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COURSE BUNDLES

Over 250+ Courses



Free online learning for PEI Job seekers, current employees, businesses, and non-profit organizations.

FINANCE FOR NON-FINANCIAL PROFESSIONALS

- Principles of Accounting and Finance
- Cash Flow Management Essentials
- The Time Value of Money and Investment Decisions
- The Essentials of Budgeting
- Financial Statements
- Analyzing Financial Statements

BASICS OF BUSINESS MATH

- Averages and Equations
- Charts and Graphs
- Percentages and Ratios
- Using Whole Numbers and Decimals

ACCOUNTING BASICS

- Key Accounting Concepts and Principles
- Preparing Financial Statements and Closing Accounts
- Recording, Posting, and Balancing the Books
- Accounting for Stock Transactions

LEADING TEAMS

- Building Trust
- Dealing with Conflict
- Developing a Team Culture
- Establishing Goals
- Effective Communication/Collaboration
- Optimizing Team Performance

INSPIRING AND DEVELOPING AS A LEADER

- Leading through Inspiration
- Gauging Your Leadership Performance
- Leading by Motivating
- Sharing a Vision
- Influencing through Positive Leadership

IMPROVING LEADERSHIP SKILLS

- Becoming an Inspirational Leader
- Assessing Your Own Leadership Performance
- Leading Through Positive Influence

WOMEN IN LEADERSHIP

- Gender and Leadership
- Choosing to Lead as a Woman
- Career and Family Challenges for Women Leaders

POST-PANDEMIC WORKPLACE

- Leading in the Post-pandemic Workplace
- Navigating the Post-pandemic Workplace

FIRST TIME MANAGER ESSENTIALS

- The Reality of Being a First-time Manager
- Facing Challenges as a First-time Manager
- Planning an Effective Performance Appraisal
- Creating a Plan for Performance Management
- Detecting and Dealing with Performance Problems

DAY-TO-DAY PERFORMANCE MANAGEMENT

- How Do I Deal with Difficult Personalities and Conflict Resolution?
- How Do I Deal with Poor Employee Performance?
- How Do I Manage Absenteeism and Sick Leave Abuse?
- How Do I Minimize Employee Turnover?

HR FUNDAMENTALS

- Employment Standards
- Occupational Health & Safety
- Introduction to Human Rights

EFFECTIVE HIRING

- Applicant Screening
- Conducting an Effective Hiring Interview
- Hitting the Recruitment Bull's-eye
- Ensuring Onboarding Success

START TODAY
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FREE

THINKING STRATEGICALLY & MANAGING RISK

- Thinking Strategically as a Manager
- Using Strategic Thinking to Consider the Big Picture
- Identifying Risks in Your Organization
- Assessing Your Organization's Risks
- Responding Effectively to Risks

DEVELOPING EFFECTIVE NEGOTIATING SKILLS

- Negotiating the Best Solution
- The First Steps in Negotiating

SELLING

- Closing the Sale
- Mastering Cold Calling
- Qualifying Sales Prospects

CUSTOMER SERVICE

- Building Rapport in Customer Relationships
- Designing a Customer Service Strategy
- Facing Confrontation
- Providing Effective Internal Customer Service
- Providing On-Site Customer Service
- Providing Telephone Customer Service

OPERATIONS MANAGEMENT

- Inventory Management
- Product and Service Management
- Operations Management and the Organization
- Operations and Supply Chain Management

ADMINISTRATIVE SUPPORT PROFESSIONALS

- Common Administrative Support Tasks
- Interacting with Others
- Maximizing Your Relationship with your Boss
- Putting Your Best Foot Forward
- Representing Your Boss

PROJECT MANAGEMENT

- Creating a Project Schedule and Budget
- Defining a Project Scope and Team
- Managing a Project to Minimize Risk and Maximize Quality
- Navigating through Changes and Conflicts in Projects
- New Project Manager Essentials
- Taking Final Steps to Bring a Project to its Close

7 ESSENTIALS SKILLS PROGRAM

Includes training on the most popular skills sought after by employers.

