

**LEADERSHIP TRAINING
MANAGEMENT COURSES p. 10-15**



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**CORPORATE AND
CONTINUING EDUCATION**
2018 Fall Catalogue





COACHING EMPLOYEES FOR HIGH PERFORMANCE
ADMINISTRATION FAST TRACK
GENERAL MANAGEMENT
SMALL BUSINESS ENTREPRENEUR
MS WORD AND MS EXCEL
PAYROLL FUNDAMENTALS 1
HUMAN RESOURCES
DRIVERS EDUCATION
OFFICE PROCEDURES
PRE-EMPLOYMENT TRADES
SUPERVISOR TRAINING
MINUTE TAKING MADE EASY
PRACTICAL PROJECT MANAGEMENT
SUMMER CAMPS
TEAM BUILDING



CORPORATE TRAINING

At Lethbridge College, we have 60 years of experience helping businesses reach their potential. With our expertise in curriculum development and adult education, we develop and deliver courses to meet your professional needs.

We build our courses for your business

Every business has unique demands and training needs. We get that. We've helped businesses accelerate talent development and reach their goals quicker with our specialized course building approach.

Job grants make training easier in tough times

Take advantage of the Canada Alberta Job Grant (CAJG), which can cover up to two-thirds of your training costs, up to \$10,000 per employee. We offer an extensive inventory of CAJG eligible courses, and you can customize any of our content to meet CAJG requirements.

Our process focuses on identifying your unique needs:



We listen

Every situation is different. We want to truly understand your company's goals and specific training and development needs.



We design and build

If your needs are not fully met by one of our existing programs, we'll collaborate to design and build a solution to suit your unique needs.



We deliver

Our expert facilitators will provide exceptional learning experiences that engage your staff members and meet your organizational objectives. These solutions will be delivered at a time and location that works best for you.

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lethbridgecollege.ca/cce
training@lethbridgecollege.ca
403.320.3288

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**Lethbridge
College**

*Corporate and
Continuing Education*

BE FIT FOR LIFE

AFLCA Fitness Trainer and CSEP Personal Trainer



AFLCA Group Exercise Leader

This course covers topics specific to leading group exercise classes. Leadership, trends and media, history, legal accountability, exercise analysis, special populations and class components including music, movement combinations and cueing will be covered.

BFFL-100-C01/ \$175	2 sessions
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CALL FOR DETAILS	403.320.3323
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AFLCA Older Adult

This course provides an overview of the changes that occur in the body as it ages and the considerations required when planning and leading fitness classes for older adults. Topics covered include: nutrition, physiology of aging, sociology of aging, common disorders, and risk management.

BFFL-140-C01/ \$250	2 sessions
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CALL FOR DETAILS	403.320.3323
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AFLCA Portable Equipment Designation

This course covers topics specific to leading group exercise portable equipment classes. Topics include use of equipment, evolution, research and guidelines, class structure, components and content including music, leadership and choreography, equipment exercises, movement combinations, instruction and cueing.

BFFL-150-C01/ \$90	1 session
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CALL FOR DETAILS	403.320.3323
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AFLCA Recertification

Current fitness and lifestyle information, new AFLCA policies and practical sessions are covered in order to meet one of the AFLCA Recertification requirements.

BFFL-160-C01/ \$80	1 session
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Fitness – Cardio Classes

Early Bird Shift and Lift

Combine endurance and strength training in this cycle class with the addition of barbell/hand weight exercises to improve power and muscle definition. A calorie burner – be prepared to sweat!

BFFL-206-C01/ \$149	28 sessions
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Sep 11 – Dec 13	Tue, Thu	6:05 – 7:15a.m.
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Indoor Cycle Shift and Lift

Combine endurance and strength training in this cycle class with the addition of barbell/hand weight exercises to improve power and muscle definition. This format is a calorie burner – be prepared to sweat!

BFFL-212-C01/ \$89	13 sessions
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Sep 10 – Dec 10	Mon	5:15 – 6:20p.m.
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Zumba

Even if you have never danced before, you will love a Zumba group exercise class! Experience Latin, Swing and Belly dance with simple and easy movements. A fun and exciting workout for all fitness levels and ages.

BFFL-231-C01/ \$89	14 sessions
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Sep 11 – Dec 11	Tue	7 – 8p.m.
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be fit for life
 moving alberta

Fitness – Older Adult Classes

Get and Keep Fit (3 days/week)

A combination of activities designed to improve cardiovascular fitness, muscular strength, endurance, flexibility, balance and coordination in a group setting. Activities will be modified to challenge beginners and veteran participants.

