

IBEW District 1 Course List

Health & Safety Canadian Courses (40 Courses)

Accident Investigation
Annual Safety Review
Asbestos Awareness
Back Safety
Contractor Safety
Due Diligence
Electrical Hazards Description
Fall Prevention and Fall Arrest Awareness
First Aid Advanced
First Aid Basics
First Aid Basics [Canada]
First Aid Basics Part I
First Aid Basics Part II
H1N1 Flu Preparedness for Employees
Health and Safety Awareness for Ontario Workers
Health and Safety for Small Business [Canada]
Lockout/Tagout 1: Electrical Sources of Energy
Lockout/Tagout 2: Other Sources of Energy
Manual Material Handling and Back Safety
Mould Awareness
Office Ergonomics
Office Safety
OSHA Laboratory Standard
OSHA Right-to-Know: Hazardous Chemicals
Personal Protective Equipment
Protection from Asbestos Hazards for Ontario
Safe Driving [Canada]
Safe Driving: Anticipating Your Environment
Safe Driving: Know Your Vehicle
Safe Driving: Road Safety at Work
Safe Driving: You, the Driver
Safety Attitudes and Actions
Safety in Bloodborne Pathogens for Employees
Safety in Driving
Safety in Fire Prevention
Slips, Trips and Falls
WHMIS [Can be retaken annually]
WHMIS 2015 for Workers
Workplace Hazardous Materials Information System
Young Worker Safety Orientation

Workplace & Personal Skills Certificate (22 Courses)

Effective Communication

Dealing With Conflict
Presentation Basics
Improve Your Productivity
Self Esteem
Parenting Skills
Dealing with Grief
Effective Staff Meetings
Effective Leadership
Accepting Change in the Workplace
Customer Service is About People
Delegating I
Delegating II
Working Well with Others
Becoming a Creative Asset
Understanding Stress
Recognizing Stress
Managing Stress
Relax!
Special Issues in Stress
Healthy Workplace Culture
Managing Workplace Culture

All About Supervisory and Management Skills (30 Courses)

All About Personal Effectiveness
Business Writing: Being Effective
Business Writing: Letters and E-mails
Business Writing: Preparation
Business Writing: Reports and Proposals
Communicating as a Team
Communicating at Work
Communicating Cross Culturally
Communicating Interpersonally
Communicating Negative Messages
Communicating Non Verbally
Communicating Persuasively
Communicating Proactively
Communicating Reactively
Conflict Management
Delegation
Enhancing Your Speaking Skills
Individual Leadership Power
Individual Productivity Enhancement
Meeting Effectiveness
Problem Solving in the Workplace
Problem Solving: The 5 Steps
Project Management: Getting Ready

Project Management: Goals and Stakeholders
Project Management: The Basics
Quality Management Refresher
Report Organization and Presentation
Strategies for Meeting Goals
Telephone Techniques
Work Process Basics

All About Business (45 Courses)

Acting Effectively on a Team
Basic Finance for Non-Financial Managers
Being a Successful Supervisor
Business Intercultural Etiquette
Change Management
Communication Basics
Delegating
Delivering Effective Feedback
Developing A Strategic Plan
Developing A Strong Leadership Team
Developing Strong Customer Relationships
Discharging an Employee
Doing Performance Reviews
Employee Disciplining
Employee Motivation
Employee Performance Recognition
Establishing Performance Goals and Expectations
Handling Difficult Customers
Handling Violence in the Workplace
Identifying and Avoiding Burnout
Identifying and Managing Anger
Internet Basics
Intervening in Conflict
Job Candidate Interviewing
Managing Work and Family
Negotiating Skills For The Professional
Presentation Skills
Project Management
Reaching Personal Goals
Running A Virtual Office
Running Effective Meetings
Running Effective Teams
Sales: Closing
Sales: Cold Calls
Sales: Qualifying Prospects
Sales: Team Effectiveness
Sales: Telephone Skills

Sales: The Basics Description
Skills for Job Candidates While Interviewing
Stress Management
Team Problem Solving
Time Management
Understanding Contracts and Their Use
Using Leadership Basics
Valuing Diversity

vuKidz (49 Courses)

