iBI?

Practical and Hands-On Learning: Every course is designed around real workplace situations and practical exercises that participants can immediately apply in their jobs, businesses, studies, or personal projects.

Learn What You Need (LWYN™) Approach: We understand that every learner and organization has unique goals. Our flexible delivery model allows us to adapt content and examples to meet specific needs and learning objectives.

Experienced Industry Facilitators: Our instructors bring years of experience in corporate environments, business operations, training, analytics, project support, entrepreneurship, and technology adoption.

Flexible Delivery Options

- ✓ Online (Live Instructor-Led)
- ✓ In-Person
- ✓ Hybrid
- ✓ Private One-on-One Coaching
- ✓ Corporate Group Training
- ✓ Community Organization Partnerships

Immediate Workplace Impact: Participants leave our programs with skills they can use immediately to improve productivity, communication, decision-making, and professional confidence.

What Makes Our Programs Different?

Our courses are designed to help participants achieve both emotional and practical outcomes.



Practical Outcomes

Participants learn how to:

- Work more efficiently
- Save time on repetitive tasks
- Organize information effectively
- Analyze and visualize data
- Improve communication skills
- Create professional documents and presentations
- Increase workplace productivity
- Strengthen leadership and entrepreneurial capabilities

Personal Outcomes

Participants experience:

- Increased confidence
- Reduced technology anxiety
- Improved employability
- Better workplace performance
- Greater career opportunities
- Enhanced professional credibility

Included with Most Programs

Depending on the program selected, participants may receive:

- ✓ Live Instructor-Led Training
- ✓ Hands-On Exercises
- ✓ Practice Files and Templates
- ✓ Course Notes and Learning Resources
- ✓ Certificate of Completion
- ✓ Q&A and Instructor Support
- ✓ Real-World Business Examples
- ✓ Downloadable Resources



Training Delivery Options

Individual Learning: Perfect for professionals seeking to upgrade their skills or prepare for career advancement opportunities.

Corporate Training: Customized solutions designed to improve team productivity, collaboration, communication, reporting capabilities, and technology adoption.

Community & Non-Profit Organizations: Affordable and flexible programs designed to support workforce development and community capacity-building initiatives.

Youth Development Programs: Programs that help students build digital literacy, productivity, communication, entrepreneurship, and career readiness skills.

Investment in Your Future

The programs contained in this catalog are designed to deliver measurable value and practical outcomes.

Investment amounts shown throughout this catalog represent standard public individual enrollment pricing. Customized corporate training, private coaching, group discounts, and organizational packages are available upon request and may vary depending on delivery format, customization requirements, group size, and location.

Your Success Starts Here

Whether your goal is to advance your career, improve your workplace performance, grow your business, support your team, or prepare for future opportunities, iBI is committed to helping you achieve meaningful and lasting results.

We look forward to being part of your learning journey.



Ivan A. Padilla

President & Lead Facilitator

PROGRAMS *(All programs are priced in CAD)*

A) Microsoft 365 Productivity



iBI-2026-001 – Microsoft 365 Business Productivity Pathway

Master Outlook, Teams, Word & PowerPoint to transform your team's workflow. Boost collaboration and crush deadlines!

Overview: A comprehensive 12-hour bootcamp designed to transform corporate teams into productivity powerhouses.

Course Outline:

- Module 1 (3 hrs): Outlook Mastery - Email management, calendar optimization, task integration
- Module 2 (3 hrs): Teams Collaboration - Channels, meetings, file sharing, integrations
- Module 3 (3 hrs): Word Professional Documents - Styles, templates, collaboration features
- Module 4 (3 hrs): PowerPoint Excellence - Design principles, storytelling, executive presentations

Outcomes: Participants will achieve seamless workflow integration across all core Microsoft 365 applications.

Investment: \$1,495

iBI-2026-002 – Data Reporting & Automation Pathway

Transform raw data into actionable insights. Automate reports, build dashboards, and become the go-to analyst in your org!

Overview: A 15-hour intensive bootcamp that transforms analysts into data automation experts.



Course Outline:

- Module 1 (4 hrs): Excel Advanced Functions - XLOOKUP, dynamic arrays, complex formulas
- Module 2 (4 hrs): Power Query Mastery - Data import, transformation, automation
- Module 3 (4 hrs): PivotTables & Analysis - Multi-dimensional analysis, calculated fields
- Module 4 (3 hrs): Dashboard Creation - KPI visualization, interactive reports, executive dashboards

Outcomes: Participants will be able to build automated reporting systems that can save significant time each week.

Investment: *\$1,895*

iBI-2026-003 – Executive Communication & Presentation Pathway

Craft compelling narratives that move boardrooms. Lead with confidence through powerful presentations and documents!

