

Training Opportunities for City of Kawartha Lakes employers - fall 2021

Essential & Leadership Skills

P.E.A.K. Leadership Training Program	
<p>Program Length: approx. 6 months. Participants attend program workshops for one half day every week, as scheduled (<i>program will start online, until training can continue in person</i>)</p> <p>Next cohort starts on September 21st, on Tuesdays from 9 am to noon</p>	<p>Whether you are new to your role or a seasoned leader, this training program is designed to propel you to new heights in leadership performance. Through a combination of applied projects, peer-to peer learning, and in-depth coaching by experienced facilitators, you will develop and grow. Content covers leading teams, managing change, and finance, among other foundational elements of positive, effective, applied and knowledgeable leadership - P.E.A.K. Leadership. NOTE: another leadership training program is being developed, specific to the Construction sector - details will be shared once finalized.</p>
Lean Essentials	
<p>Cohorts start regularly, based on demand</p>	<p>This online lean training session provides an understanding of key Lean thinking concepts. Participants learn to view their work processes and product flow differently and learn the language of lean. The training includes participation in improvement projects and brainstorming discussions.</p>
Customer Service Skills	
<p>Thurs, Oct 14 & 21 9 am-noon</p>	<p>Great customer service is at the heart of every successful business. This interactive program is facilitated in two 3-hour sessions via zoom. In breakout rooms and through polls, surveys, and group work this workshop will empower you to build your customers service skills to a higher level of excellence.</p>
Accounting Basics 1	
<p>Nov 1-Feb 7 online</p>	<p>Focus on recording business transactions, preparing financial statements, end-of-period adjustments, accounting for merchandising firms, accounts receivable, cash management and an introduction to financial ratios. Software requirements: Microsoft Word and Excel.</p>
Computers 1-Introduction	
<p>Nov 1-Feb 7 online</p>	<p>Familiarize yourself with your computer's hardware and software. Topics include file management, security risks, utility programs, various web browsers and cloud services, and the basics of using Microsoft Word, PowerPoint and Excel. Software required: Windows, Microsoft Office 2016, 2019 or 365. MAC users will not be supported in this course. Version 2013 no longer supported.</p>

Intro to Project Management	
Nov 1-Feb 7 online	Learn the fundamental principles of project management including: project initiating, project definition, creating the Work Breakdown Structure, estimating effort, budgeting, scheduling using Gantt charts and network diagrams, risk management, controlling resources, quality assurance, auditing and closing.

Payroll Administration	
Nov 1-Feb 7 online	Learn all facets of payroll administration, such as maintaining payroll records, salaried, hourly, commission and contract workers taxable benefits, deductions preparation of payroll journal entries, preparation of Record of Employment, preparation of T4's and T4 Summary, Workers' Compensation, Employment Standards, and validate the use of Computerized Payroll.

Implementing an Evidence-Based Social Media Plan	
Mon, Oct 18-Nov 29 10am-noon	This course is designed to provide learners with an evidence-based social media plan that will build relationships with existing customers and reach prospects. Upon completion, the learner will be able to substantiate investments made in specific social media tools and the expected results.

Safety-Supervisor Competency under OHSA	
Mon/Tue, Oct 18 & 19 1-4 pm OR Tue/Wed, Jan 18 & 19 1-4 pm	As of July 1, 2014, employers must ensure that all supervisors are deemed 'competent'. Competence implies the appropriate knowledge, training, and experience to handle the requirements of the Occupational Health & Safety Act (OHSA). This full-day program will cover the OHSA, and the duties as a competent supervisor or manager, providing the skills and knowledge needed to be compliant.

First Aid/CPR (Level C)	
Mon, October 25 8 am-5 pm OR Sat, November 20 8 am-5 pm	This blended First Aid/CPR-C course combines a self-paced, online session to be completed by all participants, followed by an in-class skills session with a Red Cross Certified First Aid Instructor. Approximate time to complete online portion is 4-8 hours. Registered students will be sent a link to register and complete the online portion in advance of the in-class session.
Priced at flat fee for a maximum of 8 participants (first come, first served)	

Conflict Resolution	
Thurs, Oct 28 & Nov 3 9 am-noon	Whether conflict arises in customer service, interpersonal differences or work-related situations, it takes skill to come to a resolution that creates a win-win. Beginning with an understanding of what constitutes a difficult situation and what your personal style of conflict resolution is, we'll guide you to easily incorporate more tools and skills. You'll learn to create a positive environment and come to an amicable resolution, even in the most difficult situations. This interactive program is facilitated in two 3-hour sessions via Zoom. Participants will use breakout rooms, polls, surveys, and group work to build their skills in dealing with difficult situations.

Cost and Managerial Accounting 1	
Nov 1-Feb 7 online	This course introduces managerial accounting concepts and terminology including the elements of a job costing system, the application of cost-volume-profit analysis, and the application of job order costing, process costing, and activity-based costing. Recommended: Previous accounting courses or a background in accounting/bookkeeping.

Office Technology and Procedures	
Nov 1-Feb 7 online	Become proficient in a broad range of office tasks, including Internet research and reporting, e mail messages, time and stress management, telecommunications, office reception and customer service, meetings and travel arrangements, office mail procedures and records management.

Stepping Up to Team Lead	
Thu/Fri, Nov 11 & 12 1-4 pm	Team leaders are in demand everywhere. And as you step-up to your new role as a team leader, you need new tools to support, inspire and motivate your team members in order to achieve organizational success. In this session, we'll help build your confidence, in building and managing teams, developing approaches to ongoing feedback, and find new ways to engage and build productive relationships, while you navigate and explore your challenges and new skills as a new team lead.

