BUSINESS & INDUSTRY

TRAINING PROGRAMS

Working together to build capacity

TABLE OF CONTENT

North West College

WELCOME

• tansi • okâch • tanyán yahí • aaniin • o'mu weleyiw • edlánat'e • wâciyê • tawâw •ni-miyeeyihtenaan ee-waapamitaahk! •

Responding to needs of students and local industry, for more than four decades, North West College (NWC) delivers training and services to facilitate the growth of the communities it serves. The College is responsive to regional labour market demands and aligns the educational programming it offers to ensure continued social and economic development. This translates to the College being a respected educational provider offering a range of programs and services that extend from workplace readiness training to graduate programs in education.

NWC embraces its mission to enhance the wellbeing of the communities it serves.

At NWC, we value our relationships with industry. Let us show you how we can help your business succeed.

MEET OUR TEAM

North West College

The training you need, at the time you want!

Our Business Development team is here to connect with you and find solutions you need. Connecting you to a portfolio of training products and services that can be tailored to increase your organizational capacity.

Tracey Conrad
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Our services are distributed throughout north west Saskatchewan.
See what our team can do for you!

For more information contact us at businessdevelopment@northwestcollege.ca

NWC ADVANTAGE

- ## Flexibility

Training can vary in duration – from a one-day session to programs of several weeks – offered anytime, anywhere.

- ## Customization

We take the time to intimately understand your business objectives, operations, values and culture.

- ## Resources

Customized training options from a list of over 100 programs. We also build entirely new programs tailored to fit the training requirements of our clients.

- ## Indigenous Training

We are committed to serving the needs of our Indigenous peoples by developing hands-on training programs for delivery on campus or within the community.

- ## Student Services

All NWC programs are fully supported by our Student Services team! When you partner with NWC the following services are always included:
  - Academic related difficulties
  - Personal challenges
  - Education and career decisions
  - Traumatic Event Response Specialist
  - Job Coach

PROGRAM PORTFOLIO

Customized workshops, courses or full programs

We can create customized professional development programs for your employees and managers tailored to meet your business needs. Provide training for your staff so they can enhance the bottom line.

Professional development opportunities range from business programs including HR, finance, management, and customer service modules. Enhance your skills and improve your upward mobility.

The training you need, at the time you want

We offer alternative program delivery times such as evenings or weekends and can bundle the courses into the tailored professional development you need to increase your organizational capacity.

INDUSTRY CREDIT
PROGRAMS

North West College

SASKATCHEWAN TOURISM EDUCATION COUNCIL (STEC)

Accredited by STEC

- ## Program Description

    Saskatchewan Tourism Education Council (STEC) provide human resource products and services that enable Saskatchewan employers to maintain a highly qualified, professional workforce.

    As with many of our programs and courses, STEC and emerit training is highly customizable

- ## Courses

    STEC offers numerous online and in person workshops such as:

    Serve It Right Saskatchewan (SIRS)
    - The Government of Saskatchewan requires server intervention training for employees involved in the sale and service of alcohol. Serve It Right Saskatchewan is the official server intervention training program for Saskatchewan.
    - This course is mandatory for everyone involved in the sale and service of alcohol.

    Service Best
    - Service Best will help you create memorable customer experiences, identify and respond to customer needs and turn dissatisfied customers into loyal fans.

    Service First Workshop
    - Service Best will help you create memorable customer experiences, identify and respond to customer needs and turn dissatisfied customers into loyal fans.

    Clean it Right
    - Tourism Saskatchewan introduced Clean It Right online training program to help tourism businesses promote clearly defined policies and procedures for cleaning and disinfecting their facilities.
    - Helping people who work in the industry understand the significance of following the cleaning and disinfection procedures by adjusting current practices
    - Helping re-gain consumer confidence in the industry by making the commitment to provide a clean and safe environment for customers and employees

    Canadian Workplace Essentials
    - Transition into a new workplace can be a challenge. For new workers in Canada, it is essential to develop a clear understanding of the values and attitudes Canadian employers are looking for.

    Bartender
    - Covering topics such as Behind the scenes, shift procedures, Selling and Serving: Professional Guest Service, Risk Management in the Food and Beverage Industry: Awareness and Compliance, Beverage Knowledge and Wine Pairing, Mixing and Serving Drinks and Professional Banquet Service: Techniques and Best Practices.

SASKATCHEWAN TOURISM EDUCATION COUNCIL - EMERIT

STEC also provides training and certification programs from emerit, which are recognized as the best training resources available to the tourism and hospitality industry. Developed by industry, for industry, emerit delivers the collective expertise of Canadian and international tourism professionals.

• Courses (continued)

Food and Beverage Server
- Exceed guest expectations by mastering the skills for excellent service. Learn effective selling techniques, the art of table service, ways to respond to guest needs and complaints...and more.

Food Service Counter Attendant
- They handle customer enquiries, prepare and maintain workstations, heat and finish cooking simple food items, and serve customers at food counters. Food Service Counter Attendants trained with emerit know health and safety regulations, how to respond to emergencies, and how to comply with applicable federal and provincial regulations.

Front Desk Agent
- Front Desk Agents are often the first and last contact guests have with your property. This program covers all of the current skills to ensure efficiency, optimum guest experiences and return business.

Housekeeping Room Attendant
- emerit Housekeeping Room Attendant training ensures you pay attention to the little details while performing your general duties efficiently and thoroughly. The course includes all the fundamentals of good housekeeping—as well as resources and tips to take you from an average to an exceptional Housekeeper.

Kitchen Helper
- Kitchen Helpers trained with emerit master the tools of the kitchen trade from basic cutlery to oven operations. Working behind the scenes, you will help create memorable dining experiences so guests stay longer and generate positive word of mouth for your establishment.

Line Cook
- Covers the knowledge, skills and attitudes needed to succeed as a line cook in today's kitchens.

Reservation Sales Agent
- Covering topics such as Building report with the customer, Explaining company policies and insurance options, cancel or change a reservation, processing payments and refunds and Emergencies.

SASKATCHEWAN TOURISM EDUCATION COUNCIL - EMERIT

Accredited by STEC and emerit.ca

• Courses (continued)

Retail Sales Associate
- Retail Sales Associates become experts at all aspects of retailing — from professionalism to customer service, sales, inventory, and store appearance. This can result in significant increases in sales, exceptionally satisfied and loyal customers, and a solid foundation for your retail career.

Sensitivity and Diversity Training
- Sensitivity and Diversity training resources from emerit are designed to help tourism and hospitality businesses prepare for increasing diversity in their workplace, and in their guests. Increased numbers of international travellers and of new Canadians in the workforce present a unique set of challenges and opportunities for tourism and hospitality operators, and businesses that are prepared for this new reality will be able to gain valuable employees and attract international visitors to their establishments.

Workplace Essentials
- This training will help you develop transferable skills employers look for when making hiring decisions—skills that are the building blocks all occupations are based on.

SAFETY TRAINING & TICKETS

*Various Providers

- ## Courses

Common Safety Orientation (CSO) (ESC – Energy Safety Canada)
Common Safety Orientation (CSO) is intended for new workers in the oil and gas industry. With content that is driven and endorsed by industry, the CSO provides consistent safety messaging that clearly explains safe work practices and eliminates the need for redundant general orientation training and is standard for most oil and gas companies.