A Safe Place for Our Money
Before You Start Playing Hockey
Budget Basics
Care for Your Cat
Care for Your Dog
Crowdfunding
Cyberbullying
Electrical Safety
Finishing a Fundraiser
Fire Safety Basics
Germ Busters
Getting Paid
Go Ahead! Play With Your Food
Hosting Fundraising Events
How Much Does it Cost?
How to Play Soccer
Identifying a Cause and a Fundraising Goal
Identity Theft
It All Adds Up
Keep It Cool: Homework and Tests
Keep It Cool: In an Emergency
Keep It Cool: In Sports
Make a Flyer
On Your Own
Organizing Fundraising Events
Pick A Pet
Plan to Succeed
Planning a Fundraiser
Promoting Fundraising Events
Ready to Play Hockey
Recognizing Depression
Save Your Energy!
Service with a Smile
SMART Goals for Kids
So You Want to Start a Business!
Social Media Marketing

Staying Safe on Two Wheels
Staying Safe Online: Messaging, Posting and Sharing
Teamwork
Virtues for a Happy Life
What is Currency?
What is Phishing?
What? In the World – The Continents
Where in Canada?
Where in the United States?
Where? In the World? - Countries
Where's the Money?
Your First Email
Your First Resume

All About Sales Skills (11 Courses)

Customer Loyalty Improvement
Customer Support
Customer Support Online
Employee Time Management
Individual Anger Management
Individual Goal Contract
Individual Goal Personalization
Individual Goal Setting
Individual Goals and Challenges
Individual Listening Skills
Individual Priority Management

All About HR/Legal (23 Courses)

ADR Commercial Arbitration Description
ADR Labor and Employment Arbitration Description
ADR Mediation Description
ADR Negotiations Description
ADR Summary Jury Trial and Mini-Trial Description
Developing Brand You Description
Developing Diverse Teams Description
Developing Your Career Path Description
Effective Approaches to Employee Discipline Description
Employee Discipline Description
Ethics for Employees Description
Ethics for Managers Description
Implementation of 360 Degree Feedback Description
Litigation and Dispute Resolution Description
Managing Your Career Path Description
Mentoring for Improved Performance Description
Negotiating and Starting Right Description
Networking Your Career Path Description

Overview of 360 Degree Feedback Description
Performance Appraisal Basics Description
Settling Disputes Using ADR Description
Skills for Interviewing Description
The Family and Medical Leave Act Description

Small Business (5 Courses)

Entrepreneurs Are Made and Not Born
A Lone Wolf is a Dead Wolf
Opportunities, Opportunities
New Ventures - Getting It Right
It's All About People

AODA - Customer Service (1 Course)

AODA - Customer Service

AODA - IASR (3 Courses)

IASR General Requirements - AODA
IASR Employment Standard - AODA
IASR Information and Communication Standard - AODA

Sexual Harassment (2 Courses)

Preventing Harassment and Illegal Discrimination for Supervisors [Canada]
Harassment Prevention for Employees [Canada]

Finance Basics and Financial Statements (15 Courses)

Business Finance Basics
Creating Shareholder Value
Personal Finance: Getting Started
Personal Finance: Taking Stock
Personal Finance: Time Value of Money
Personal Finance: Setting Goals
Personal Finance: Understanding Credit
Personal Finance: Investing: Balancing Risk and Return
Personal Finance: Retirement Planning I: Essential Concepts
Interpreting Financial Statements
Introduction to Financial Statements
Understanding Financial Statements
Understanding Cash Flow
Understanding Ratios
Understanding Financial Statements

Banking, Credit and Money (6 Courses)

Introduction to Banking
Products, Tools and Resources
Defining Credit

Loans
Budgeting Basics
The Power of Investing

Microsoft Office 2003 (4 Courses)

Excel 2003
Outlook 2003
PowerPoint 2003
Word 2003

MS Office 2007 & Windows 7 (12 Courses)

Access 2007: Level 1
Access 2007: Level 2
Excel 2007: Level 1
Excel 2007: Level 2
Outlook 2007: Level 1
Outlook 2007: Level 2
PowerPoint 2007: Level 1
PowerPoint 2007: Level 2
Windows 7: Level 1
Windows 7: Level 2
Word 2007: Level 1
Word 2007: Level 2

MS Access 2010 (6 Courses)

Getting Started in Microsoft Access
Filtering and Sorting Data
Examining Database Objects
Entering And Working With Table Data
Setting Table Relationships
Working with Queries

MS Excel 2010 (7 Courses)

Getting Started with Microsoft Excel 2010
Entering Data
Exploring Formula Basics
Working with Functions
Formatting Cells
Inserting and Modifying Charts
Printing Worksheets

MS Outlook 2010 (8 Courses)

Getting Started with Microsoft Outlook 2010
Viewing E-mails
Sending and Receiving E-mail Messages
Exploring E-mail Message Options