Overview: A 10-hour cohort program designed for leaders who need to influence and inspire.

Course Outline:

- Module 1 (3 hrs): Executive Storytelling - Narrative frameworks, persuasion techniques
- Module 2 (4 hrs): PowerPoint for Leadership - Data visualization, boardroom presentations
- Module 3 (3 hrs): Professional Word Documents - Reports, proposals, executive summaries

Outcomes: Participants will develop a commanding presence through polished, persuasive communication.

Investment: *\$1,495*



iBI-2026-032 – Power BI for Environmental & Clean Energy Analytics

Drive sustainability with data! Master Power BI to track, visualize, and report on environmental impact.

Overview: A 6-hour intensive for green economy professionals focused on environmental and clean energy reporting.

Course Outline:

- Module 1 (2 hrs): Environmental Data Models - Carbon metrics, water usage, waste tracking
- Module 2 (2 hrs): Sustainability Dashboards - KPI visualization, trend analysis, benchmarking
- Module 3 (2 hrs): Compliance Reporting - Grant requirements, regulatory reports, stakeholder presentations

Outcomes: Participants will create professional sustainability reports that support environmental accountability.

Investment: \$395

iBI-2026-033 – Microsoft 365 Productivity Accelerator

Transform your team's digital workflow! Master the full M365 ecosystem for seamless collaboration and efficiency.

Overview: An 18-hour cohort program designed to support full digital workflow transformation.

Course Outline:

- Week 1 (6 hrs): Outlook & Teams - Email mastery, meeting optimization, team collaboration
- Week 2 (6 hrs): Planner & OneDrive - Task management, file organization, sharing workflows
- Week 3 (6 hrs): Integration & Automation - Cross-app workflows, Power Automate basics, best practices



Outcomes: Participants will achieve organization-wide productivity gains through unified Microsoft 365 adoption.

Investment: \$2,495

iBI-2026-037 — Executive PowerPoint Dashboard Presentations

Command the boardroom! Create data-driven presentations that executives trust and act upon.

Overview: A 4-hour intensive focused on boardroom-ready, data-driven presentations.

Course Outline:

- Module 1 (1.5 hrs): KPI Storytelling - Metric selection, context, narrative flow
- Module 2 (1.5 hrs): Data Slide Design - Charts, tables, visual clarity
- Module 3 (1 hr): Executive Summaries - One-page reports, appendix strategies, Q&A preparation

Outcomes: Participants will present to executive audiences with confidence using polished, data-driven slides.

Investment: \$295

iBI-2026-064 — Microsoft Word: Basic Skills

Master Word basics and create professional documents with confidence. The essential skill every employer expects!

Overview: A 6-hour intensive that builds essential Microsoft Word skills for workplace success.

Course Outline:

- Module 1 (2 hrs): Document Fundamentals - Navigation, text entry, basic formatting, saving
- Module 2 (2 hrs): Formatting & Styles - Fonts, paragraphs, styles, themes, page layout
- Module 3 (2 hrs): Essential Features - Tables, images, headers and footers, printing



Outcomes: Participants will create professional documents confidently for a wide range of workplace needs.

Investment: \$295

iBI-2026-065 – Microsoft Word: Intermediate Skills

Take your Word skills to the next level! Master mail merge, collaboration tools, and advanced formatting.

Overview: A 6-hour intensive for professionals ready to advance their Microsoft Word document skills.

Course Outline:

- Module 1 (2 hrs): Advanced Formatting - Sections, columns, page breaks, style management
- Module 2 (2 hrs): Mail Merge & Automation - Letters, labels, envelopes, data sources
- Module 3 (2 hrs): Collaboration - Track changes, comments, compare documents, co-authoring

Outcomes: Participants will handle complex documents and collaborative workflows with confidence.

Investment: \$295

iBI-2026-066 – Microsoft Word: Advanced Skills

Become a Word expert! Master long documents, forms, macros, and enterprise-level features.

Overview: A 6-hour intensive for professionals who need expert-level Microsoft Word capabilities.

Course Outline:

- Module 1 (2 hrs): Long Documents - Tables of contents, indexes, cross-references, master documents
- Module 2 (2 hrs): Forms & Templates - Content controls, form fields, building blocks
- Module 3 (2 hrs): Automation & Accessibility - Macros, accessibility checker, document inspection



Outcomes: Participants will produce enterprise-grade documents with greater speed and precision.

Investment: \$395

iBI-2026-067 – Microsoft Excel: Basic Skills

Build your Excel foundation! Master essential formulas, tables, and charts that employers demand.

Overview: A 6-hour intensive that builds the Excel foundation employers actively seek.