It introduces workers from all sectors to safe work practices and incorporates Energy Safety Canada's 10 Life Saving Rules, which are based on addressing the most at-risk behaviours

- Approximately 4 hours to complete course and exam
- Available In-Person and Online

Confined Space Entry and Monitor
Confined space work involves some of the most critical hazards in the oil and gas industry, so it is critical to understand and plan for them before starting work. This online Confined Space Entry and Monitor course teaches participants to identify, understand and mitigate the potential hazards of working in restricted and confined spaces. Developed using the Canadian Standards Association's Z1006-16 Management of Work in Confined Spaces and the Canadian Association of Oil and Gas Producers' Code of Practice for Confined Space.

- Approximately 8 hours to complete course and exam
- This course is instructor led
- Certified by ESC

Elevated Work Platform
The course includes an instructor led powerpoint presentation, videos, class exercises, inspection and use of an EWP and a written knowledge test. Student will receive theory training for both Self Propelled Boom Platform (Standard CSA-B354.4-02) and Self Propelled Elevating Work Platform (Standard CSA-B354.2-01)

Classroom portion in the morning starts at 8 a.m. There is a practical component required for this course. Participants are required to complete practical training on the same day as the classroom training.

- PPE (Personal Protective Equipment) is required for this course (Hard Hat, Steel Toed Boots, Gloves, Glasses and harness) coveralls recommended
- Students must have proof of a fall protection course
- Approximately 8 hours (classroom length 4-5 hours then practical to follow)
- This course is instructor led

Fall Protection
This course provides basic fall protection training to work in areas with potential fall hazards. Participants will engage in hands-on training activities, including inspecting, fitting, adjusting and connecting fall protection systems and components. While this basic course can be used as part of a worker's competency assessment, the employer must designate a worker as a "competent person" based on specific tasks assigned.

- Approximately 8 hours to complete course and exam
- This course is instructor led
- Certified by ESC

SAFETY TRAINING & TICKETS

*Various Providers

• Courses (continued)

Fire Extinguisher Training Level 1-Live Fire
Fire Extinguishers Course will guide you through all aspects of Fire Extinguishers, from the types of fires, to the classes of Fire Extinguishers. The course has been designed to teach you what you need to know to safely operate a fire extinguisher and understand what types of extinguishers can be used on what types of fires, as well as maintenance and fire safety, so by completing this course you can become a better educated worker and improve your knowledge of an important part in workplace safety.

- Approximately 4 hours to complete course and exam
- This course is instructor led

St. John Ambulance Standard First Aid CPR Level C & AED
Standard First Aid Level C is for individuals requiring comprehensive information on First Aid and CPR for their workplace, school, or personal interest.

- Approximately 16 hours to complete course and exam.
- This course is instructor led.

St. John Ambulance Standard First Aid Level BLS CPR & AED
The Basic Life Support (BLS) course is for those working in healthcare and covers advanced CPR techniques.

- Approximately 16 hours to complete course and exam.
- This course is instructor led.

St. John Ambulance First Aid & CPR Recertification
Recertification courses allow you to refresh your memory, renew your skills and stay up to date on the latest techniques.

- 1 Day course.
- This course is instructor led.
- Prerequisite: In order to take this course the participant must have a current (unexpired) Standard First Aid (SFA) certificate.

Red Cross Standard Red Cross Standard First Aid CPR Level C & AED
This course offers first aid and CPR skills for those who need training due to work requirements or who want more knowledge to respond to emergencies at home.

- Approximately 16 hours to complete course and exam.
- This course is instructor led.

Red Cross Standard First Aid & CPR Recertification
Recertification courses allow you to refresh your memory, renew your skills and stay up to date on the latest techniques.

- 1 Day course.
- This course is instructor led.
- Prerequisite: In order to take this course the participant must have a current (unexpired) Standard First Aid (SFA) certificate.

SAFETY TRAINING & TICKETS

*Various Providers

• Courses (continued)

Global Ground Disturbance
This course is essential when working in the oil and gas industry. Students will learn the causes of cave-ins, pre-job planning, job safety, and trenching regulations.

- Approximately 8 hours to complete course and exam
- This course is instructor led

H2S Alive
This course shows workers how to work safely in and around hydrogen sulphide (H2S) environments.

- Approximately 8 hours to complete course and exam
- This course is instructor led
- Certified by ESC

Managing Food Safety
This online course covers introduction to food safety, biological hazards, food safety hazards (chemical, physical, allergen), facilities, design and construction, equipment and utensils, control of hazards (from purchasing to service/distribution), cleaning and sanitation, pest control, employee and visitor illness, injury and hygiene, education and training, and program management (HACCP).

- Approximately 8 hours to complete course and exam
- Available In-Person and an Online option with face-to-face invigilation

Mental Health First Aid
Mental Health First Aid (MHFA) is the support provided to a person who may be experiencing a decline in their mental well-being or a mental health crisis. The Mental Health Commission of Canada reports that one in every five Canadians experiences a mental health problem within a given year. While we often know a lot about physical illness, there tends to be less knowledge about mental health or substance use problems. This lack of understanding leads to fear and negative attitudes towards individuals living with these problems. It prevents people from seeking help for themselves and from providing appropriate support to people around them.

Various versions available with In-Person and Online options:
- MHFA Standard 9 hours to complete course and exam
- MHFA Basic 12 hours – Intended for adults interacting with adults (18 years and older)
- MHFA Adults 14 hours – Adults who Interact with Youth (aged 14 -25)
- MHFA Supporting Youth 10 hours – Substance use disorders
- MHFA Seniors 14 hours – Adapted from "Basic" intended to increase the capacity of seniors, families, informal caregivers, friends, staff in care settings and communities.
- MHFA Supporting Older Adults – 10 hours
- MHFA First Nations 20 hours – intended for First Nations however, is also recommended for anyone that works with First Nations.

SAFETY TRAINING & TICKETS

*Various Providers

• Courses (continued)

Skid Steer Operator Training
This course provides students a basic understanding of skid steer operation, attachments commonly used, load handling, hazards and hands on practice operating a skid steer through various common tasks. Plus several other topics.

- PPE (Personal Protective Equipment) is required for this course (Hard Hat, Steel Toed Boots, Gloves, and Glasses) coveralls recommended
- Approximately 6 hours
- This course is instructor led

Telehandler Operator (Zoom Boom) Training
This training provides students with an understanding of hazard assessment specific to Telehandler equipment, including causes of fatalities. Topics include choo choosing the right telehandler, traffic and pedestrian conflicts, minimum safe approach distances and PPE requirements. Pre-inspection is thoroughly covered starting with the operator's manual, to run up and function testing of the equipment. Optional attachments are discussed including the hazards and common attachment systems used. Students will also have opportunity to demonstrate safe operation of a telehandler under routine working situations.

- PPE (Personal Protective Equipment) is required for this course (Hard Hat, Steel Toed Boots, Gloves, and Glasses) coveralls recommended
- Approximately 8 hours (classroom length 4-5 hours then practical to follow)
- This course is instructor led

Transportation of Dangerous Goods (TDG)
The Transportation of Dangerous Goods online training course includes TDG legislation, classification, safety marks, documentation, safe handling, incident reporting and emergency response.

- Approximately 4 hours
- Available In-Person and Online

WHMIS – Workplace Hazardous Materials Information System
WHMIS is a short form for Workplace Hazardous Materials Information System. It is a comprehensive plan for providing information on the safe use of hazardous materials used in Canadian workplaces. Information is provided by means of product labels, material safety data sheets (MSDS) and worker education programs.

- Approximately 4 hours
- Available In-Person and Online

FIRST AID TRAINING

*Various Providers

- ## Which CPR level is right for me?

  Many heathcare students will be heading out for clinicals this spring and they will need to get the right CPR certification for the job. Here's what students (including nursing, personal support workers, medicine and other healthcare) need to know to select the best CPR course.