Managing E-mail Messages
Organizing E-mail with Folders
Working with Contacts
Understanding Calendar Appointments and Events

MS PowerPoint 2010 (9 Courses)

Getting Started with Microsoft PowerPoint 2010
Using WordArt
Creating Presentations
Adding, Rearranging, and Removing Slides
Applying Slide Layouts and Themes
Formatting Text
Working with Tables
Adding and Modifying Clip Art and Images
Working with SmartArt, Shapes, and Charts

MS Word 2010 (7 Courses)

Getting Started in Microsoft Word 2010
Setting Up and Managing Documents
Entering and Revising Text
Formatting Text
Editing Documents
Working with Lists
Applying Paragraph Settings

Santé et sécurité (21 Courses)

Les risques électriques
La sensibilisation à la santé et la sécurité pour les travailleurs de l'Ontario
Le verrouillage et l'étiquetage 1: Les sources d'énergie électrique
Le verrouillage et l'étiquetage 2: Les autres sources d'énergie
La sécurité au bureau
L'équipement de protection individuelle
Glisser, trébucher et chuter
Formation SIMDUT [Peut être repris chaque année]
Formation SIMDUT
Cours de santé et sécurité au travail pour les petites entreprises
Diligence raisonnable
Initiation à la sécurité à l'intention des jeunes travailleurs
L'ergonomie au bureau Description |Expires:
Les entrepreneurs et la sécurité
Manutention manuelle des matériaux et prévention des blessures au dos
Préparation à la grippe H1N1 à l'intention des employés
Revue de sécurité annuelle
Sensibilisation à l'amiante
Sensibilisation aux moisissures
Le SIMDUT 2015 pour les travailleurs

Les systèmes de protection contre les chutes et les dispositifs antichutes

Compétences personnelles et professionnelles (22 Coures)

La communication efficace
La gestion des conflits
Des présentations gagnantes
Améliorez votre productivité
L'estime de soi
Les compétences parentales
Vivre une période de deuil
Des réunions efficaces
Un leadership efficace
Vivre les changements en milieu de travail
Service à la clientèle: les clients en premier!
Apprendre à déléguer I
Apprendre à déléguer II
Travaillez mieux en équipe
La créativité à votre portée
Comprendre le stress
Identifier le stress
Gérer le stress
Détendez-vous!
Le stress : questions spéciales
Une culture d'entreprise saine
Gérer efficacement la culture d'entreprise

Thème de la communication (9 Courses)

La correspondance commerciale : Comment la réussir
Communiquer en équipe
Communiquer des messages négatifs
Aptitudes à l'écoute personnelles
La communication non verbale
Accroître vos aptitudes oratoires
Organisation et présentation des rapports
Compétences en présentation
L'étiquette du courriel

Thème du développement des ressources humaines (27 Courses)

L'embauche, la gestion et le licenciement
Un leadership efficace
La gestion du changement
La gestion de conflit
La délégation
Les compétences nécessaires à l'entrevue
Fournir une rétroaction efficace
Faire les évaluations du rendement

Établissement des objectifs de rendement et attentes
Motivation des employés
Stratégies pour atteindre les objectifs
Vue d'ensemble du 360 Degree Feedback
Encadrer pour un meilleur rendement
Développer votre profil « Brand You »
Diriger efficacement les réunions
La gestion de votre parcours de carrière
Éléments fondamentaux de la finance des Affaires
Gérer des équipes efficaces
Faire une entrevue d'embauche de candidat
Reconnaissance du rendement des employés
Les 5 étapes dans la résolution des problèmes
Le pouvoir du leadership personnel
Le feed-back efficace sur le rendement
Établir de bonnes relations avec les clients
L'éthique chez les employés
Identifier et éviter l'épuisement
Être un brillant superviseur

LAPHO : Loi sur l'accessibilité pour les personnes handicapées de l'Ontario (1 Course)

Formation en ligne sur les Normes d'accessibilité pour les services à la clientèle liées à la LAPHO
[45 minutes]

RNAI : Règlement sur les normes d'accessibilités intégrées (3 CourseS)

Exigences générales relatives au règlement sur les normes d'accessibilité intégrées
Exigences aux termes des normes pour l'emploi des RNAI Description
Normes pour l'information et les communications des règles sur les normes d'accessibilité intégrées

John Bulloch et la Petite Entreprise (5 Courses)

On ne vient pas au monde entrepreneur on le devient
Un loup solitaire est un loup mort
Opportunités, opportunités
Nouvelles entreprises – Bien faire les choses
Les gens d'abord

393 Courses in Total

305 in English
88 in French