

## Management and Leadership

- Coaching and mentoring
- Coaching salespeople
- Developing new managers
- Leadership and influence
- Manager and talent management
- Middle manager
- Resource planning
- Servant leadership
- Supervising others

## Microsoft Office Specialist (MOS)

The Microsoft Office Specialist course provides participants with a foundational understanding of essential skills necessary for navigating the MS Office software package. Participants will learn about Microsoft Office softwares, such as Access, Excel, Outlook, PowerPoint and Word.

## Resource Planning

The Resource Planning course is designed to provide individuals with the knowledge and skills necessary to effectively allocate and manage resources in organizational settings. Participants will learn about various resource planning methodologies, including capacity planning, demand forecasting, and inventory management, to ensure efficient utilization of available resources. The course will cover topics such as project scheduling, resource allocation techniques, and risk management strategies to optimize resource utilization while meeting project objectives.

## Team Building and Collaboration

- Generation gaps
- High performance teams inside the company
- High performance teams remote workforce
- Team building through chemistry
- Teamwork and team building
- Virtual team building and management

## Safety Courses

- Fall protection
- Forklift safety
- Ladder safety

**To see a full listing of courses available please request the course catalog.**



**NISICHAWAYASIHK CREE NATION  
HUMAN RESOURCE  
DEVELOPMENT AUTHORITY**

# Active Learning Centre



**Atoskiwin**  
TRAINING & EMPLOYMENT CENTRE  
CENTRE OF EXCELLENCE



**NISICHAWAYASIHK  
CREE NATION**

The FPDI Active Learning Centre is powered by Comaea, which is short for Competency Made Easy, it is a Learning Management System designed to help you efficiently manage and grow your skills. It's a trusted tool for delivering learning across our First Nations.

#### Here's how FPDI and Comaea can support your learning activities:

- Map learning paths:** Define clear learning objectives and align them with specific competencies to guide you towards your career goals.
- Plan development:** Working with your employment and training counsellor you can develop a tailored learning plan, addressing skills gaps with resources from an extensive learning catalog.
- Track certifications:** Stay on top of your certifications and ensure you meet any necessary compliance standards.

Comaea's simple and flexible design makes it easy to adapt to any training focus, whether it's life skills, IT skills, HR practices, or leadership development.

With FPDI and Comaea, you will receive targeted, impactful training, empowering you with the right skills to thrive in your career.

#### Administrative and Organizational Skills

Learn essential administrative office procedures and skills that will help in administrative support roles.

#### Building a Business Case

This course focuses on developing the skills and knowledge necessary to build a compelling business case for various stakeholders. Students will learn to identify and evaluate business opportunities, conduct market analysis, perform financial projections, and create a comprehensive business plan.

#### Business Basics

The Business Basics curriculum encompasses a wide array of topics including problem-solving techniques, decision-making frameworks, and creative problem-solving strategies.

#### Business Math

Business Math introduces the key mathematics of business and finance. Business topics include introductory mathematics, payroll, taxes, interest, pricing and statistics.

#### Career Planning and Professional Development

The Career Planning course is designed to help students, recent graduates, mid-career professionals, and professionals returning to work to be prepared for the job market. The course will cover various topics, including job search strategies, resume and cover letter writing, and interview tips, tricks and skills.

#### Caregiver Program

The Caregiver course is specifically designed to help caregivers acquire new knowledge and skills to assist in the care of individuals in various settings.

#### Communication and Presentation Skills

This course focuses on improving communication skills in the workplace. Students will learn effective communication strategies essential for success in various professional settings.

#### Customer Service and Sales

The Customer Service and Sales Course is beneficial for anyone who wants to learn how to provide excellent Customer Service. It is designed for professionals whose responsibilities include interpersonal interactions and dealing with people on a regular basis.



#### Entrepreneur Program

This course focuses on developing the skills and knowledge necessary to build a compelling business plan. Students will learn to identify and evaluate business opportunities, conduct market analysis, perform financial projections, and create a comprehensive business plan.

#### Human Resources & Workplace

- Employee motivation, onboarding, recognition, recruitment, and termination processes
- Human resource management
- Managing personal finances, workplace anxiety, and workplace harassment
- Responsibility in the workplace
- Workplace bullying, harassment, and violence

#### Job Maintenance, Accountability & Professionalism

- Accountability in the workplace
- Business ethics, succession planning, and writing
- Civility in the workplace
- Delivering constructive criticism
- Office politics for managers
- Respect and responsibility in the workplace
- Universal safety practices

#### Life Skills- Personal & Interpersonal Skills

The curriculum will cover key topics such as goal setting, creating effective schedules, overcoming procrastination, and delegation techniques, problem-solving techniques, decision-making frameworks, and creative problem-solving strategies.