  We are often asked about the differences between CPR A, CPR C and CPR BLS. There's a lot of confusion about the certifications and who should be certified in which level. Hopefully we can shed some light here so that you can chose the right CPR level to meet your needs. Basically, you should pick the CPR level based on your individual, business or school requirements. Whether you work in healthcare or early childhood education, whether you are a lay person or need training for the workplace, there is the right training for you.

- ## BLS – Basic Life support

  If you are a professional first responder or healthcare provider then this is likely the level for you. The Canadian Red Cross discontinued the HCP (Health Care Provider) level of CPR in the spring of 2019 and replaced it with BLS (Basic Life Support). This level is more in keeping with the skills required for teams of professional first responders, like paramedics and firefighters, or hospital and clinic healthcare workers, like nurses and doctors . This course is just a few hours long and is valid for 1 year. This means to remain current, certificate-holders must recertify their skills prior to the expiry date on the certification. To register for a BLS course, please click here.

- ## CPR-C

  CPR C is the level that the majority of Canadians complete. It covers all CPR and choking techniques for adult, child, and infant, as well as two-rescuer CPR and includes Automated External Defibrillator (AED) training. This level is usually required by early childhood educators, security guards or just about anyone who doesn't work in healthcare. The techniques are easy to learn and have been simplified over the years to help trained individuals better remember the necessary skills in the event of cardiac arrest. The most common place for CPR to be performed is at home and usually on a friend or loved one. It is wise for everyone over the age of 13 to learn CPR which is recertified every three years prior to the expiry date noted on the certification. Sign up for CPR C and bring your friends and family.

  https://sosfirstaid.ca/courses/cpr-aed-certifications/cpr-c-and-aed/

FIRST AID TRAINING

*Various Providers

- ## CPR A

    This level of CPR is usually required at work to meet workplace health and safety requirements. CPR A involves skills related to CPR, choking and circulatory emergencies for adults only that take just a few hours to learn. In most cases, for CPR purposes, an adult is 8 years old and older. This certification also includes training on the use of an Automated External Defibrillator (AED).

    The different levels of CPR can be combined with a first aid certification.

- ## Standard First Aid – BLS

    This program provides comprehensive First Aid training & CPR techniques that help you respond to emergencies at home, work, or anywhere medical emergencies can occur. We will cover such topics as first aid for circulatory and breathing emergencies, CPR Level BLS choking, AED, disease transmission prevention, wound care, treating injuries to the head and spine, and much more. The Standard First Aid portion of this card is valid for 3 years but the BLS portion must be renewed yearly (as noted above).

    https://sosfirstaid.ca/courses/first-aid-cpr-aed-certifications/standard-first-aid-cpr-hcp-bls-aed/

- ## Standard First Aid – C

    This program is a Standard First Aid course (see above) but with a Level C CPR and AED (see above). This certification is valid for 3 years and must be renewed prior to expiry.
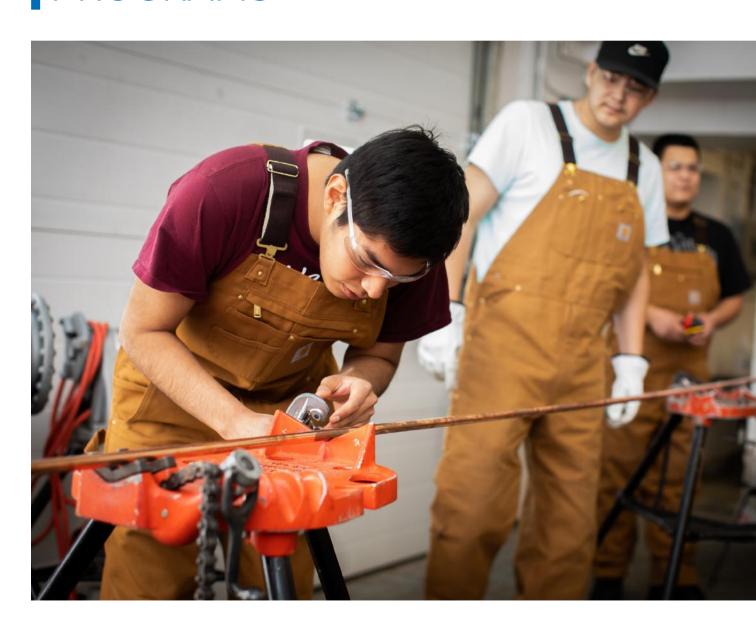
    https://sosfirstaid.ca/courses/first-aid-cpr-aed-certifications/standard-first-aid-cpr-c-aed/

- ## Standard First Aid – A

    This level of certification meets occupational health and safety requirements in Ontario workplaces with more than 5 employees. SOS First Aid provides this training at the client's workplace for a minimum of 6 participants.

INSTITUTE CREDIT
PROGRAMS

North West College

EDUCATIONAL ASSISTANT

Accredited by Lakeland College

• Program Description

In our Educational Assistant program, you'll learn to work with students; with different abilities, one-on-one and in small groups and in a variety of settings.

You'll learn; positive behaviour supports, human development, sensory development and how to support students with exceptionalities.

You'll graduate with the skills you need to find a career in; before and after school care, kindergartens, recreation and community centres, elementary, middle and high school classrooms and respite care.

• Length

39 Weeks

• Admission Requirements

High school diploma with ELA A30 and B30 combined

• Field Placement Requirement

A criminal record check (with a vulnerable sector check) is required and is requested through the RCMP in your hometown. Based on the information received, students may be denied entrance into the program. The cost of a criminal record check varies among detachments.

An Intervention Record Check (IRC) may also be required.

• Courses

CO 118 - Communication Skills
HS 114 - Lifespan Studies I
HS 115 - Foundations of Inclusion
HS 155 - Positive Behaviour Supports
HS 225 - Supporting Diversity
HS 230 - Sensory Development
TA 121 - Educational Assistant Practicum I
TA 122 - Educational Assistant Practicum II
TA 140 - Educational Assistant Professionalism
TA 141 - Supporting Instruction
YC 102 - Building Resiliency

Electives: Choose one of the following

ASL 101 - American Sign Language I
ED 120 - Observation & Play
HS 183 - Personal Assistance Awareness
YC 218 - Animals Assisted Interventions

SASKATCHEWAN ECE CERTIFICATION LEVELS

Government of Saskatchewan

• Program Description

A minimum of an ECE Level I is required in order to work 65 hours or more per month in a child care centre. An ECE Level III is required for directors of child care centres.

There are three categories of ECE Certification:

- ECE Level I is awarded after completing nine credit units (three courses) that are related to early childhood, including one course from each of three areas: Child Development, Programming and Relationships or after you have finished an ECE orientation from a recognized post-secondary institution.

- ECE Level II is awarded after you have completed a one-year ECE certificate program from a recognized post-secondary institution or after you have finished an equivalent amount of post-secondary coursework.

- ECE Level III is awarded after you have finished a two-year ECE diploma program from a recognized post-secondary institution or after you have finished an equivalent amount of post-secondary coursework.

• Length

- Early Childhood Educator I – Nine Credit Units (3 Courses)   12 weeks
- Early Childhood Educator II – Full Certificate   1 Year
- Early Childhood Educator III – Diploma   2 Years

Learn more about ECE Certification by reading the Saskatchewan ECE Certification Guide available at:

https://publications.saskatchewan.ca/api/v1/products/111838/formats/125636/download

EARLY CHILDHOOD EDUCATION CERTIFICATE

Accredited by Lakeland College

• Program Description

As you work towards your one-year certificate and two-year diploma, you'll learn how to:
- Use observation skills to create experiences for young children based on their interests and needs.
- Design learning environments that invite play and exploration both indoors and outside.
- Develop relationships and support children and their families.
- Run an early learning program.