BFFL-209-C01/ \$220	40 sessions
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Sep 10 – Dec 14	Mon, Wed, Fri	10 – 11a.m.
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Get and Keep Fit (2 days/week)

If you're not able to commit to all three days – this option is perfect for your schedule. Select two days out of the three days to attend.

BFFL-209-C02/ \$89	28 sessions
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Sep 11 – Dec 13	Choose 2 days	10 – 11a.m.
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Fitness – Strength Classes

Boot Camp Conditioning

You can command power, strength and agility with this military inspired circuit workout that will push you to your limits. As you maneuver your way through this 60 minute workout, you'll lunge, crunch, box and more for a full body workout.

BFFL-251-C01/ \$89	13 sessions
Sep 10 – Dec 10	Mon 6:30 – 7:30p.m.

Lift

One of our most popular classes, this highly efficient full body strength training class uses barbells, hand weights and tubing to increase muscular strength and endurance.

BFFL-213-C01/ \$139	28 sessions
Sep 11 – Dec 13	Tue, Thu 6 – 7p.m.

Lift – Lunch Hour

BFFL-239-C01/ \$59	13 sessions
Sep 13 – Dec 13	Thu 12:05 – 12:55p.m.

Strength and Conditioning – Lunch Hour

This noon hour workout includes strength training exercises to increase muscle tone while focusing on your core.

BFFL-236-C01/ \$59	13 sessions
Sep 10 – Dec 10	Mon 12:05 – 12:55p.m.

Fitness – Yoga

Beginner Yoga

Designed for beginners, Hatha Yoga covers postures in detail with emphasis on precision, anatomical alignment, modifications and the use of props to perform poses.

BFFL-202-C01/ \$89	13 sessions
Sep 10 – Dec 10	Mon 7 – 8p.m.

PiYo – Lunch Hour

PiYo combines the muscle-sculpting, core-firming benefits of Pilates with the strength and flexibility advantages of yoga.

BFFL-250-C01/ \$59	13 sessions
Sep 10 – Dec 10	Mon 1:05 – 1:55p.m.

Power Yoga

Power Yoga is a dynamic flowing sequence of yoga postures linked together by movement and breath. This active yoga workout appeals to participants who want to develop strength and flexibility while focusing the mind and calming the spirit.

BFFL-222-C01/ \$139	26 sessions
Sep 10 – Dec 10	Mon, Wed 5:30 – 6:30p.m.

Fitness – Yoga

Relaxation Yoga

These relaxation yoga classes incorporate creative sequencing with an emphasis on moving with strength and fluidity while enjoying a well-balanced practice. This class will leave you feeling strong and centered.

BFFL-223-C01/ \$59	14 sessions
Sep 12 – Dec 12	Mon, Wed 6:30 – 7:30p.m.

Tai Chi Chuan for Relaxation and Health

A very short Tai Chi/Qigong sequence integrating its links to health benefits within Traditional Chinese Medicine. Included are additional qigong exercises aiding cardiovascular and respiratory health. This is "brain plasticity" in action.

BFFL-228-C01/ \$89	10 sessions
Sep 27 – Nov 29	Thu 7:15 – 8:45p.m.



Vinyasa Flow – Lunch Hour

These flow classes incorporate creative sequencing with an emphasis on moving with strength and fluidity while enjoying a well-balanced practice. This class will leave you feeling strong and centred.

BFFL-244-C01/ \$59	14 sessions
Sep 11 – Dec 11	Tue 12:05 – 12:55p.m.

Yoga Flow

Start your week off with a strength styled vinyasa flow class. Breath, meditation, flow, strength and balance will all be explored in this all levels class.

BFFL-230-C01/ \$139	28 sessions
Sep 11 – Dec 13	Tue, Thu 6:30 – 7:30p.m.

Seasonal – Recreation Classes

Country and Western Dance

Learn the basic country and western dance. Steps may include the 2-step, jive, polka and a slow dance – time permitting.

BFFL-234-C01/ \$89	6 sessions
Sep 19 – Oct 24	Wed 7 – 8:30p.m.

