

# ESDC National Learning Catalogue

January – March 2021

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Please note: All courses for 2020-2021 will be delivered virtually

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## IMPORTANT!

You must have a **profile in [Saba](#)** before enrolling. If you do not have a Saba username, please follow [these instructions](#).

Please make sure you have the **correct manager listed in your Saba profile** as your manager's approval may be needed to register. Use this [job aid](#) to make any updates to your Saba profile.

**To register for a class**, select the date of your choice and then the **ENROLL** button in Saba. Please contact the [College's GD Mailbox](#) for accessible methods of registration.

For more information about the National Learning Catalogue, please [contact us](#).



**ENABLING COMPETENCIES**

# Communication Skills

## Course Title : Influencing Without Formal Authority

**Description:** Learn to exert your influence via this training. Be aware of your ability to influence, identify and evaluate your position, build a strategy to exert your influence and carefully choose your means of communication.

TARGET AUDIENCE	LANGUAGE	DATE(S)	START/END TIMES (Eastern Time)	DURATION
All Employees	EN	<a href="#">February 16 and 18, 2021</a>	8:00am – 11:30am	7 hrs
All Employees	EN	<a href="#">February 16 and 18, 2021</a>	12:30pm – 4:00pm	7 hrs
All Employees	FR	<a href="#">February 3, 2021</a>	8:00am - 4:00pm	8 hrs

## Course Title : Persuasive Writing

**Description:** This training aims to develop the ability to write reports and decision notes concisely and persuasively. The training will develop the ability to write texts that are fluid, quick to read and well argued.

TARGET AUDIENCE	LANGUAGE	DATE(S)	START/END TIMES (Eastern Time)	DURATION
All Employees	EN	<a href="#">February 8 and 10, 2021</a>	11:00am – 2:30pm	7 hrs
All Employees	EN	<a href="#">February 17 and 18, 2021</a>	11:00am – 2:30pm	7 hrs
All Employees	FR	<a href="#">January 20, 21, 26 and 27, 2021</a>	9:00am - 12:00pm	12 hrs

## Course Title : Writing In Plain Language

**Description:** This workshop will provide you with skills needed to communicate clearly, concisely, coherently, and correctly. You will learn how to gear each piece of communication to its intended audience, always keeping the needs of the audience in mind.

TARGET AUDIENCE	LANGUAGE	DATE(S)	START/END TIMES (Eastern Time)	DURATION
All Employees	EN	<a href="#">February 2 and 4, 2021</a>	1:00pm – 4:00pm	6 hrs
All Employees	EN	<a href="#">March 17 and 23, 2021</a>	1:00pm – 4:00pm	6 hrs
All Employees	FR	<a href="#">March 2 and 4, 2021</a>	1:00pm – 4:00pm	6 hrs

# Knowledge of Technology

## Course Title : Excel Level 1

**Description:** Excel is Microsoft's powerful and easy-to-use spreadsheet program. This new version of Excel 2016 incorporates some new features and integration of features that were previously only available as separate add-ins. This course is intended to help all novice computer users get up to speed with Excel quickly. We will cover different features of the interface, show users how to print, cover some simple scenarios, and cover the basics of formatting.

TARGET AUDIENCE	LANGUAGE	DATE(S)	START/END TIMES (Eastern Time)	DURATION
All employees	EN	<a href="#">January 5 and 6, 2021</a>	11:30am – 2:30pm	6 hrs
All employees	EN	<a href="#">March 15 and 16, 2021</a>	11:30am – 2:30pm	6 hrs
All employees	FR	<a href="#">January 7 and 8, 2021</a>	11:30am – 2:30pm	6 hrs
All employees	FR	<a href="#">March 17 and 18, 2021</a>	11:30am – 2:30pm	6 hrs



## Course Title : Microsoft OneNote

**Description:** This course aims to discover the environment of OneNote, to improve the efficiency of your note-manage your different notes and to discover the capabilities of OneNote. The participant will be able to use OneNote's capabilities to structure their note taking and understand how to search for any information in this system.