• Length

One year Certificate

• Admission Requirements

Certificate: High school diploma with ELA A30 and B30 combined.

Diploma: Successful completion of the Early Childhood Education certificate program or an equivalent with at least a 2.0 Grade Point Average (GPA).

• Field Placement Requirement

A criminal record check (with a vulnerable sector check) is required and you are responsible for requesting one through the RCMP in your hometown. The cost may vary. Based on the information received, students may be denied entrance into the program.

An intervention Record Check (IRC) may be required.

A current First Aid in Childcare Certificate may be required.

• Courses

Year 1 required courses:
CO 118 - Communication Skills
ED 109 - ECE Practicum I
ED 110 - ECE Practicum II
ED 120 - Observation & Play
ED 121 - Early Childhood Professionalism
HE 158 - Health, Safety & Nutrition
HS 114 - Lifespan Studies I
HS 155 - Positive Behaviour Supports
HS 180 - Art, Music & Movement Experiences
HS 182 - Literacy, Math & Science Experiences
HS 240 - Family Studies
SS 245 - Infant & Toddler Care

EARLY CHILDHOOD EDUCATION DIPLOMA

Accredited by Lakeland College

• Program Description

As you work towards your one-year certificate and two-year diploma, you'll learn how to:
- Use observation skills to create experiences for young children based on their interests and needs.
- Design learning environments that invite play and exploration both indoors and outside.
- Develop relationships and support children and their families.
- Run an early learning program.

• Length

Two year Diploma

• Admission Requirements

Certificate: High school diploma with ELA A30 and B30 combined.

Diploma: Successful completion of the Early Childhood Education certificate program or an equivalent with at least a 2.0 Grade Point Average (GPA).

• Field Placement Requirement

A criminal record check (with a vulnerable sector check) is required and you are responsible for requesting one through the RCMP in your hometown. The cost may vary. Based on the information received, students may be denied entrance into the program.

An intervention Record Check (IRC) may be required.

A current First Aid in Childcare Certificate may be required.

• Courses

Year 2 required courses (Diploma)
After successful completion of first year courses.
ED 230 - Practicum III
ED 231 - Practicum IV
ED 235 - Leadership & Management in ECE
ED 238 - Outdoor & Nature Play
ED 243 - Emergent Environments for Children
HS 115 - Foundations of Inclusion
HS 202 - Leadership Activities
HS 225 - Supporting Diversity
HS 230 - Sensory Development
HS 240 - Family Studies
HS 242 - Intercultural Competencies
MH 201 - Infant & Toddler Mental Health

Diploma electives (Choose one)
ASL 101 - American Sign Language 1 Part A
HS 183 - Personal Assistance Awareness
YC 218 - Animals Assisted Interventions
YC 236 - Assessment and Intervention

CONSTRUCTION WORKER PREP - APPLIED CERTIFICATE

Accredited by Saskatchewan Indian Institute of Technology

• Program Description

The program includes classroom and hands on training, life skills training, career planning, and safety tickets. Students can also complete a work practicum and can earn 300 hours of trade time credit toward apprenticeship in Carpentry.

Graduates of this program can expect to find entry level work on residential or industrial construction sites.

• Length

10 Weeks

• Admission Requirements

- Minimum Grade 10, Adult 10, with no modified Math or Science, or GED
- Applicants with a lower level may be considered depending on their experience
- Applicants may need to complete an interview
- No international students.
- Canadian Language Benchmark Assessment of six - CLB6

• Industry Requirement

- Good eyesight, hearing, manual dexterity, and physical mobility.
- May also be required to work at heights and in all weather conditions.

• Courses

CWPP 200 - Orientation and Job Readiness
CWPP 210 - Construction Trade Math
CWPP 220 - Construction Safety
CWPP 230 - Portable and Stationary Tools
CWPP 240 - Construction Basics
Safety Courses as required (varies by Trade)

RESIDENTIAL RENOVATION & CONSTRUCTION

Accredited by Saskatchewan Indian Institute of Technology

• Program Description

The program includes classroom and hands on training, life skills training, career planning, and safety tickets.

Graduates of this program can expect to find entry level employment with residential and commercial construction companies, carpentry contractors, and maintenance departments of factories, plants and other establishments as construction trades helpers and labourers.

Graduates of this program are also eligible to receive 300 hours of trade time credit toward a Carpenter apprenticeship.

• Length

12 Weeks

• Admission Requirements

- Minimum Grade 10 with Grade 10 Math and Science
- No international students.
- Canadian Language Benchmark Assessment of six - CLB6

• Industry Requirement

- Good eyesight, hearing, manual dexterity, and physical agility, be able to work at heights and in confined spaces.

• Courses

RRAC 100 - Orientation and Job Readiness
RRAC 110 - Construction Trade Math
RRAC 120 - Construction Safety
RRAC 130 - Portable and Stationary Tools
RRAC 140 - Construction Basics
RRAC 150 - Renovation Basics
Safety Courses as required (varies by Trade)

TRI-TRADES APPLIED CERTIFICATE

Accredited by Saskatchewan Indian Institute of Technology

• Program Description

The program includes classroom and hands on training that will familiarize students with work in carpentry, electrical, and plumbing, life skills training, career planning, and safety tickets.

Graduates of this program can expect to find entry level employment with residential and commercial construction companies, carpentry contractors, and maintenance departments of factories, plants and other establishments. Graduates of this program can expect to find employment on residential and commercial construction sites as construction trades helpers and labourers.

• Length

12 Weeks

• Admission Requirements

- Minimum Grade 10 with Grade 10 Math
- Those who do not meet the academic requirements may be considered, and may be subject to academic assessment for placement.

• Industry Requirement

- Good eyesight, hearing, manual dexterity, and physical agility.

• Courses

TTCC 110 - Carpentry Practices
TTCE 120 - Electrical Practices
TTCP 130 - Plumbing Practices
Safety Courses as required (varies by Trade)

CARPENTRY APPLIED CERTIFICATE

Accredited by Saskatchewan Polytechnic

- ## Program Description

  As a student in the Carpentry Applied Certificate program, you will receive basic knowledge and develop skills required to work in the residential, commercial construction and related industries.

- ## Length

  18 Weeks

- ## Admission Requirements

  - Grade 10
  - English Language Requirement
  - ACCUPLACER - 250 Arithmetic, 243 Reading & 236 Writing

- ## Industry Requirement

  - Good eyesight, hearing, manual dexterity, and physical agility.

- ## Courses

  BPRT 127 - Construction Documents
  CNST 126 - Site Layout
  CONC 122 - Concrete
  EQPT 126 - Tools
  FNDT 120 - Foundations
  FRMG 126 - Floor Framing
  FRMG 221 - Wall Systems
  FRMG 250 - Roof Trusses
  JOBS 125 - Essential Job Skills
  MATE 126 - Building Materials
  MATH 140 - Trade Math
  PROJ 122 - Projects
  SCAF 120 - Scaffolds and Rigging
  SFTY 129 - Safety Awareness
  WORK 125 - Work Placement

CARPENTRY CERTIFICATE

Accredited by Saskatchewan Polytechnic

- ## Program Description

  Students will get the basic training you need to get a job in the trade by building practical knowledge and skills in:
  - Tools and equipment
  - Construction documents and quantity survey
  - Site layout and concrete
  - Footings and foundations
  - Framing and building envelope
  - Exterior finishing and roof coverings
  - Interior finishing and cabinets
  - Materials and scaffolds
  - Trade math and communications

- ## Length

  30 Weeks

- ## Admission Requirements

  - Grade 10
  - English Language Requirement
  - ACCUPLACER - 250 Arithmetic, 243 Reading & 236 Writing

- ## Industry Requirement

  - Good eyesight, hearing, manual dexterity, and physical agility.