Navigating Workplace Mental Health and Accommodation	
Thu/Fri, Nov 25 & 26 9 am-noon	Early identification and support for mental health issues can lead to continued productivity, retention of employees and overall satisfaction in the workplace. This session will help you understand your responsibilities in maintaining workplace well-being which supports, promotes, and accommodates mental health. Participants will discuss practical strategies for creating a more inclusive work environment.

The Respectful Workplace: Maintaining Employee Mental Health	
Tue, Dec 7 1-4 pm	Navigating the issues of mental health and mental illness in the workplace is becoming a primary concern for employers and their leaders. Early identification supports continued productivity, retention of employees, and overall satisfaction in the workplace. This session will help you understand your responsibilities in maintaining a respectful workplace which supports, promotes, and accommodates mental health. Participants will discuss practical strategies for creating a more inclusive work environment and the concept of a Psychologically Safe Workplace.



FLEMING
Contract Training

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Technical Skills

Lean Essentials	
Cohorts start regularly, based on demand	This online lean training session provides an understanding of key Lean thinking concepts. Participants learn to view their work processes and product flow differently and learn the language of lean. The training includes participation in improvement projects and brainstorming discussions.
Lean Yellow Belt Certification	
Cohorts start regularly, based on demand	Participants build on their understanding from the Lean Essentials training, expanding their knowledge of Lean and are able to lead local Kaizen Improvement events. Participants who complete this level online then complete an applied Improvement Project in order to obtain their Lean Yellow Belt Certification, with webinar and coaching support, and can move on to complete their Lean Green Belt Certification.
Arc Flash Safety	
Tue, Nov 30 8 am-noon	This training program aims to make workers aware of the hazards of working on or around live electrical equipment as well as the measures and procedures that are required when live work is unavoidable. This program will provide participants clear instruction and information on the technology, formulas, regulatory standards, and other considerations needed when dealing with arc flash assessment.
Lock Out/Tag Out	
Tue, Nov 30 12:30-4:30 pm	There are many types of potentially hazardous energy including electrical, thermal, chemical, pneumatic, hydraulic, mechanical and gravitational energy. All hazardous forms of energy must be locked out, blocked or released to ensure that machinery or equipment does not turn or move during installation, repair or maintenance. This training program will teach students the methods and the legislative requirements for hazardous energy control (Lockout) in the workplace.

Confined Space Entry	
Wed, Dec 1 8 am-4 pm	This training program will familiarize a participant with the requirements of Ontario Regulation 632/05-Confined Spaces. Furthermore, the training program is intended to provide entrants, attendants and competent persons the skills and training required to recognize confined space entry risks and how to establish measured and corresponding controls. Participants will have the opportunity to become familiar with, inspect and use Confined Space Entry (CSE) access equipment and air quality instrumentation.

Confined Space Rescue	
Thurs, Dec 2 8 am-4 pm	This training program builds on the content of the Confined Space Entry Awareness course to train participants of the safety considerations and how to safely perform rescue from confined space.

Blueprint Reading	
Dates to be scheduled, based on demand.	Working on the shop floor or assembling that new wall unit? They all involve drawings. Can you read them? It's not magic: it's just a matter of understanding the symbols. In this course you will learn from a series of blueprints relating to the building trades.

Farm Equipment Operation and Maintenance	
Dates to be scheduled, based on demand.	This course is designed to provide hands-on experience in the selection, safe operation and maintenance of equipment commonly found in the small-scale farm operation including hand tools, small power tools, rototillers, tractors / front end loaders and chainsaws.

Livestock Management/Anatomy	
Dates to be scheduled, based on demand (under development).	<i>This course is designed to provide students with an introduction to small-scale livestock production and the mixed farm operation. Focus topics include the principles of livestock husbandry, pasture management and forage production, as well as livestock selection and breeding.</i>

Livestock Medicine	
Dates to be scheduled, based on demand.	[details to be updated]

Ontario Agriculture Worker Safety Certification	
Dates to be scheduled, based on demand.	This new certificate program, produced by the University of Guelph, includes several e-learning modules designed to provide a broad overview of health and safety on a farm, an instruction to farm equipment operation and safety, and an introduction to both crop farm operations and livestock farm operations. The modules are designed to be completed at the participant's own pace over approximately 8-10 hours, in an entirely virtual format.

Ontario Pesticide Training and Certification

Dates to be scheduled, based on demand.

Unlicensed assistants, working without onsite direct supervision will have to successfully complete a training program, run by the University of Guelph, which includes taking a MECP approved pesticide safety course and practical training from a licensed exterminator to become a technician. Technicians can apply pesticides with specific restrictions of duties under the supervision of a licensed exterminator, who must visit at least once a week to observe the application. Unlicensed assistants who have not completed the training to become technicians must be directly supervised by a licensed exterminator at all times and are known as trainees.

Technical Drawings/Assembly Drawings

Dates to be scheduled, based on demand.

This introduction to construction drawings and methods provides a useful foundation for those who would like to continue their studies in managing a construction project or estimating its cost. We will go over basic blueprint reading and common methods of construction, from soil excavation to roof design and discuss legal concepts of building/planning codes and statutes. You will gain a foundation of residential/commercial construction principles, and codes in practice today. Prerequisite: A sound mathematics and English background as well as a good understanding of MS Word are important for success in this course.

Working at Heights

Dates to be scheduled for later this fall, and delivered based on demand.

Priced at flat fee for a maximum of 8 participants (first come, first served)

This Chief Prevention Officer approved training program is mandated for all workers having the potential of working at heights. It focuses on safe work practices to eliminate injuries and accidents while working at heights. You will gain hazard awareness and fall protection training both in classroom theory and practical experience in a simulation lab.