7 ESSENTIALS TIER I

- Delivering a Presentation
- How to Write Clearly and Concisely
- Building Relationships and Credibility
- Communicating with Confidence
- Listening Essentials
- Problem Solving: The Fundamentals
- Identifying Difficult People

7 ESSENTIALS TIER II

- Becoming More Professional
- Developing a Growth Mind-set
- Managing Pressure and Stress
- Professional Networking Essentials
- Self-organization and Overcoming Procrastination
- Developing Confidence
- Personal Accountability

FACEBOOK IN THE WORKPLACE

- Signing In & Setting Up
- Posting Updates
- Using Groups
- Using the Photo Tools
- Using the Private Communication
- Creating & Organizing Events
- Administering a Workplace Network

SOCIAL MEDIA FOR BUSINESS

- Intro to Social Media for Your Business
- Using Social Media to Sell Products & Services
- Using Social Media for Recruiting

MARKETING ESSENTIALS

- The Basics of Marketing
- The People and Planning in Marketing
- Product, Pricing, and Promotion in the Marketing Mix
- Analyzing Your Organization
- Distribution and E-Marketing Ethics

MARKETING IN THE DIGITAL AGE

- Reaching Customers Digitally
- Helping Customers Find You
- Managing Your Corporate Reputation Online

PUBLIC SPEAKING & PRESENTATION SKILLS

- Creating a Presentation
- Delivering a Presentation
- Planning a Presentation
- Questions as a Presenter
- Confident Public Speaking
- Preparing Effective Speeches

SKILLS FOR COMMUNICATION

- Become a Great Listener
- Choosing the Right Interpersonal Communication Method to Make Your Point
- Do We Have a Failure to Communicate?
- Making an Impact with Non-verbal Communication
- The Art & Science of Communication
- Trust Building Through Effective Communication

EFFECTIVE BUSINESS WRITING

- Audience and Purpose in Business Writing
- Editing and Proofreading Business Documents
- Taking Effective and Professional Notes

PRACTICAL GRAMMAR

- Using the Parts of Speech
- Spelling Basics
- Abbreviating, Capitalizing, and Using Numbers
- Using Punctuation Marks
- Creating Well-Constructed Sentences
- Common Usage Mistakes in Writing
- Clarity and Conciseness in Business Writing

EFFECTIVE BUSINESS MEETINGS

- Planning Meetings Fit for Purpose
- Running Meetings in Better Directions

USING EMAIL EFFECTIVELY

- Organizing Your email
- Sending Emails to the Right People
- Writing Effective Emails & Instant Messages

DIVERSITY ON THE JOB

- Bridging the Diversity Gap
- Your Role in Workplace Diversity

CROSS CULTURAL COMMUNICATIONS

- Communicating Across Cultures
- Communicating with a Cross-cultural Audience
- Culture and Its Effect on Communication
- Dispute Resolution in International Contracts
- Improving Communication in Cross-Cultural Relationships

UNCONSCIOUS BIAS

- Understanding Unconscious Bias
- Overcoming Your Own Unconscious Biases
- Overcoming Unconscious Bias in the Workplace

WORKING WITH DIFFICULT PEOPLE

- Identifying Difficult People
- Why They Act That Way and How to Deal with Them
- Can't Change Them, so Change Yourself
- Strategies to Keep Everyone Working Together

WORKPLACE CONFLICT

- Recognizing and Responding to Conflict
- Managing Conflict
- Personal Conflict Styles
- Strategies for Resolving Conflict

NON-PROFIT ORGANIZATIONS

- An Introduction of Strategic Planning
- Governance of a New Non-profit Organization
- How Do We Register as a Charity?
- Strategic Thinking for Effective Planning
- Using the Web as a Fundraising Tool
- What is Risk?
- What is a Non-profit Organization?