- ## Courses

  BPRT 127 - Construction Documents
  CNST 126 - Site Layout
  CONC 122 - Concrete
  EQPT 126 - Tools
  FNDT 120 - Foundations
  FRMG 126 - Floor Framing
  FRMG 221 - Wall Systems
  MATE 126 - Building Materials
  MATH 127 - Trade Math
  PROJ 122 - Projects
  SFTY 129 - Safety Awareness
  BPRT 222 - Construction Documents
  CNST 127 - Transits
  EXFN 220 - Exterior Finishes and Accessories
  EXFN 221 - Exterior Windows and Doors
  FRMG 222 - Roof Framing

  INFN 320 - Interior Finishes
  INFN 321 - Wall Cabinets
  JOBS 125 - Essential Job Skills
  ROOF 220 - Roof Coverings
  SCAF 120 - Scaffolds and Rigging
  STRS 120 - Wood Stairs
  WORK 125 - Work Placement

ELECTRICIAN APPLIED CERTIFICATE

Accredited by Saskatchewan Polytechnic

• Program Description

Electrician is a skilled trade. Having an applied certificate will get you noticed by employers and put you on the fast track to having a career as an electrician. The more education and experience you get, the higher you can climb on the wage-earning ladder. A fourth-year journeyperson electrician can earn double the hourly wage of a first-year electrician apprentice.

You'll get lots of hands-on practice using standard tools of the trade. You'll also learn how to read and interpret construction drawings.

• Length

17 Weeks

• Admission Requirements

- Grade 11 with Foundations of Mathematics 20 or Workplace and Apprenticeship Mathematics 20 or Pre-Calculus 20
- English Language Requirement
- ACCUPLACER - 250 Arithmetic, 245 Quantitative Reasoning, Algebra and Statistics & 247 Reading & 236 Writing

• Industry Requirement

- Good eyesight, hearing, manual dexterity, and physical agility.

• Courses

BT 100 - Introductory Electrical Theory and Practices
BT 141 - Resistive Circuit Analysis
BWC 121 - Conductors and Branch Circuits
BWC 122 - Extra Low Voltage, Magnetism and Meters
JOBS 125 - Essential Job Skills
PLS 122 - Single Dwelling Plans, Lighting and Services
SFTY 130 - Safety and Personal Protective Equipment
TOOL 149 - Tools and Fasteners
WM 131 - Wiring Methods (Cables)
WM 132 - Wiring Methods (Raceways)

PLUMBING & PIPEFITTING APPLIED CERTIFICATE

Accredited by Saskatchewan Polytechnic

- ## Program Description

   The Plumbing and Pipefitting program provides the knowledge and skills you need for an entry level job.

   Plumbers install, replace and maintain water and sewage systems in residential, commercial and industrial buildings. Many are also licensed gas fitters.

   Successful completion of the Plumbing and Pipefitting applied certificate can open the door to entry level jobs with plumbing contractors and construction companies, as well as with maintenance departments in power, mining or manufacturing companies.

- ## Length

   16 Weeks

- ## Admission Requirements

   - Grade 11
   - English Language Requirement
   - ACCUPLACER - 250 Arithmetic, 245 Quantitative Reasoning, Algebra and Statistics & 247 Reading

- ## Industry Requirement

   - Good eyesight, hearing, manual dexterity, and physical agility.

- ## Courses

   DRAW 101 - Blueprint Reading
   INDG 100 - Introduction to Indigenous Studies
   JOBS 125 - Essential Job Skills
   MATH 112 - Trade Math
   PIPE 102 - Pipe Fabrication Theory
   PIPE 103 - Pipe Fabrication Shop
   PLMB 102 - Codebook Theory
   PLMB 103 - Gasfitting Theory
   PLMB 104 - Gasfitting Shop
   PROJ 118 - In-House Projects
   SFTY 139 - Trade Related Safety
   TOOL 118 - Basic Tools and Materials Theory
   TOOL 119 - Basic Tools and Materials Shop
   WLDR 135 - Welding
   WORK 105 - Work Experience

MICRO CREDENTIAL

INSTITUTE CREDIT

PRE-EMPLOYMENT COOKING MICRO-CREDENTIAL

North West College

• Program Description

Pre-employment cooks prepare meals and snacks for large numbers of people and they are in demand in restaurants, hotels, health and educational institutions and remote work camps. This program focuses on practical skills and the majority of learning is done in a commercial kitchen setting.

Pre-employment cooking is an intensive 12 weeks entry level cooking program that is designed to give the skills and hands on learning experience that employers are seeking, allowing graduates to transition in to the workforce quickly.

• Length

12 Weeks

• Admission Requirements

- Grade 10
- English Language Requirement

• Industry Requirement

- Good eyesight, hearing, manual dexterity, and physical agility.

• Courses

PEC 101 - Safety and Sanitation
PEC 102 - Tools and Equipment
PEC 103 - Culinary Basics
PEC 104 - Vegetables, Fruits and Starches
PEC 105 - Grade Manager
PEC 106 - Soups, Stocks and Sauces
PEC 107 - Breakfast Cooking
PEC 108 - Meats

NON CREDIT

PROGRAMS

North West College

FINANCIAL BASICS

Financial Consumer Agency of Canada (FCAC)

- ## Program Description

  Although a one day workshop cannot cover financial management in depth, Financial Basics will introduce you to the topics you need to know about to successfully manage your money.

  You will learn:
  - How to manage your spending and prepare a realistic budget
  - Ways to save
  - How to pay off debt
  - How to invest to make your money work for you
  - How to plan to reach your own financial goals
  - How to avoid financial frauds and scams

- ## Length

  1 Day (Approx. 6 hours)

- ## Admission Requirements

  Workshop was designed for Canadians aged 18 – 29

- ## Materials

  Participant Handbook
  Presenter Manual
  Slideshow Presentation

ESSENTIAL SKILLS FOR THE WORKPLACE (ESWP)

North West College

- ## Program Description

  The courses will focus on teaching low literacy, Levels One and Two learners. First Nations/Metis learners and the unemployed the nine Essential Skills: Reading, Document Use, Numeracy, Writing, Oral Communication, Working with Others, Thinking, Digital Technology, Continuous Learning.

  This program will be an opportunity for low skill job seekers to acquire the essential skills required to enter work in local businesses and assist employers in their need to hire and retain workers.

  Industry credit classes will be added on as necessary. Most commonly used will be Food Safe, First Aid – CPR, WHMIS, TDG, Fall Protection, H2S Alive, Ground Disturbance, Construction Safety, Fire Awareness or Confined Space. Safety tickets will be determined based on what is deemed necessary in the employment field.

- ## Length

  Approximately 3-4 months

- ## Admission Requirements

  Workshop was designed for Canadians aged 18 – 29

ESSENTIAL SKILLS FOR THE WORKPLACE - PARK WORKER

North West College

- ## Program Description

  Nine essential skills of reading, document use, writing, numeracy, oral communication, thinking, digital technology, working with others, and continuous learning. All skill based tasks will be tailored to be relevant to the Park Worker career path. Including topics such as:
  - Rototilling
  - Sprayer
  - String Trimming
  - Tree and Shrub Bed Maintenance
  - Tree Planting
  - Tree Removal
  - Turf Cutting
  - Turf Restoration

  Skill based training will include safety ticket training in: First Aid & CPR C, WHMIS, ESC Fall Protection, Global Ground Disturbance, Transportation of Dangerous Goods, Confined Space Entry, ESC H2S Alive, Chainsaw Awareness – Level 1, Bear & Wildlife Awareness.