BUSINESS PROFESSIONAL & DEVELOPMENT

Accounting and Finance

Series: Payroll Compliance Practitioner

Payroll Compliance Legislation

The first course required for the Payroll Compliance Practitioner (PCP) Certificate. In this course you will:

- Understand compliance requirements
- Describe payroll's objectives and stakeholders
- Identify an employer/employee relationship
- Apply federal and provincial legislation to payroll including: The Canada Pension Plan, The Employment Insurance Act, The Income Tax Act, Employment Standards legislation, Workers' Compensation Acts, Quebec-specific legislation
- Communicate the payroll compliance requirements to various stakeholders

PDEV-511-C01/ \$499	14 sessions
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Sep 17 – Dec 17	Mon, Wed	6:30 – 9:30p.m.
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Payroll Fundamentals I

This is the second course of the PCP Program. In this course you will:

- Calculate regular individual pay
- Calculate non-regular individual pay
- Calculate termination payments
- Complete a Record of Employment
- Communication of all aspects of individual pay requirements to various stakeholders

**prerequisite Payroll Compliance Legislation*

PDEV-512-C01/ \$499	14 sessions
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Jan 7 – Apr 8, 2019	Mon, Wed	6:30 – 9:30p.m.
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Payroll Fundamentals II

This is the final payroll course in the Payroll Compliance Practitioner certification program. In this course you will:

- Calculate organizational remittances to federal, provincial and third party stakeholders
- Prepare accounting documentation for payroll
- Complete year end documentation
- Communicate all aspects of organizational remittances, accounting and year end requirements to internal, external and government stakeholders

**prerequisite Payroll Fundamentals I*

PDEV-513-C01/ \$499	14 sessions
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Apr 15 – Jul 15, 2019	Mon, Wed	6:30 – 9:30p.m.
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Bookkeeping Skills

Bookkeepers keep small businesses running, helping them achieve profits. Understanding how businesses handle and make money makes you employable. Bookkeeping skills transfer across business environments. Learn about the Generally Accepted Accounting Principles (GAAP) and statements in the standard accounting cycle.

PDEV-500-C01/ \$549	12 sessions
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Sep 18 – Oct 25	Tue, Thu	6:30 – 9:30p.m.
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Administration

Series: Administrative Professional Fast Track

Executing administrative tasks in a fast-paced environment can be challenging for us all. The Administrative Professional Fast Track Program was designed based on insightful feedback to develop a convenient evening program that expedites essential skills to succeed and thrive in an office environment.

This series includes the following classes:

Microsoft Word Basic	TECH-304	p.19
Minute Taking Made Easy	PDEV-804	p.7
Business Writing Essentials	PDEV-801	p.7
Microsoft Excel Basic	TECH-314	p.19
Office Procedures	PDEV-805	p.7
Microsoft Outlook	TECH-335	p.19
Microsoft PowerPoint Basic	TECH-323	p.19
Customer Service	PDEV-802	p.18
Dealing with Difficult People	PDEV-803	p.8
Organizing and Holding Effective Meetings	PDEV-806	p.7
Time and Stress Management	PDEV-807	p.8

**Classes in this series are available separately*

PDEV-800-C01/ \$1,649.00	22 sessions
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Sep 18 – Nov 29	Tue, Thu	6:30 – 9:30p.m.
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This series is eligible for the Canada – Alberta Job Grant (CAJG), which will reimburse up to 2/3 of the costs of training for organizations that qualify. Select classes in this series are also eligible to be used toward the 150 hr requirement to obtain Blue Seal Certification.

Savings of 30% when you register for a series.

Calling All Trades People!



Have you ever thought about enhancing your business training and earning your Blue Seal Certification?

Lethbridge College Corporate and Continuing Education can help.

Call 403.320.3288 for more information
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 at learn.lc/ccnewsletter.

Administration



Organizing and Holding Effective Meetings

Meetings are a crucial part of business activities. Effective meetings have a specific purpose and agenda. Participants need interpersonal communication skills for things to run smoothly. Learn how to take a meeting from the planning stage to follow-up.



**Save 30% when taken in the Series: Administrative Professional Fast Track*

PDEV-806-C01/ \$225	2 sessions
Nov 20, 22	Tue, Thu 6:30 – 9:30p.m.

Business Writing Essentials

Rapid change is impacting industries, business models, customers and staff. Adapt and respond to change with business analysis knowledge and skills. From planning and monitoring to assessment and validation, and everything in between, business analysts are in high demand.



**Save 30% when taken in the Series: Administrative Professional Fast Track*

PDEV-801-C01/ \$225	2 sessions
Oct 2, 4	Tue, Thu 6:30 – 9:30p.m.

Medical Office Procedures

Receive an introduction to medical terminology, basic transcription, office procedures, electronic medical record systems and Alberta Health Care billing. Get an overview of the Health Information Act (HIA) and learn basic medical word parts. Apply your knowledge to medical transcription.