Course Outline:

- Module 1 (2 hrs): Excel Fundamentals - Navigation, data entry, formatting, cell references
- Module 2 (2 hrs): Formulas & Functions - SUM, AVERAGE, COUNT, IF, and basic formulas
- Module 3 (2 hrs): Tables & Charts - Creating tables, sorting, filtering, and basic charts

Outcomes: Participants will confidently handle everyday Excel tasks in the workplace.

Investment: \$295

iBI-2026-068 – Microsoft Excel: Intermediate Skills

Level up your Excel! Master PivotTables, VLOOKUP, and data analysis tools that set you apart.

Overview: A 6-hour intensive for professionals ready to accelerate their data analysis skills.

Course Outline:

- Module 1 (2 hrs): Advanced Formulas - VLOOKUP, XLOOKUP, IF combinations, named ranges
- Module 2 (2 hrs): PivotTables - Creation, grouping, calculated fields, slicers
- Module 3 (2 hrs): Data Tools - Conditional formatting, data validation, what-if analysis



Outcomes: Participants will analyze data more efficiently and strengthen their profile as capable analysts.

Investment: \$295

iBI-2026-069 – Microsoft Excel: Advanced Skills

Become an Excel expert! Master Power Query, advanced formulas, macros, and professional dashboards.

Overview: A 6-hour intensive for professionals who need advanced Excel mastery.

Course Outline:

- Module 1 (2 hrs): Power Query - Import, transform, and automate data preparation
- Module 2 (2 hrs): Advanced Formulas - Array formulas, INDEX-MATCH, dynamic arrays
- Module 3 (2 hrs): Automation & Dashboards - Macros, VBA basics, executive dashboards

Outcomes: Participants will handle complex data challenges and automate workflows more effectively.

Investment: \$395

iBI-2026-070 – Microsoft PowerPoint: Basic Skills

Create compelling presentations! Master slides, themes, and visuals that capture attention.

Overview: A 4-hour intensive that builds essential presentation skills in Microsoft PowerPoint.

Course Outline:

- Module 1 (1.5 hrs): Presentation Basics - Slides, themes, layouts, text formatting
- Module 2 (1.5 hrs): Visual Elements - Images, shapes, SmartArt, basic charts
- Module 3 (1 hr): Delivery Preparation - Transitions, basic animations, slideshow mode, printing



Outcomes: Participants will create professional presentations that engage a wide range of audiences.

Investment: \$195

iBI-2026-071 — Microsoft PowerPoint: Advanced Skills

Master PowerPoint! Create stunning animations, interactive slides, and executive-level presentations.

Overview: A 4-hour intensive for professionals who need executive-level presentation mastery.

Course Outline:

- Module 1 (1.5 hrs): Slide Masters & Branding - Custom templates, master slides, brand consistency
- Module 2 (1.5 hrs): Advanced Animation - Morph transitions, motion paths, timing
- Module 3 (1 hr): Multimedia & Interactivity - Video, audio, interactive navigation

Outcomes: Participants will create presentations with a polished, executive-level finish.

Investment: \$295

B) Data & Business Analytics



iBI-2026-005 — Spreadsheet Modeling & Decision Analysis

Turn complex decisions into clear action plans. Build powerful models that optimize outcomes and minimize risk!

Overview: A 6-hour intensive course focused on building decision-support models in Excel.

Course Outline:

- Module 1 (2 hrs): Modeling Fundamentals - Structure, assumptions, sensitivity analysis
- Module 2 (2 hrs): Scenario Analysis - What-if modeling, Goal Seek, Solver optimization
- Module 3 (2 hrs): Decision Frameworks - Decision trees, risk analysis, Monte Carlo basics

Outcomes: Participants will create sophisticated models that support higher-quality business decisions.

Investment: \$495

iBI-2026-009 — Power Query Bootcamp for Analysts

Become a data automation expert! Master M language and advanced transformations to handle any data challenge.

Overview: A 6-hour intensive for aspiring data professionals who want stronger Power Query skills.

Course Outline:

- Module 1 (2 hrs): M Language Fundamentals - Syntax, functions, custom formulas
- Module 2 (2 hrs): Advanced Transformations - Unpivot, pivot, complex merges
- Module 3 (2 hrs): Enterprise Workflows - Parameters, functions, error handling, documentation



Outcomes: Participants will be prepared to handle more advanced data transformation challenges with confidence.

Investment: \$495

C) Entrepreneurship

iBI-2026-012 – Canadian Entrepreneur Success Bootcamp

Launch, fund, and lead your business with confidence! A complete bootcamp covering everything from registration to resilience.