  Life skills and Personal skills training will be added to develop soft skills such as positive attitudes, showing responsibility, showing adaptability, time management, goal setting, etc.

  Job readiness preparation. Training in job readiness will include workshops in resume and cover letter writing, mock interviews, researching potential jobs online, assembling portfolios, and applying for jobs online.

  Work placement - Optional

- ## Length

  Approximately 10 weeks

- ## Admission Requirements

  Open to anyone

SKILLS FOR SUCCESS - NON CREDIT

North West College

- ## Program Description

  Skills for Success provide Canadians with everyday skills needed for work, learning and life. Improving them will help you succeed in today's and tomorrow's workplace.

- ## Length

  Approximately 3-4 months

- ## Admission Requirements

  Open to anyone. Some programs are available online.

- ## Courses

  Communication: In this workshop, you'll think about your communication skills. You'll think about your strengths and areas to work on.You'll learn how to be a better communicator with everyone you meet.

  Essential Skills Workbook for the Trades: Workbook with a variety of exercises to help you practice your reading, writing, numeracy and document use abilities.

  Numeracy: We use numbers and math every day, like when we count our overtime hours at work, go shopping, or make a monthly budget. This workbook talks about how and why we use numbers and how to improve numeracy skills.

  Problem Solved: A guide for employees and learners Guide designed to support employees and learners who want to practice and improve their problem-solving skills.

  Reading: Reading helps us find information and communicate with others. This workbook talks about how and why we read and key strategies that can improve reading skills.

  Stress Management: Stress is a normal part of life. But that doesn't mean it's easy to deal with! When too much stress builds up over time, it can affect our work, our personal lives, and even our health. Learning to deal with stress in a healthy way can improve our well-being, at work and at home.

  Trades Math Workbook: Numeracy workbook with questions and learning material to help you practice your numeracy skills.

  Vocabulary Building Workbook: A vocabulary workbook designed to help you improve your reading and writing skills. In includes 24 lessons with a variety of exercises designed to help you learn commonly used words.

  Writing: We use writing every day at home and at work. Good writing skills are useful in many different areas of life. This workbook talks about why writing is important in your life and how to get better at writing.

MICROSOFT OFFICE 2019 & OFFICE 365

EZ-REF Courseware

- ## Program Description

  EZ-REF Courseware offers us the ability to fully customize programs to suit your MIcrosoft Training needs.

- ## Courses

  Microsoft Access 2019 & 365

  Beginning (6-8 hours)
  - Database Concepts
  - Access Basics (Screen, Menu, Help)
  - Opening/Saving/Closing a File
  - Viewing a Table
  - Editing a Table
  - AutoCorrect and Spell Checking
  - Form vs. Table View
  - Changing a Table Image
  - Sorting
  - Printing a View
  - Page Setup and Printing
  - Creating and Restructuring a Table
  - Filtering and Finding Data
  - Creating Reports

  Advanced (6-8 hours)
  - Creating Indexes
  - Parameter Queries
  - Crosstab Queries
  - Customizing Forms
  - Customizing Reports
  - Backing Up/Restoring
  - Compacting/Repairing a Database
  - Linked Table Manager
  - Startup Options
  - Protecting a Database
  - Customizing Access Options
  - Customizing the Quick Access Toolbar
  - Using Add-ins

  Intermediate (6-8 hours)
  - Importing Spreadsheets
  - Publishing a Database Object
  - Creating a Primary Key
  - Converting Field Types
  - Changing Field Sizes
  - Custom Display Formats
  - Input Masks
  - Using the Lookup Wizard
  - Assigning Captions
  - Setting Default values
  - Using the Expression Builder
  - Creating Validity Rules & Text
  - Creating Queries
  - Saving/Opening Queries
  - Using Wildcards
  - Compound Queries
  - Creating calculated Controls
  - Using Summary Operators
  - Querying Multiple Tables
  - Action Queries
  - Creating Permanent Relationships
  - Enforcing Referential Integrity
  - Creating Custom Reports
  - Saving/Opening Reports
  - Creating Custom Forms
  - Saving/Opening/Printing Forms
  - Database Properties

MICROSOFT OFFICE 2019 & OFFICE 365

EZ-REF Courseware

- ## Courses (continued)

Microsoft Excel 2019 & 365

Beginning (6-8 hours)
- Spreadsheet Basics
- Excel Basics (Screen, Menu)
- Navigating Within a Worksheet
- Changing the View
- Using Help
- Entering, Editing, Deleting Data
- Working with Blocks
- Adjusting Column Widths & Row Height
- Creating & Filling Formulas
- Auto Fill
- Using the Spell Checker
- Saving, Opening & Printing Workbooks
- Setting Print Options
- Copying & Moving (Drag & Drop)
- The Office Clipboard
- Formatting (Alignment, Attributes)
- Inserting & Deleting Rows/Columns
- Using Built-In Functions
- Customizing Cell Formats
- Cell Styles
- The Format Painter
- Working with Charts
- Absolute Addressing
- Using & Creating Templates

Intermediate (6-8 hours)
- Find/Replace
- Using Block Names
- Working With Dates
- Advanced Functions
- Creating a Database
- Sorting Records
- AutoFilter & Custom Filters
- Working with Tables
- Creating an Array Formula
- Linking Files
- Creating a Workspace
- Protecting Blocks/Worksheets
- Freezing Panes
- Splitting the Screen
- Hiding Columns/Blocks
- Multiple Worksheets & Tabs
- Working with Chart Sheets
- Hyperlinks
- Sharing Workbooks
- Tracking Changes
- Adding Cell Comments
- Conditional Formatting
- Formatting Shortcuts
- Custom Formats

Advanced (6-8 hours)
- Creating Outlines
- Pivot Tables & Pivot Charts
- Advanced Chart Options
- Adding Clipart, Graphic Files, AutoShapes
- Adding Word Art
- Using the Goal Seeker
- Creating Scenarios
- Adding an Outlook Task
- Consolidating Data
- Importing & Exporting
- Customizing the Toolbar
- Working with Styles
- Custom Views
- Themes
- File Properties
- Setting Program Options
- Sharing Workbooks
- Creating Web Pages

MICROSOFT OFFICE 2019 & OFFICE 365

EZ-REF Courseware

• Courses (continued)

Microsoft Word 2019 & 365

Beginning (6-8 hours)
- MS Word Basics (Screen, Menu)
- Shortcut Menus, Toolbars & ToolTips
- Using "Tell me what…"
- Changing Views
- Creating, Saving, & Opening Files
- Spell Checker, AutoCorrect
- Previewing & Printing Files
- Basic Editing, Deleting, Undeleting, Redoing
- Click & Type
- Formatting Text (Fonts, Point Size, Color)
- Using the Format Painter
- Adjusting Margins/Line Spacing/Alignment
- Reveal Formatting
- Setting Tabs, Changing Case, Page Breaks
- Indenting, Centering, Right-Aligning Text
- Moving & Copying Text (Drag & Drop)
- Using the Office Clipboard
- The Thesaurus & Grammar Checker
- Using Smart Lookup
- Creating Bookmarks
- Printing Envelopes
- Mailing Labels
- Using and Creating Templates
- Applying Document Themes

Intermediate (6-8 hours)
- Widows & Orphans
- Protecting Text Blocks
- Page Numbering
- Headers & Footers
- Inserting Fields
- Find & Replace
- Copying & Moving Between Files
- Using the Office Clipboard
- Columns (Newspaper)
- Creating Borders
- Creating Drop Caps
- Mail Merge
- Outlines
- Bullet and Number Lists
- Inserting Hyperlinks
- Creating/Editing Templates
- Comments
- Using Quick Parts
- Document Properties
- Tracking & Reviewing Changes
- Compare & Merge Documents
- Protecting Documents
- Research Features
- Translating Text
- WordArt
- Adding Shapes