PDEV-804-C01/ \$649	10 sessions
Oct 11 – Dec 13	Thu 6:30 – 9:30p.m.

Minute Taking Made Easy

The minute taker's role is essential to successful and productive meetings. Learn how to prepare, take clear notes and transform your notes into an accurate, succinct and professional account of the meeting.



**Save 30% when taken in the Series: Administrative Professional Fast Track*

PDEV-804-C01/ \$225	2 sessions
Sep 25, 27	Tue, Thu 6:30 – 9:30p.m.

Office Procedures

New and experienced office professionals will learn best practices for maintaining a successful and organized office. Topics include filing, record keeping, office equipment, prioritizing tasks, telephone etiquette, and health and safety concerns.



**Save 30% when taken in the Series: Administrative Professional Fast Track*

PDEV-805-C01/ \$225	2 sessions
Oct 16, 18	Tue, Thu 6:30 – 9:30p.m.

Career Skills/Professional Development

Emotional Intelligence

Emotional intelligence, also called EQ, is the ability to be aware of and to manage emotions and relationships. It's a pivotal factor in personal and professional success. IQ will get you in the door, but it is your EQ, your ability to connect with others and manage the emotions of yourself and others, that will determine how successful you are in life.

PDEV-692-C01/ \$225	1 sessions
Sep 19	Wed 8:30 – 4:30p.m.

Engaging Millennials

This course will teach you the similarities and differences Millennials have compared to other age demographics as well as how to use these similarities/differences to your advantage. Come learn how to develop a plan to engage Millennials and experience the effects across your workforce.

PDEV-690-C01/ \$225	2 sessions
Oct 3, 10	Wed 6:30 – 9:30p.m.

Event Planning and Management Essentials

Although it does take plenty of creativity to design an event that is memorable and meaningful, it also takes careful attention to detail, adaptability, effective delegating, and a lot of work. This four-day course will walk you through the process of event management, from the beginning stages of planning, to the final touches.

PDEV-755-C01/ \$295	4 sessions
Oct 17 – Nov 7	Wed 6:30 – 9:30p.m.

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BUSINESS PROFESSIONAL & DEVELOPMENT

Career Skills/Professional Development

Presentation Strategies and Technologies

Explore digital and non-digital presentation strategies. Learn how to improve your presentations and practice proper presentation techniques. Know what makes a good presentation from the view of an audience member.

PDEV-306-C01/ \$225	2 sessions
Dec 5, 12	Wed 6:30 – 9:30p.m.

Public Speaking and Presentation Skills

Delivering ideas confidently and persuasively is a crucial skill. Great public speakers are not born. They study and they practice. Learn tips, tricks and techniques to create and deliver exceptional presentations.

PDEV-305-C01/ \$275	3 sessions
Nov 7, 14, 21	Wed 6:30 – 9:30p.m.

Time and Stress Management

Workplace stress is an epidemic affecting millions of people every day. It can alter your mental and physical health. Take control by learning stress management techniques. Improve your health and how you function in your personal and professional life.



**Save 30% when taken in the Series: Administrative Professional Fast Track*

PDEV-807-C02/ \$225	2 sessions
Nov 27, 29	Tue, Thu 6:30 – 9:30p.m.

Workplace Harassment

Every year hundreds of millions of dollars are paid out for discrimination and harassment charges. What sorts of policies should be in place? What should managers do to protect their employees? And if a complaint is filed, what will we do? All of these questions (and more!) will be answered.

PDEV-756-C01/ \$449	4 sessions
Nov 7, 14, 21, 28	Wed 6:30pm – 9:30pm

Entrepreneurship

Small Business Entrepreneurship

Do you want to have your own business, but don't know where to start? In this 10-session program, explore a range of topics, including developing a business plan, marketing and advertising, finance and bookkeeping, HR, sales, legal issues and more.

PDEV-200-C01/ \$695	10 sessions
Sep 17 – Dec 3	Mon 6:30 – 9:30p.m.

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Human Resources/Team Building

Series: Human Resource Essentials

Human Resources plays a key role in helping organizations deal with fast-changing and competitive environments. Hiring, leading and working with people requires a diverse and abundant skill set that must adapt with an organization's culture and technology. Would you like a new perspective on how to manage and retain your organization's most valuable asset?