TARGET AUDIENCE	LANGUAGE	DATE(S)	START/END TIMES (Eastern Time)	DURATION
All employees	EN	<a href="#">January 13, 2021</a>	8:30am – 12:00pm	3.5 hrs
All employees	EN	<a href="#">January 27, 2021</a>	12:00pm – 7:00pm	7 hrs
All employees	FR	<a href="#">January 20, 2021</a>	9:00am – 4:00pm	7 hrs

## Course Title : Outlook and Time Management

**Description:** The participant will be able to:

- Know the different principles of time management,
- Identify his strengths and weaknesses and build a simple action plan to improve his time management,
- Identify the sequence of tasks to be carried out and better manage his priorities
- To gain the time necessary to achieve his objectives
- To better manage his messages, appointments, contacts and tasks with Outlook all in harmony with best practices in time management.

TARGET AUDIENCE	LANGUAGE	DATE(S)	START/END TIMES (Eastern Time)	DURATION
All Employees	FR	<a href="#">January 28, 2021</a>	9:00am – 3:00pm	6 hrs

## Course Title : Microsoft PowerPoint Essentials

**Description:** This course will teach you the best practices to create and share your PowerPoint presentations. Shed new light on PowerPoint and learn how it can help making your presentation a real success!

TARGET AUDIENCE	LANGUAGE	DATE(S)	START/END TIMES (Eastern Time)	DURATION
All Employees	EN	<a href="#">February 25 and 26, 2021</a>	8:00am – 11:30am	7 hrs
All Employees	EN	<a href="#">February 25 and 26, 2021</a>	12:30pm – 4:00pm	7 hrs
All Employees	FR	<a href="#">January 21, 2021</a>	8:00am – 4:00pm	8 hrs

## Course Title : Microsoft Project Basics

**Description:** This class will help users to:

- Identify the key elements of project management;
- Design simple and complete projects;
- Define options specific to a project (calendar, work schedules, etc.);
- Manage tasks and assign them to the right project members;
- Manage resources and their assignment;
- Resolve difficulties and problems arising from resource utilization;
- Manage the planning of a project and the status updates;
- And, print reports and use the view/display tool.

TARGET AUDIENCE	LANGUAGE	DATE(S)	START/END TIMES (Eastern Time)	DURATION
All Employees	EN	<a href="#">February 22, 23, and 24, 2021</a>	1:00pm – 5:00pm	12 hrs
All Employees	FR	<a href="#">February 22, 23 and 24, 2021</a>	8:00am – 12:00pm	12 hrs



# STRATEGIC & ANALYTICAL THINKING

## Course Title : Strategic Thinking

**Description:** In today’s dynamic and highly complex global economy, it is critically important for policy leaders to be strategic thinkers, an increasingly valued competency for senior managers in business as well as in government. Whether the objective is to introduce a new product line or develop a new policy direction, decision makers or managers supporting the decision-making process must be able to systematically identify the goals, emerging opportunities, and possible obstacles. This one-day course aims to guide students through a disciplined process to help a business or organization plan for and make transitions, and ultimately to devise the best course of actions. You will also gain a better insight into your own strategic thinking skills – are they up to par or could they use some enhancement?

TARGET AUDIENCE	LANGUAGE	DATE(S)	START/END TIMES (Eastern Time)	DURATION
All Employees	EN	<a href="#">January 18 and 19, 2021</a>	1:00pm - 4:00pm	6 hrs
All Employees	EN	<a href="#">February 2 and 3, 2021</a>	11:30am – 2:30pm	6 hrs
All Employees	FR	<a href="#">January 18 and 19, 2021</a>	9:00am - 12:00pm	6 hrs
All Employees	FR	<a href="#">January 26 and 28, 2021</a>	11:30am – 2:30pm	6 hrs

## Course Title : Transformation – Using an Objective and Key Results Approach to Measure Performance

**Description:** This training will support teams in developing their achieving results competencies. You will learn to define and implement goals and related key results in order to meet the organisation's priorities and clients' needs. Objectives and key results (OKR) ease collaboration and allow for continuous adaptation of teams to the operational challenges they face every day.