LINKEDIN

- Setting Up a Profile
- Managing Contacts & Connections
- Posting Updates & Messages
- Using Networking Tools
- Using Groups
- Configuring an Account

MANAGING YOUR CAREER

- Creating a Plan
- Getting on the Right Track
- Leveraging the Performance Appraisal
- Professional Networking Essentials
- You and Your Boss

POLISHING YOUR PROFESSIONAL EDGE

- Becoming More Professional through Business Etiquette
- Becoming Your Own Best Boss
- Becoming an Accountable Professional
- Broadening Your Learning Horizons
- Developing a Personal Accountability Framework
- Disciplines of Organizational Learning: Personal Mastery
- Managing Goals
- Reframing Negative Situations
- Targeting Personal Learning

DISCOVERING YOUR STRENGTHS

- Uncovering and Utilizing Your Talents and Skills
- Self-improvement for Lifelong Success
- Establishing Self-confidence for Life

PERSONAL PRODUCTIVITY IMPROVEMENT

- Achieve Productivity in Your Personal Life
- Avoid Procrastination by Getting Organized Instead
- Maximize Your Productivity by Managing Time and Tasks
- Organize Your Physical and Digital Workspace

TIME MANAGEMENT

- Aligning Goals & Priorities to Manage Time
- Make the Time You Need: Get Organized
- The Art of Staying Focused

FOOD SAFETY

- Food Allergen Safety
- Food Safety & Handling

WHMIS 2015

- Introduction to WHMIS 2015
- Hazardous Materials in the Workplace
- Labels
- The Safety Data Sheet (SDS)
- Workplace Controls

Software Programming Fundamentals

- Best Practices for Maintaining Code
- Design and Development Best Practices
- Software Security Best Practices
- Source Coding Best Practices

TRAIN.
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MICROSOFT OFFICE 2019 PROGRAMS

EXCEL

- Getting Started
- Creating & Saving Workbooks
- Using Basic Formulas
- Inserting & Manipulating Data
- Finding & Grouping Data
- Sorting & Filtering Data
- Custom & Conditional Formatting
- Creating Charts & Graphs
- Working with Different Chart Styles
- Sharing & Collaborating on a Document

POWERPOINT

- Getting Started
- Creating Presentations
- Saving Presentations
- Formatting Presentations
- Inserting & Manipulating Text
- Using Multimedia in Presentation
- Creating Graphics & Diagrams
- Adding Animations
- Sharing & Collaborating on a Presentation
- Preparing & Delivering Slideshows

WORD

- Creating, Opening & Saving Documents
- Editing Documents
- Formatting Documents
- Using Find & Replace Tools
- Creating Graphics & Diagrams
- Using Table Tools
- Sharing & Collaborating on a Document

OUTLOOK

- Setting Up
- Sending & Receiving Email
- Contact Tools
- Calendar Tools
- Formatting Email Text
- Proofing Email
- Tagging, Sorting & Filtering Email
- Organizing Emails

ADOBE ACROBAT DC

- Adobe Acrobat DC Fundamentals
- Working with Adobe Acrobat DC

ADOBE PHOTOSHOP CC 2015

- Adobe Photoshop Basics
- Cloning & Editing
- Enhancement Tools & Techniques
- Paths & Techniques
- File Types & Color Editing
- Layers & Type
- Selection Tools & Techniques

ADOBE ILLUSTRATOR CC 2015

- Adobe Illustrator Fundamentals
- Introduction & New Features
- Adobe Illustrator Tools
- Advanced Tools & Effects
- Gradients & Bitmap Images
- Drawing in Adobe Illustrator
- Working with Text
- Working with the Pen Tools & Objects

GOOGLE DRIVE

- Getting Started
- Organizing Documents
- Working More Efficiently

GOOGLE DOCS

- Getting Started
- Creating, Opening & Saving Documents
- Formatting Documents
- Editing Documents
- Using Table Tools
- Creating Graphics & Diagrams
- Illustrating Documents
- Sharing & Collaboration Tools

GOOGLE SHEETS

- Getting Started
- Formatting Data
- Finding, sorting & Filtering Data
- Referencing Data
- Basic Formulas
- Conditional Formulas
- Sharing & Collaboration Tools
- Inserting & Manipulating Data
- Charts & Graphs

GOOGLE ANALYTICS

- Analytics APIs & Tools
- Fundamentals & Data Collection
- Analytic Reports
- Conversions & Tags

EMAIL

- Signing In & Setting Up
- Sending & Receiving Emails
- Formatting Emails
- Organizing Emails
- Using the Contact Tools
- Using the Calendar Tools
- Customizing Gmail

WORDPRESS

- WordPress Introduction and Basic Configuration
- WordPress Networking and Security
- WordPress Advanced Themes and Administration



Contact us **TODAY** to get started!

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