This series includes the following classes:

Build Your Team	PDEV-721	p.8
Invest in Your Team	PDEV-722	p.9
Retain Your Team	PDEV-723	p.9
Transitions and Succession Planning for Your Team	PDEV-724	p.9

**Classes in this series are available separately*

PDEV-720-C01/ \$629.00	8 sessions
Nov 20 – Dec 13	Tue, Thu 6:00 – 9:30p.m.

This series is eligible for the Canada – Alberta Job Grant (CAJG), which will reimburse up to 2/3 of the costs of training for organizations that qualify. Classes in this series are also eligible to be used toward the 150 hr requirement to obtain Blue Seal Certification.

Savings of 30% when you register for a series.

Build Your Team

Building your team is critical to success. Poor hiring decisions waste time and resources. Learn about the hiring process: identifying required key skills, drafting the job ad, and conducting the interview. Then examine how to orientate your employees to your team.



**Save 30% when taken in the Series: Human Resource Essentials*

PDEV-721-C01/ \$225	2 sessions
Nov 20, 22	Tue, Thu 6:00 – 9:30p.m.

Dealing with Difficult People

You'll find difficult people in every workplace. Communication technology challenges our ability to communicate effectively and politely. Learn crucial techniques for assessing difficult people and communicating with them effectively and positively. Create a pleasant and productive workplace for everyone.



**Save 30% when taken in the Administrative Professional Fast Track*

PDEV-803-C01/ \$225	2 sessions
Nov 13, 15	Tue, Thu 6:30 – 9:30p.m.

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 at learn.lc/ccnewsletter.

BUSINESS PROFESSIONAL & DEVELOPMENT

Human Resources/Team Building

Effective Organizational Learning and Development

This complimentary workshop is designed for organizations that want to dramatically improve results by developing employee training programs that are meaningful, practical, and will benefit both trainees and the organizations they work for.

PDEV-752-C01/ Free		1 session
Oct 3	Wed	9 – 12p.m.

Invest in Your Team

It is important that managers provide employees with clear expectations and feedback on their goals and achievements. The performance management cycle — expectations, goals, feedback and assessment — is critical. Get ready to invest in your team and reap the rewards.



**Save 30% when taken in the Series: Human Resource Essentials*

PDEV-722-C01/ \$225		2 sessions
Nov 27, 29	Tue, Thu	6:00 – 9:30p.m.

Retain Your Team

Investing in employees builds trust, which leads to increased engagement. Engaged employees perform and stick with their company. Examine how to increase engagement and deal with disengagement. Look at the role of recognition and compensation in retaining employees.



**Save 30% when taken in the Series: Human Resource Essentials*

PDEV-723-C01/ \$225		2 sessions
Dec 4, 6	Tue, Thu	6:00 – 9:30p.m.

Team Dynamics

Leading a team and understanding the dynamics of its members is an essential and respected talent of any good leader. Explore the impact of team dynamics on performance and the four phases of the team life-cycle.



**Save 30% when taken in the Series: Supervisor Leadership*

PDEV-749-C01/ \$225		2 sessions
Nov 20, 22	Tue, Thu	6:00 – 9:30p.m.

Transition and Succession Planning for Your Team

Employees leave companies. That's a fact. Be prepared and reduce the impact on your team and organization. Explore succession planning, cross training and knowledge transfer in scenario-based activities. Handle transitions with grace and professionalism.



**Save 30% when taken in the Series: Human Resource Essentials*

PDEV-724-C01/ \$225		2 sessions
Dec 11, 13	Tue, Thu	6:00 – 9:30p.m.

Workplace Harassment

Every year hundreds of millions of dollars are paid out for discrimination and harassment charges. How do you prevent harassment from occurring? What sorts of policies should be in place? What should managers do to protect their employees? And if a complaint is filed, what will we do? All of these questions (and more!) will be answered in this workshop.

PDEV-756-C01/ \$449		4 sessions
Oct 3, 10, 17, 24	Wed	6:30 – 9:30p.m.

Not sure which path to take?

Lethbridge College – Career Advising can help.

Based on your needs, our career and academic advisors will work with you to identify learning pathways to reach your potential.

Career planning is the lifelong process of thinking about your values, needs and preferences and then using that information to explore work, life and learning options.

Let us help you explore your values, interests and abilities and provide you with the tools necessary to make your career goals a reality.