Advanced (6-8 hours)
- Working with Tables
- Performing Math
- Importing Spreadsheets
- Linking Files
- Clipart, AutoShapes, WordArt
- Using the Drawing Toolbar
- Adding Diagrams & Charts
- Watermarks & Text Boxes
- Sorting & Selecting Merge Records
- Creating Mailing Labels
- Using & Creating Styles
- Adding Footnotes/Endnotes
- Cross-Referencing Text
- Creating an Index
- Inserting Table of Contents
- Master & Sub Documents
- Creating Web Pages
- Customizing the Toolbar
- Setting Program Options

MICROSOFT OFFICE 2019 & OFFICE 365

EZ-REF Courseware

• Courses (continued)

Microsoft Basics
One Day (6 - 8 hours)

Word Basics (Screen, Menus, Dialog Boxes)
- Accessing Help
- Viewing Options
- Saving Documents
- Spell Checking
- Printing a Document
- Closing/Opening/Creating Documents
- Editing a File (Insert/Deleting/Undeleting)
- Using Attributes/Fonts/Point Sizes
- Changing Margins/Alignment

Excel Spreadsheet Basics
- Entering/Editing/Deleting Data
- Using the Mouse to Select Blocks
- Adjusting Columns Widths
- Entering Formulas
- Using Built-In Functions
- Using the Fill option
- Margins/Headers/Footers
- Saving, Closing & Printing
- Aligning/Formatting Data
- Inserting/Deleting Rows/Columns
- Using Attributes/Fonts/Point Sizes
- Cell Borders and Colors
- AutoFormat

PowerPoint Basics
- Changing Views
- Working with Objects
- Adding Text
- Editing the Presentation
- Saving & Printing
- Creating a New Presentation
- Adding/Deleting Slides
- Drawing Objects & AutoShapes
- Adding ClipArt
- Moving/Copying between Applications
- The Office Clipboard

Moving/Copying Between Office 365 Apps
- Working with the Office Clipboard

MICROSOFT OUTLOOK 2019 & OUTLOOK 365

EZ-REF Courseware

• Courses

One Day (6 - 8 hours)

- Outlook Basics (Help, Menus)
- Navigating in Outlook & Creating Folders
- Creating Messages
- Copying/Moving Text
- Using Attributes (Bold, Color, etc.)
- Changing Fonts & Point size
- Justification
- Indenting
- Bullet Lists
- Signature Blocks
- Flagging Messages
- Using the Spell Checker
- Delivering/Getting Messages
- Reading Messages
- Deleting/Printing
- Replying/Forwarding Messages
- Working with Attachments
- Using Stationary
- Customizing Views
- Organizing Messages
- Using Rules
- The Address Book
- Handling Junk Mail
- Common Emoticons/Acronyms
- Creating Appointments
- Editing/Moving Appointments
- Recurring Appointments
- Deleting/Undeleting Appointments
- Creating/Editing/Deleting Events
- Printing/Publishing Your Schedule
- Creating Notes
- Creating a To Do List
- Organizing Tasks
- Editing/Moving Tasks
- Completing/Deleting/Undeleting Tasks
- Recurring Tasks
- Accept, Decline and Delegate Tasks
- Creating a Contact List
- Deleting/Undeleting Contacts
- Sorting/Grouping Contacts
- Sending Contact Info
- Saving a vCard
- Scheduling Meetings
- Adding Folder Shortcuts
- Outlook Options

MICROSOFT POWERPOINT 2019 & POWERPOINT 365

EZ-REF Courseware

• Courses

One Day (6 - 8 hours)

- PowerPoint Basics (Screen, Menus)
- Opening a Presentation
- Using Help
- Running a Slide Show
- Changing Views
- Spell Checking your Presentation
- Working with Objects (Moving, Copying, Resizing, Deleting)
- The Office Clipboard
- Customizing Objects
- Entering & Editing Text
- Creating a New Presentation
- Adding Headers and Footers
- Working with Text Charts
- Find/Replace
- Saving Your Presentation
- Printing
- Adding & Deleting Slides
- Working with Bullet Lists
- Drawing Objects
- Using the Ruler to Set Tabs & Indents
- Adding Tables
- Inserting Online Pictures
- Creating WordArt
- Working with SmartArt
- Creating and Customizing Charts
- Creating Slide Shows
- Adding Animation/Transition Effects
- Editing Master Slides
- Creating Custom Backgrounds
- Working with Themes
- Using & Creating Templates
- Sharing a Presentation

MICROSOFT PUBLISHER 2019 & PUBLISHER 365

EZ-REF Courseware

- ## Courses (continued)

One Day (6 - 8 hours)

- PowerPoint Basics (Screen, Menus)
- Opening a Presentation
- Using Help
- Running a Slide Show
- Changing Views
- Spell Checking your Presentation
- Working with Objects (Moving, Copying, Resizing, Deleting)
- The Office Clipboard
- Customizing Objects
- Entering & Editing Text
- Creating a New Presentation
- Adding Headers and Footers
- Working with Text Charts
- Find/Replace
- Saving Your Presentation
- Printing
- Adding & Deleting Slides
- Working with Bullet Lists
- Drawing Objects
- Using the Ruler to Set Tabs & Indents
- Adding Tables
- Inserting Online Pictures
- Creating WordArt
- Working with SmartArt
- Creating and Customizing Charts
- Creating Slide Shows
- Adding Animation/Transition Effects
- Editing Master Slides
- Creating Custom Backgrounds
- Working with Themes
- Using & Creating Templates
- Sharing a Presentation

MICROSOFT TEAMS, OFFICE 365, WINDOWS 10 & ZOOM

EZ-REF Courseware

• Courses

One Day (6 - 8 hours)

- When to Use & How to Manage Microsoft Teams & Office 365 Groups
- Collaborating on files
- Managing files in TEAMS
- Managing Meetings in TEAMS
- Using Chat

Windows 10
One Day (6-8 hours)

- Using the Touch Keyboard
- Logging On
- Windows Hello
- The Windows Desktop
- Using the Taskbar
- The Start Menu
- Working with Apps
- Changing Views
- Working with Windows
- The Action Center
- Getting Help
- Working with Cortana
- Shutting Down
- Working with Multiple Desktops
- Using the File Explorer
- Creating Folders
- Renaming Objects
- Moving/Copying Objects
- Opening, E-Mailing & Printing Files
- Deleting/Undeleting Objects
- Working with Folders
- Using the Recycle Bin
- Working with Networks
- Mapping/Disconnecting Drives
- Using Network Locations
- Sharing/Connecting to Printers
- Customizing Folder Options
- Working with Shortcuts
- Customizing the Desktop
- Customizing the Start Menu
- Customizing the Taskbar
- Working with Printers
- Windows System Settings
- Overview of Built-in Apps

Zoom
One day (6-8 hours)

- Virtual Meetings
- Team Chat
- Online Whiteboard
- Conference Room Systems
- Schedule Meetings

Resources:
- 10 Tips and Tricks for Zoom
- Zoom Power User Optimizations

MICRO SKILLS MISCELLANEOUS

North West College

• Courses

Study Skills (Education Resources)
- How to get organized and study skills
- Exam taking skills
- Essay writing tips
- How to take multiple choice tests

Budgeting (FCAC – Financial Consumer Agency of Canada)
- Financial Basics Workshop

Resume Workshop, Mock Interviews & Job Search (Job Coach)
- Create or update your resume
- Practice your job interview skills
- Job Search Strategies

Conflict Resolution

FUNDING OPPORTUNITIES
TRAINING SUPPORT

CANADA-SASKATCHEWAN JOB GRANT

Government of Saskatchewan

• Program Description

The Canada-Saskatchewan Job Grant is now accepting applications from eligible employers, pending available funding.