Note: This course is held over a pair of sessions.

TARGET AUDIENCE	LANGUAGE	DATE(S)	START/END TIMES (Eastern Time)	DURATION
All employees	EN	<a href="#">February 10 and 12, 2021</a>	1:30pm - 2:45pm	2.5 hrs
All employees	FR	<a href="#">February 3 and 5, 2021</a>	10:30am - 11:45am	2.5 hrs

## Course Title : Transformation – Results-Based Management

**Description:** Prerequisite: Previous knowledge and experience using Logic Models.

We hear much about the importance of strategy, but ultimately it's results that matter. This course links strategy—at the corporate, departmental, sectional, program, or project level—to the performance measurements that are essential in determining whether our strategic objectives are being met and in correcting or refining our aim if they aren't. Topics Covered:

- Setting and communicating priorities
- Handling multiple competing priorities
- Identifying what to measure and how to measure it
- 6 Steps to a measurement system
- Input and output measures
- Turning data into information
- Identifying and managing variance
- Implementing a new way of measuring
- Preparing the team for a new way of measuring
- KPI – Key Performance Indicators.

TARGET AUDIENCE	LANGUAGE	DATE(S)	START/END TIMES (Eastern Time)	DURATION
Project managers	EN	<a href="#">February 9 and 11, 2021</a>	11:30am – 3:00pm	7 hrs



# Design Thinking

## Course Title : Transformation - Introduction to Design Thinking

**Description:** Design Thinking is a methodology that can help you understand your clients' needs and solve problems in a creative and collaborative way to deliver results for your clients. This workshop will help you understand how to apply Design Thinking tools and methods to understand your clients needs and challenges, and explore prototyping and experimentation to help you deliver solutions. The course is highly interactive. You are encouraged to use the virtual tool available to participate.

TARGET AUDIENCE	LANGUAGE	DATE(S)	START/END TIMES (Eastern Time)	DURATION
All Employees	FR	<a href="#">January 12 and 14, 2021</a>	11:30am – 3:00pm	7 hrs

## Course Title : Design Thinking: Driving and fast-tracking innovation through design thinking

**Description:** With the economic and business environment changing at the speed of light, a strong command of innovation processes is no longer optional - it's a must. Design thinking is an approach that boosts the potential and performance of innovation initiatives by blending creativity, analysis and collaboration. Through this hands-on seminar, you will learn the core principles of design thinking, a powerful, concrete approach to creating value. The course is highly interactive. You are encouraged to use the virtual tool available to participate.

TARGET AUDIENCE	LANGUAGE	DATE(S)	START/END TIMES (Eastern Time)	DURATION
All Employees	EN	<a href="#">March 1 and 3, 2021</a>	12:00pm – 3:00pm	6 hrs
All Employees	FR	<a href="#">March 8 and 10, 2021</a>	12:00pm – 3:00pm	6 hrs

# Innovation

## Course Title : Transformation – Innovation and Creativity

**Description:** Ever wonder how innovation happens? It's a blend of creativity, effective teamwork and problem-solving! In this workshop:

- Discover the difference between creativity and innovation and why you need both to innovate;
- learn tools and techniques to carve out a daily creative space for yourself;
- improve your creativity as a team even in a virtual work environment;
- and develop a familiarity with the Four-Sight Breakthrough Thinking Model for problem solving.

TARGET AUDIENCE	LANGUAGE	DATE(S)	START/END TIMES (Eastern Time)	DURATION
All Employees	EN	<a href="#">January 21, 2021</a>	11:30am – 2:30pm	3 hrs
All Employees	FR	<a href="#">January 25, 2021</a>	11:30am – 2:30pm	3 hrs

# Storytelling

## Course Title : Transformation - Using Storytelling to Inform your Audience

**Description:** Have you ever had to explain something complex or to define a specific situation to someone completely unfamiliar with the topic? Have you tried to explain a reality to someone who doesn't identify with it? Storytelling allows you to make any complex topic available to your audience and to engage your listeners throughout your story. Join Adrien Gaudon, Storytelling expert, who will guide you through this workshop that will allow you to learn more about this topic and to apply your new knowledge to your context and your needs. This course is held over a pair of two hour sessions and requires to complete an assignment between the two.