Fee of \$15.75 (includes GST) required for Strong Interest Inventory® (SII)



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BUSINESS PROFESSIONAL & DEVELOPMENT

Leadership Training



Series: Leadership by Design Part I

Whether you're an emerging leader or a manager with loads of experience, you'll be challenged to adopt a growth mindset as you develop three of the six core leadership competencies through an apprenticeship approach in Part I. You will be challenged to apply your learning within your own organization

This series includes the following classes:

Lead with Results	PDEV-101	p.10
Lead with Innovation	PDEV-102	p.10
Lead with People	PDEV-103	p.10

**Classes in this series are available separately*

PDEV-100-C01/ \$1419.00	18 sessions
Sep 19 – Feb 27	Wed 9a.m. – noon

This series is eligible for the Canada – Alberta Job Grant (CAJG), which will reimburse up to 2/3 of the costs of training for organizations that qualify. Classes in this series are also eligible to be used toward the 150 hr requirement to obtain Blue Seal Certification.

Savings of 30% when you register for a series.

Lead with Results

In an exciting group challenge that extends throughout the duration of this course, you and your multi-disciplinary team will tackle a project that captures your shared interests. Within this is a mock exercise, the sky's the limit!



**Save 30% when taken in the Series: Leadership by Design Part I*

PDEV-101-C01/ \$675	6 sessions
Sep 19 – Oct 24	Wed 9a.m. – noon

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Series: Leadership by Design Part II

Continuing with an apprenticeship approach to leadership training, the next 3 courses in this series will provide you with further opportunities to develop and hone your skills. You will experiment with new tools and strategies in the 'workshop', then practice them in your workplaces. Rooted in design thinking, each course explores topics as design challenges and is built to foster creative confidence in both emerging and more experienced leaders as you work towards impactful solutions. Come join a network of like-minded community and business leaders who are serious about adopting a growth mindset for their own professional development, modelling it for the benefit of their employees, and using it for meaningful impact on their organizations

This series includes the following classes:

Lead with Communication	PDEV-105	May 8, 2019
Lead with Diversity	PDEV-106	Sep 25, 2019
Lead with Vision	PDEV-107	Jan 22, 2020

**Classes in this series are available separately*

PDEV-104-C01/ \$1419.00	18 sessions
2019/2020	We 9a.m. – noon

This series is eligible for the Canada – Alberta Job Grant (CAJG), which will reimburse up to 2/3 of the costs of training for organizations that qualify. Classes in this series are also eligible to be used toward the 150 hr requirement to obtain Blue Seal Certification.

Savings of 30% when you register for a series.

Lead with Innovation

How do leaders create a culture that nurtures creative thinking and risk-taking to meet organizational goals? Learn how to reframe one of your own organization's problems as a design challenge and work through the process to an innovative solution.



**Save 30% when taken in the Series: Leadership by Design Part I*

PDEV-102-C01/ \$675	6 sessions
Nov 7 – Dec 12	Wed 9a.m. – noon

Lead with People

Ever wondered why working with people is called a soft skill when sometimes it's downright hard? Ever wished there were more people like you on your work team? Learn the strategies and tools to help leaders capitalize on the diverse strengths of their team members.



**Save 30% when taken in the Series: Leadership by Design Part I*

PDEV-103-C01/ \$675	6 sessions
Jan 23 – Feb 27, 2019	Wed 9a.m. – noon



CUSTOMIZED TRAINING SOLUTIONS

Do you require a unique training experience?

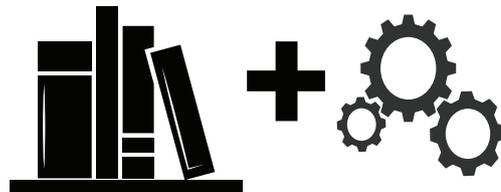
We build our courses for your business

Every business has unique demands and training needs. We get that. We've helped businesses accelerate talent development and reach their goals quicker with our specialized course building approach. Meeting your needs and budget.

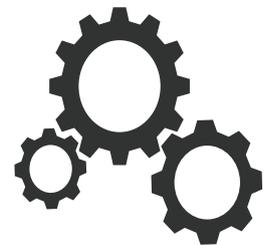
Development and Delivery Options



1. Off-the-Shelf



2. Off-the-Shelf with some Customization



3. Full Customization

Let us build your training program by applying our expertise in curriculum development and/or delivery.

Get started today.

For more information, visit:
training@lethbridgecollege.ca
403-320-3288



BUSINESS PROFESSIONAL & DEVELOPMENT

Management

Series: General Management

In General Management, you will spend six weeks crafting the skills required to lead your organization with more confidence, vision, and efficiency. Our knowledgeable educators will share their expertise while walking you through proven techniques and practical, real life case studies that will prepare you to jump back into your business ready to communicate, inspire, and coach more effectively.