The Canada-Saskatchewan Job Grant is an employer-driven program that:

Helps businesses and non-profit organizations train new or existing employees for available jobs; and Provides more opportunities for unemployed and underemployed workers to receive training. Through the program, the employer contributes one-third of the training cost, while the federal and provincial governments contribute the remaining two-thirds.

• Benefits

Employers:
- Select the trainees and the training program.
- Receive reimbursement for two-thirds of eligible training costs.
- Employ the trainee at the end of training.

Employers can make multiple grant applications to a maximum of $100,000 per fiscal year, and up to $10,000 per individual trainee.

• Eligibility

Employers
- Private and not-for-profit sector employers are eligible.

Publicly funded organizations such as health regions, post-secondary training institutions, public libraries, municipalities and school divisions are not eligible under the program.

Self-Employed individuals are not eligible to participate as CSJG supported trainees.

• Trainees

- Must have a valid Social Insurance Number.
- Be a Canadian citizen, Permanent Resident of Canada, or temporary resident with authorization for emergency travel from the Government of Canada holding a valid Canadian work permit.
- Both existing and potential employees are eligible.

Temporary foreign workers or temporary residents without authorization for emergency travel and a valid Canadian work permit are not eligible.

CANADA-SASKATCHEWAN JOB GRANT

Government of Saskatchewan

- ## Training Cost

  - Tuition fees or fees charged by the training provider;
  - Mandatory student fees;
  - Textbooks, software and other required materials;
  - Learning material fees; and
  - Examination fees.

  Training taken prior to an approved contract is not eligible for funding.

- ## Training

  Training is flexible. Employers choose the training program and mode of delivery that will meet their needs within the following requirements:
  - Must be delivered by a third party not affiliated with the employer applicant;
  - Must be a minimum of 24 hours in length per trainee by the same training provider and completed within a 52 week period;
  - Must result in a credential (record of completion, certificate, grade, etc.); and
  - Must not replace an employer's existing investment in training.

- ## Trainers

  Third-party trainers could include:
  - Post-secondary education institutions;
  - Private vocational schools, trade unions; and
  - Private industry trainers.

- ## How to Apply

  Interested employers must complete the Employer Application Form and obtain a Training Provider Quote. For more detailed information on how to apply, view the Canada-Saskatchewan Job Grant Applicant Guide.

  Each application can only have one training provider quote attached to it. Only fully completed applications will be accepted for assessment. Applications will be accepted, assessed and approved based on available funding.

  Please note that a completed application is not a guarantee of funding. Training requests must be approved and a contract negotiated between the employer and the Government of Saskatchewan to be eligible for program funding.

  Further Information or to Apply go to:
  https://www.saskatchewan.ca/business/hire-train-and-manage-employees/apply-for-the-canada-saskatchewan-job-grant

RE-SKILL SASKATCHEWAN TRAINING SUBSIDY

Government of Saskatchewan

● Program Description

The Re-Skill Saskatchewan Training Subsidy (RSTS) program is a new, temporary program that provides businesses with the financial support to train employees as the province emerges from the pandemic and economic recovery. This program supports eligible Saskatchewan employers to access financial supports for employer-driven, short term training programs for their employees.

Funding to support training can help employers evolve from the impacts of the pandemic into economic recovery.

The objectives of the RSTS are to:
- support employers in meeting the challenges brought on by COVID-19,
- provide enhanced training support to ensure employers are able to access training to sustain business activities while stimulating competitiveness;
- reduce obstacles to hiring, retraining and retaining workers to boost the province's economic recovery.

The program is operated by the Saskatchewan Ministry of Immigration and Career Training. Applications will be accepted from eligible employers pending available funding.

● Benefits

- Financial supports can ensure employers have access to training that supports their business recovery efforts and assists them in meeting the challenges brought on by COVID-19;
- Employers select the employee(s) and the training program;
- 100% reimbursement is provided to eligible employers for approved training costs; and
- Payment is made to approved employers that enter into a training agreement with the government upon completion of final reporting, including verification of actual expenditures.

Employers can make multiple applications to a maximum of $5,000 for the duration of the program. The minimum amount per application is $1,000 per training program. Employers may work with training providers to combine courses into customized programs that meet their training needs.

● Eligibility

Employers
- Private and not-for-profit sector employers are eligible.

Publicly funded organizations such as health regions, post-secondary training institutions, public libraries, municipalities and school divisions are not eligible under the program.

RE-SKILL SASKATCHEWAN TRAINING SUBSIDY

Government of Saskatchewan

• Trainees

Eligible trainees are required to:
- have a valid Social Insurance Number;
- be a Canadian citizen, Permanent Resident of Canada, or temporary resident with authorization for emergency travel from the Government of Canada holding a valid Canadian work permit; and,
- be an existing employee of the applying employer (that is currently on the payroll of the company).

Temporary foreign workers, temporary residents without authorization for emergency travel and a valid Canadian work permit, and volunteers are not eligible for training funding. Saskatchewan-based owners of small businesses (with 1-50 employees) may also participate in funded training with their employees.

• Training Costs

- Tuition fees or fees charged by the training provider;
- Mandatory student fees;
- Textbooks, software and other required materials;
- Learning material fees; and
- Examination fees.

• Training

Training is flexible. Employers choose the training program and mode of delivery that will meet their needs within the following requirements:
- Must be delivered by a Saskatchewan-based third-party that has been in business for one year and is not affiliated with the employer;
- Must be a minimum of 8 hours in length per trainee by the same training provider and completed within 4 months;
- Must start within 4 months of the application date;
- Must result in a credential (record of completion, certificate, grade, etc.).

• Training Providers

Third-party training providers are required to be based in Saskatchewan and have been in business for one year. This could include:
- Post-secondary education institutions;
- Private vocational schools; or
- Private industry trainers.

RE-SKILL SASKATCHEWAN TRAINING SUBSIDY

Government of Saskatchewan

- ## How to Apply

    Interested employers will be required to complete an online Employer Application. The application requires attachments and supporting documents from the business.

    Before starting an application review the Before You Apply Checklist available at: https://publications.saskatchewan.ca/api/v1/products/115829/formats/131616/download

    Applications submitted less than 10 business days prior to the start date of training may not be approved. If you have questions about the status of your application, please contact us.

    Only fully completed applications will be accepted for assessment. Applications will be accepted, assessed and approved based on available funding.
    A completed application is not a guarantee of funding. Training requests must be approved and a contract negotiated between the employer and the Government of Saskatchewan prior to the start date of training to be eligible for program funding.

    Further Information or to Apply go to:
    https://www.saskatchewan.ca/business/hire-train-and-manage-employees/re-skill-saskatchewan-training-subsidy

2022 Office Procedures Essential Skills program completion, partnership with Meadow Lake Tribal Council.

PARTNER TESTIMONIAL

"**NWC SUPPORTS OUR LEARNING INITIATIVES, HELPING US BUILD OUR COMMUNITIES.** Investing in educating our people is a shared endeavor with the college, which has a great history of success."

Joelle Norman
Employment & Training Services Manager

STAY CONNECTED WITH US

At NWC, we value our relationships with industry.
Let us show you how we can help your organization succeed.

- ## Phone

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- ## Website

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- ## Email

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