Overview: A comprehensive 12-hour bootcamp designed to support entrepreneurs from ideas to launch readiness.

Course Outline:

- Module 1 (2 hrs): Canadian Business Structures & Registration - Sole proprietorship, partnership, corporation, permits, licenses, GST/HST, provincial requirements
- Module 2 (2 hrs): Market Research & Customer Personas - Demographics, psychographics, Jobs-to-be-Done framework, competitive analysis, market mapping, positioning
- Module 3 (2 hrs): Marketing Fundamentals - STP framework, 4Ps/7Ps, consumer behavior, digital presence, content marketing, lead generation
- Module 4 (2 hrs): Financial Literacy for Entrepreneurs - P&L basics, balance sheet fundamentals, cash flow management, budgeting, break-even analysis
- Module 5 (2 hrs): Funding Strategies - BDC, Futurpreneur, provincial grants, credit unions, pitch preparation, documentation, relationship building
- Module 6 (2 hrs): Leadership & Resilience - Leadership styles, emotional intelligence, team motivation, stress management, sustainable entrepreneurship

Outcomes: Participants will leave with a stronger launch toolkit, practical business planning tools, and greater entrepreneurial confidence.

Investment: \$995



D) Employability Skills



iBI-2026-052 – Professional Keyboarding Performance Program

Type faster, work smarter! Build professional keyboarding speed and accuracy for workplace excellence.

Overview: A guided 3- to 5-week program designed to build employment-ready keyboarding performance.

Program Structure:

- Week 1: Fundamentals - Proper technique, home row mastery, posture
- Week 2: Speed Building - Timed drills, common word patterns, rhythm development
- Week 3: Accuracy Focus - Error reduction, proofreading, professional standards
- Weeks 4-5 (Advanced): Advanced drills, typing tests, certification preparation

Outcomes: Participants will strengthen typing speed, accuracy, and confidence for professional workplace use.

Investment: \$295

E) Youth Training



iBI-2026-059 — Excel for Students & Future Professionals

Master Excel before your peers! Develop logical thinking and analytical skills that give you a real advantage.

Overview: A 12-hour bootcamp that gives students early practical Excel skills for school and work.

Course Outline:

- Module 1 (3 hrs): Fundamentals - Navigation, data organization, formatting
- Module 2 (3 hrs): Essential Formulas - SUM, AVERAGE, basic logic
- Module 3 (3 hrs): Data Analysis - Filters, sorting, basic PivotTables
- Module 4 (3 hrs): Professional Reports - Charts, conditional formatting, presentation

Outcomes: Participants will gain practical Excel confidence for academic and early professional settings.

Investment: \$295

iBI-2026-060 — AI & ChatGPT for Students

Use AI intelligently! Learn to research, organize ideas, and study more efficiently with modern technology.

Overview: An 8-hour bootcamp that introduces responsible and practical AI use for students.

Course Outline:

- Module 1 (2 hrs): AI Fundamentals - What it is, how it works, and common applications
- Module 2 (2 hrs): Effective ChatGPT Use - Prompting, research, idea generation
- Module 3 (2 hrs): School Projects - Structuring assignments and studying more efficiently
- Module 4 (2 hrs): Responsible Use - Ethics, verification, and critical thinking



Outcomes: Participants will develop practical AI literacy for school, work, and future career readiness.

Investment: \$195

iBI-2026-062 – Young Entrepreneurs Program

Turn your ideas into reality! Develop creativity, leadership, and learn to pitch projects with impact.

Overview: A 10-hour bootcamp that helps students turn ideas into real entrepreneurial projects.

Course Outline:

- Module 1 (2.5 hrs): Identifying Opportunities - Creativity, observation, and needs analysis
- Module 2 (2.5 hrs): Idea Design - Business model and value proposition
- Module 3 (2.5 hrs): Marketing & Basic Finance - Promotion, costs, pricing
- Module 4 (2.5 hrs): Pitch & Presentation - Communicating ideas clearly and effectively

Outcomes: Participants will strengthen initiative, entrepreneurial thinking, and presentation confidence.

Investment: \$245

iBI-2026-063 – Digital Office Skills Bootcamp

Master Word, Excel & PowerPoint! The tools universities and companies use every day.

Overview: A 12-hour bootcamp covering the three office tools students and early-career professionals use most.

Course Outline:

- Module 1 (4 hrs): Professional Word - Documents, formatting, styles, templates
- Module 2 (4 hrs): Essential Excel - Tables, formulas, charts, organization
- Module 3 (4 hrs): Impactful PowerPoint - Design, presentations, multimedia



Outcomes: Participants will gain practical digital office skills that support school, university, and workplace success.

Investment: \$295



Let's Business Smarter.

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