TARGET AUDIENCE	LANGUAGE	DATE(S)	START/END TIMES (Eastern Time)	DURATION
All Employees	EN	<a href="#">February 4 and 11, 2021</a>	1:00pm - 3:00pm	4 hrs
All Employees	FR	<a href="#">February 4 and 11, 2021</a>	10:00am - 12:00pm	4 hrs



# DIGITAL MINDSET

# Cognitive Flexibility

## Course Title : Transformation – Develop a Growth Mindset to Improve Your Cognitive Flexibility

**Description:** Cognitive flexibility means being able to learn from your environment and perceiving it in new ways. In this workshop, you will learn new ways to improve your cognitive flexibility by using a growth mindset.

Based on Dr Dweck’s research, the growth mindset means accepting that your environment and people around you change and have the potential to improve. This is opposed to the fixed mindset that supposes there are limits to self-development. This mentality has an impact on how we perceive feedback, our biases, and our own and others’ capabilities.

After participating in this workshop, you should be able to explain the impact of expectations on results, to define and apply a growth mindset, to apply techniques that support new ways to think, and to foster and receive constructive criticism from your peers.

TARGET AUDIENCE	LANGUAGE	DATE(S)	START/END TIMES (Eastern Time)	DURATION
All Employees	EN	<a href="#">January 28, February 3 and 18, 2021</a>	1:00pm – 3:30pm	7.5 hrs
All Employees	FR	<a href="#">January 28, February 3 and 18, 2021</a>	9:00am – 11:30am	7.5 hrs



# WORKPLACE WELL-BEING

# Healthy Workplaces

## Course Title : Mental Health - An introduction to the Employee Assistance Program (EAP)

**Description:** This session will cover the following topics :

- The prevalence of mental health problems;
- Description and benefits of EAP;
- Stress risk factors (why access the EAP?);
- Who can access the EAP (employee and immediate family members);
- How to access and use the EAP;
- What happens during counseling sessions.

TARGET AUDIENCE	LANGUAGE	DATE(S)	START/END TIMES (Eastern Time)	DURATION
All Employees	EN	<a href="#">January 19, 2021</a>	1:30pm – 3:00pm	1.5 hrs
All Employees	EN	<a href="#">February 16, 2021</a>	1:30pm – 3:00pm	1.5 hrs
All Employees	EN	<a href="#">March 23, 2021</a>	1:30pm – 3:00pm	1.5 hrs
All Employees	FR	<a href="#">January 12, 2021</a>	10:00am – 11:30am	1.5 hrs
All Employees	FR	<a href="#">February 9, 2021</a>	10:00am – 11:30am	1.5 hrs
All Employees	FR	<a href="#">March 9, 2021</a>	10:00am – 11:30am	1.5 hrs



## Course Title : Performing Remote Work During The COVID-19 Period

**Description:** This training is designed to help employees organize themselves in a teleworking mode, with the goal of maintaining their efficiency and assuming their roles and responsibilities in times of disruption. The objectives are to identify and implement good practices to be productive and ensure performance in telework, to adapt one's way of being and to act in relation to one's responsibilities and to equip oneself to manage motivation and stress in telework.

TARGET AUDIENCE	LANGUAGE	DATE(S)	START/END TIMES (Eastern Time)	DURATION
All Employees	EN	<a href="#">January 20, 2021</a>	1:30pm – 3:00pm	1.5 hrs
All Employees	FR	<a href="#">January 13, 2021</a>	9:00am – 10:30pm	1.5 hrs

## Course Title : Quebec Pension Plan

**Description:** The Québec Pension Plan (QPP) information sessions are designed to encourage questions from employees who contribute to the program, thereby making the sessions interactive and relevant to participants' needs. The basic outline of each session includes the following topics:

- Introduction to financial planning for retirement
- The Québec Pension Plan
- Contribution period
- Partition of employment earnings
- Retirement pension
- Survivors' benefits and Disability pension
- Generalities.