This series includes the following classes:

Craft Your Leadership Brand	PDEV-701	p.13
Communicating Effectively	PDEV-702	p.13
The Art of Decision Making	PDEV-703	p.14
Business Risk Management	PDEV-704	p.12
Mastering Difficult Conversations	PDEV-705	p.14
Mastering Negotiation	PDEV-706	p.14

**Classes in this series are available separately*

PDEV-700-C01/ \$945	6 sessions
Nov 06 – Dec 11	Tue 9a.m. – 4p.m.

This series is eligible for the Canada – Alberta Job Grant (CAJG), which will reimburse up to 2/3 of the costs of training for organizations that qualify. Classes in this series are also eligible to be used toward the 150 hr requirement to obtain Blue Seal Certification.

Savings of 30% when you register for a series.

Series: Supervisor Essentials

In Supervisor Essentials, you will spend four weeks acquiring the necessary skills every great leader must possess to rise above and oversee their co-workers. Learn how to seamlessly transition into your new leadership role, understand and resolve conflict constructively and efficiently, identify signs that your team is struggling with conflict, and apply your new conflict resolution skills.

This series includes the following classes:

Supervisor Fundamentals	PDEV-741	p.14
Effectively Resolve Conflict	PDEV-742	p.13
Managing a Diverse and Intergenerational Workforce	PDEV-743	p.14

**Classes in this series are available separately*

PDEV-740-C01/ \$629	6 sessions
Sep 25 – Oct 18	Tue, Thu 6:30 – 9:30p.m.

This series is eligible for the Canada – Alberta Job Grant (CAJG), which will reimburse up to 2/3 of the costs of training for organizations that qualify. Classes in this series are also eligible to be used toward the 150 hr requirement to obtain Blue Seal Certification.

Savings of 30% when you register for a series.

Series: Supervisor Leadership

In Supervisor Leadership, you will hone your management skills to elevate your worth to your company, your effectiveness as a leader, and your earning potential. By learning better techniques for coaching direct reports, implementing change, inspiring goal-setting and encouraging better leadership in those around you. Be ready to step into the highest levels of leadership with confidence and skills that demand respect. What are you waiting for?

This series includes the following classes:

Effectively Use Leadership Styles	PDEV-746	p.13
Inspire Staff to Optimal Performance	PDEV-747	p.13
Set Meaningful Employee Performance Measures	PDEV-748	p.14
Team Dynamics	PDEV-749	p.9
Lead Staff Through Change	PDEV-750	p.13
Coach for High Performance	PDEV-751	p.12

**Classes in this series are available separately*

PDEV-745-C01/ \$945	12 sessions
Oct 30 – Dec 12	Tue, Thu 6:30 – 9:30p.m.

This series is eligible for the Canada – Alberta Job Grant (CAJG), which will reimburse up to 2/3 of the costs of training for organizations that qualify. Classes in this series are also eligible to be used toward the 150 hr requirement to obtain Blue Seal Certification.

Savings of 30% when you register for a series.

Business Risk Management

Your heart and soul is in your business. Protect it with knowledge on minimizing exposure to risk. Many hazards threaten your business and employees, but there are numerous ways you can safeguard your people, money and physical assets.



**Save 30% when taken in the Series: General Management*

PDEV-704-C01/ \$225	1 session
Nov 27	Tue 9 – 4p.m.

Coach for High Performance

When managers coach direct reports, their organizations benefit. Coaching does not require a radical change in managing style or a massive time commitment. It's about helping your people to self-discover a better way to achieve results.



**Save 30% when taken in the Series: Supervisor Leadership*

PDEV-751-C01/ \$225	1 session
Dec 4, 6	Tue, Thu 6:30 – 9:30p.m.

Management

Communicating Effectively

Gain understanding on how to communicate effectively across channels, cultures, continents, and generations. Modern workplaces challenge communication and managers must "think before they speak" like never before. Intent, word choice, speed of speech, body language and intonation are critical components of effective communication.



**Save 30% when taken in the Series: General Management*

PDEV-702-C01/ \$225	1 session
Nov 13	Tue 9a.m. – 4p.m.

Craft Your Leadership Brand

A leadership brand conveys who you are as a leader. Do you have one? Is it the right one? Developing your personal brand can help advance your career. Commit to your leadership journey and discover how to best present yourself.



**Save 30% when taken in the Series: General Management*

PDEV-701-C01/ \$225	1 session
Nov 6	Tue 9 – 4p.m.

