

TRAINING OPPORTUNITIES (DAY, WEEKEND & EVENING)

PROFESSIONAL EDUCATION ATLANTIC COLLEGE

In partnership with 8667837 Canada Society

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Course Code	Course Name	Description
100-01	Active Listening	Professional Development
100-02	Adobe Acrobat 7	Adobe Applications Training
100-03	Adobe Acrobat 8 Pro	Adobe Applications Training
100-04	Adobe Photoshop CS - Foundation	Adobe Applications Training
100-05	Adobe Photoshop CS - Intermediate	Adobe Applications Training
100-06	Adobe Photoshop CS3 - Advanced	Adobe Applications Training
100-07	Adobe Photoshop CS3 - Expert	Adobe Applications Training
100-08	Adobe Photoshop CS3 - Foundation	Adobe Applications Training
100-09	Adobe Photoshop CS3 - Intermediate	Adobe Applications Training
100-10	Corel Paradox X3	Corel Applications Training
100-11	Corel Presentations X3	Corel Applications Training
100-12	Corel Quattro Pro X3	Corel Applications Training
100-13	Corel WordPerfect 12 - Advanced	Corel Applications Training
100-14	Corel WordPerfect 12 - Foundation	Corel Applications Training
100-15	Corel WordPerfect 12 - Intermediate	Corel Applications Training
100-16	Corel WordPerfect Mail	Corel Applications Training
100-17	Corel WordPerfect X3	Corel Applications Training
100-18	Advanced Skills for the Practical Trainer	Professional Development
100-19	Advanced Writing Skills	Professional Development
100-20	Anger Management - Understanding Anger	Professional Development
100-21	Body Language: Reading Body Language as a Sales Tool	Professional Development
100-22	Building Your Self Esteem and Assertiveness Skills	Professional Development
100-23	Bullying in the Workplace	Professional Development
100-24	Business Ethics for the Office	Professional Development
100-25	Business Etiquette - Gaining That Extra Edge	Professional Development
100-26	Business Writing That Works	Professional Development
100-27	Conducting Effective Performance Reviews	Professional Development
100-28	Conference and Event Management	Professional Development
100-29	Conflict Resolution - Dealing With Difficult People	Professional Development
100-30	Conquering Your Fear of Speaking in Public	Professional Development
100-31	Creating a Dynamite Job Portfolio	Professional Development
100-32	Creating a Google AdWords Campaign	Professional Development
100-33	Creative Thinking and Innovation	Professional Development
100-34	Critical Thinking	Professional Development
100-35	Emotional Intelligence (One Day)	Professional Development

100-36	Employee Accountability	Professional Development
100-37	Getting Stuff Done - Personal Development Boot Camp	Professional Development
100-38	Getting Your Job Search Started	Professional Development
100-39	Influence and Persuasion	Professional Development
100-40	Introduction to Neuro Linguistic Programming	Professional Development
100-41	Managing Pressure and Maintaining Balance	Professional Development
100-42	Marketing for Small Businesses	Professional Development
100-43	Marketing with Social Media	Professional Development
100-44	Mastering the Interview	Professional Development
100-45	NLP Tools for Real Life	Professional Development
100-46	Personal Brand: Maximizing Personal Impact	Professional Development
100-47	Problem Solving & Decision Making	Professional Development
100-48	Project Management Training - Understanding Project Management	Professional Development
100-49	Public Relations Boot Camp	Professional Development
100-50	Public Speaking - Speaking Under Pressure	Professional Development
100-51	Research Skills	Professional Development
100-52	Safety in the Workplace	Professional Development
100-53	Skills for the Administrative Assistant	Professional Development
100-54	Stress Management	Professional Development
100-55	Team Building - Developing High Performance Teams	Professional Development
100-56	The ABCs of Supervising Others	Professional Development
100-57	The Minute Taker's Workshop	Professional Development
100-58	Workplace Wellness	Professional Development
100-59	Writing Reports and Proposals	Professional Development
100-60	Writing a Business Plan	Professional Development
100-61	Writing for the Web	Professional Development
100-62	Project Management Fundamentals	Project Fundamentals
100-63	Advanced Project Management	Project Management
100-64	Business Process Management	Project Management
100-65	Effective Planning and Scheduling	Project Management
100-66	Intermediate Project Management	Project Management
100-67	Lean Process Improvement	Project Management
100-68	Project 2013 to 2018 Core Essentials	Project Management
100-69	Risk Management	Project Management
100-70	Negotiating for Results	Project Results
100-71	Networking for Success	Project Success
100-72	The Professional Supervisor	Project Supervisor
100-73	The Practical Trainer	Project Trainer
100-74	Intuit QuickBooks 2008 to 2018- Advanced	Accounting Software
100-75	Intuit QuickBooks 2008 to 2018- Expert	Accounting Software
100-76	Intuit QuickBooks 2008 to 2018- Foundation	Accounting Software
100-77	Intuit QuickBooks 2008 to 2018- Intermediate	Accounting Software
100-78	Branding: Creating and Managing Your Corporate Brand	Sales and Marketing
100-79	Building Relationships for Success in Sales	Sales and Marketing