When participating in a session, it is strongly suggested that you have your Statement of Participation in the QPP with you. The statement is available via the online tool at [www.retraitequebec.gouv.qc.ca](http://www.retraitequebec.gouv.qc.ca)

TARGET AUDIENCE	LANGUAGE	DATE(S)	START/END TIMES (Eastern Time)	DURATION
All Employees	EN	<a href="#">January 20, 2021</a>	9:00am -12:00pm	3 hrs
All Employees	FR	<a href="#">February 16, 2021</a>	9:00am – 12:00pm	3 hrs

## Course Title : Retirement - Financial Planning

**Description:** Financial planning is best when started early and regularly reviewed. In this session you will learn about how financial planning can help you deliver on your retirement goals. This session will be delivered by a certified financial planner and include a Retirement Action Plan to help get you on your way to retirement planning success!

TARGET AUDIENCE	LANGUAGE	DATE(S)	START/END TIMES (Eastern Time)	DURATION
All Employees	EN	<a href="#">February 18, 2021</a>	1:00pm – 4:00pm	3 hrs

## Course Title : Retirement - Estate Planning

**Description:** In this session you will learn how to plan your estate to care for your loved ones and ensure that decisions are made according to your wishes. This session will be delivered by a licenced lawyer, paralegal, or notary and include a Retirement Action Plan to help get you on your way to retirement planning success!

TARGET AUDIENCE	LANGUAGE	DATE(S)	START/END TIMES (Eastern Time)	DURATION
All Employees	EN	<a href="#">February 4, 2021</a>	1:00pm – 4:00pm	3 hrs
All Employees	FR	<a href="#">February 4, 2021</a>	9:00am – 12:00pm	3 hrs

## Course Title : Retirement - The Public Service Pension Plan

**Description:** Information Session conducted by the Public Service Pension Plan. The basic outline of each session includes the following topics:

- How your pension plan works
- Service Buyback
- Supplementary Death Benefit Plan
- Retirement Benefits Indexing Canada Pension Plan (CPP)/ Québec Pension Plan (QPP) Coordination
- Survivor Benefits
- Pension Benefits Division

We also talk about the premiums that apply to pensioners of the two following insurance plans:

- Public Service Health Care Plan (PSHCP) Pensioners' Dental Services Plan (PDSP)

TARGET AUDIENCE	LANGUAGE	DATE(S)	START/END TIMES (Eastern Time)	DURATION
All Employees	EN	<a href="#">January 20, 2021</a>	11:00am -2:00pm	3 hrs
All Employees	EN	<a href="#">March 2, 2021</a>	11:00am -2:00pm	3 hrs
All Employees	EN	<a href="#">March 16, 2021</a>	11:00am -2:00pm	3 hrs
All Employees	FR	<a href="#">January 12, 2021</a>	9:00am – 12:00pm	3 hrs
All Employees	FR	<a href="#">February 23, 2021</a>	9:00am – 12:00pm	3 hrs



# OPERATIONAL TRAINER DEVELOPMENT

# Virtual Facilitation Skills

## Course Title : Virtual Facilitation

**Description:** The purpose of this Virtual Facilitation course is to enable employees to develop the necessary skills for facilitating learner centred, engaging, and productive online events. Guidance will be provided on the topics of planning, convening and facilitating a range of work related events, including meetings, learning events, presentations, and workshops. This course is comprised of 3 modules that will address both the facilitation and technological dimensions of virtual facilitation. As a result of this course, learners will be able to improve their facilitation and technological skills, and become more comfortable with virtual teams and a technologically agile workforce. The course will be provided via WebEx or SABA classroom.

TARGET AUDIENCE	LANGUAGE	DATE(S)	START/END TIMES (Eastern Time)	DURATION
Business Expertise	EN/FR	Various Dates - Please search "Virtual Facilitation" in <a href="#">SABA</a> for availability		