100-80	CRM - An Introduction to Customer Relationship Management	Sales and Marketing
100-81	Call Center Training - Sales and Customer Service Training for Call Center Agents	Sales and Marketing
100-82	Customer Service Training - Critical Elements of Customer Service	Sales and Marketing
100-83	Customer Service Training - Managing Customer Service	Sales and Marketing
100-84	Dynamite Sales Presentations	Sales and Marketing
100-85	Marketing and Sales	Sales and Marketing
100-86	Selling Smarter	Sales and Marketing
100-87	Time Management - Get Organized for Peak Performance	Sales and Marketing
100-88	Conflict Resolution - Getting Along In The Workplace	Sales and Marketing
100-89	Working Smarter - Using Technology to your Advantage	Sales and Marketing
100-90	Tough Topics: Talking to Employees about Personal Hygiene	Sales and Marketing
100-91	Basic Business Management - Boot Camp for Business Owners	Small Business
100-92	Basic Internet Marketing	Small Business
100-93	Budgets and Managing Money	Small Business
100-94	Business Succession Planning - Developing and Maintaining a Succession Plan	Small Business
100-95	Inventory Management - The Nuts and Bolts	Small Business
100-96	Orientation Handbook - Getting Employees Off to a Good Start	Human Resource
100-97	Workplace Violence - How to Manage Anger and Violence in the Workplace	Human Resource
100-98	Meeting Management - The Art of Making Meetings Work	Human Resource
100-99	Telemarketing - Using the Telephone as a Sales Tool	Human Resource
100-100	Workplace Harassment - What It is and What to Do About It	Human Resource
100-101	Onboarding - The Essential Rules for a Successful Onboarding Program	Human Resource
100-102	Creating a Top-Notch Talent Management Program	Human Resource
100-103	Using Activities to Make Training Fun	Human Resource
100-104	Workplace Ergonomics: Injury Prevention Through Ergonomics	Human Resource
100-105	Prospecting for Leads like a Pro	Human Resource
100-106	Accounting Skills for New Supervisors	Leadership & HR
100-107	Balanced Scorecard Basics	Leadership & HR
100-108	Building Better Teams	Leadership & HR
100-109	Business Leadership - Becoming Management Material	Leadership & HR
100-110	Change Management - Change and How to Deal With It	Leadership & HR
100-111	Coaching - A Leadership Skill	Leadership & HR
100-112	Communication Strategies	Leadership & HR
100-113	Crisis Management	Leadership & HR
100-114	Delegation - The Art Of Delegating Effectively	Leadership & HR
100-115	Developing Your Training Program	Leadership & HR
100-116	Disability Awareness - Working with People with Disabilities	Leadership & HR

100-117	Diversity Training - Celebrating Diversity in the Workplace	Leadership & HR
100-118	Employee Dispute Resolution - Mediation through Peer Review	Leadership & HR
100-119	Facilitation Skills	Leadership & HR
100-120	Generation Gap - Closing the Generation Gap in the Workplace	Leadership & HR
100-121	Giving Effective Feedback	Leadership & HR
100-122	Goal Setting	Leadership & HR
100-123	Hiring for Success - Behavioral Interviewing Techniques	Leadership & HR
100-124	Human Resources Training - HR for the Non-HR Manager	Leadership & HR
100-125	Knowledge Management	Leadership & HR
100-126	Leadership Skills for Supervisors - Communication, Coaching, and Conflict	Leadership & HR
100-127	Managing Difficult Conversations	Leadership & HR
100-128	Self-Leadership	Leadership & HR
100-129	Strategic Planning	Leadership & HR
100-130	Performance Management - Managing Employee Performance	Leadership & HR
100-131	Survival Skills for the New Trainer	Leadership & HR
100-132	Public Speaking - Presentation Survival School	Leadership & HR
100-133	Motivation Training - Motivating Your Workforce	Leadership & HR

PERSONALIZED LEARNING:

Option 1: Classroom (Workshop style)

Option 2: One-on-One Instructor-led (Via Skype)

Option 3: Self-guided with facilitator available on demand

CLASSROOM LOCATIONS AND DATES: To be determined (based on local demand)

SUMMATIVE WRITTEN ASSESSMENT is required leading to the issuance of a **CERTIFICATE OF COMPLETION**

ACCREDITATION & LEGAL STATUS:

Professional Education Atlantic College is a private institution approved, through **PEA Professional Education Atlantic Inc**, to operate by the Minister of Employment, Workforce Development and Labour (Federal Government of Canada). Approval to operate means compliance with standards as set forth in the subparagraph 118.5(1)(a)(ii) of the Income Tax Act. In addition, **Professional Education Atlantic College** is exempted under the Private Occupational Training (Act) and the General Regulation 84-207 of the Province of New Brunswick. More details regarding the legal status and accreditation of Professional Education Atlantic College can be found on the institutional website.