Crisis Management Fundamentals

Viable organizations need to be ready for emergencies because the worst plan is not to have any kind of plan at all. Fortunately, you do not need separate plans for fire, weather disasters, and all the different kinds of crises that can occur. One solid plan will help you to prevent, respond, and recover from a variety of crises.

PDEV-754-C01/ \$449	4 sessions
May 3, 10, 17, 24	Tue, Thu 6:30 – 9:30p.m.

Effectively Resolve Conflicts

Conflict exists in organizations. This isn't always a bad thing. Conflict can allow for free expression of opinions and open debate, leading to better, more strategic decisions. Inappropriately handled conflict, however, can negatively impact the organization's culture.



**Save 30% when taken in the Series: Supervisor Essentials*

PDEV-742-C01/ \$225	2 sessions
Oct 9, 11	Tue, Thu 6:30 – 9:30p.m.

Effectively Use Leadership Styles

There is no right or wrong way to lead, but only using one leadership style is not a good tactic. Effective leaders have many leadership styles in their toolkit, allowing them to adapt to different situations.



**Save 30% when taken in the Series: Supervisor Leadership*

PDEV-746-C01/ \$225	2 sessions
Oct 30 – Nov 1	Tue, Thu 6:30 – 9:30p.m.

Inspire Staff to Optimal Performance

Are you yourself passionate about the mission and goals of your organization? Reacquainting yourself with your organizational vision, mission, and values is a great place to start. Your excitement will inspire others.



**Save 30% when taken in the Series: Supervisor Leadership*

PDEV-747-C01/ \$225	1 session
Nov 6, 8	Tue, Thu 6:30 – 9:30p.m.

Leading and Managing Change

Leading and Managing Change is a one-day course designed to prepare leaders to initiate and drive change in their organization. This course will allow you to gain a practical framework for successfully navigating all stages of the change process.

PDEV-130-C01/ \$225	2 sessions
Nov 19, 26	Mon 6:30 – 9:30p.m.

Lead Staff Through Change

Change is common, ongoing and often necessary. If you lead with powerful communication, listen to feedback and create a shared belief that the change is the best course of action, it will be successful.



**Save 30% when taken in the Series: Supervisor Leadership*

PDEV-750-C01/ \$225	2 sessions
Nov 27, 29	Tue, Thu 6:30 – 9:30p.m.

Lean Continuous Improvement

This course will give participants the foundation to begin implementing lean process improvement tools in their workplace to improve their bottom line by reducing wasted time and resources.

PDEV-757-C01/ \$449	4 sessions
Oct 4, 12, 19, 25	Thu 1 – 4p.m.

Calling All Trades People!



Have you ever thought about enhancing your business training and earning your Blue Seal Certification?

Lethbridge College Corporate and Continuing Education can help.

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Get started today.

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Management



Managing a Diverse Intergenerational Workforce

Consider the challenges organizations face in integrating workers from multicultural and multi-generational backgrounds. Understand the dynamics of communication with regard to other cultures and other age groups. Explore ways to interact positively with people from different backgrounds.



**Save 30% when taken in the Series: Supervisor Essentials*

PDEV-743-C01/ \$225	2 sessions
Oct 16, 18	Tue, Thu 6:30 – 9:30p.m.

Mastering Difficult Conversations

Difficult conversations are awkward and uncomfortable, but in business, they're inevitable. Avoiding difficult conversations leads to negative outcomes. Build effective communication skills and employ strategies to turn difficult conversations into productive ones.



Save 30% when taken in the Series: General Management

PDEV-705-C01/ \$225	1 session
Dec 4	Tue 9 – 4p.m.

Mastering Negotiation

Poorly handled negotiations can hurt your business, damaging your reputation and losing you money. Learn practical strategies and study the four main phases of negotiation to become a powerful and persuasive negotiator.



**Save 30% when taken in the Series: General Management*

PDEV-706-C01/ \$225	1 session
Dec 11	Tue 9 – 4p.m.

National Aboriginal Trust Program NATOA

NATOA provides Canada's Aboriginal Peoples with resources and information to create, manage and operate trusts to ensure the seven generations yet unborn can benefit from the goals and dreams of the present generation. Learn about trusts and investments for Indigenous people.

(check website for members and non-member pricing)

Member

B21-100-C01/ \$500	Online
Feb 12 – Jun 12	at own pace

Non-Member

B21-100-C02/ \$800	Online
Feb 12 – Jun 12	at own pace

Set Meaningful Employee Performance Measures

When employees understand what's expected of them, they engage. When employees are engaged, they perform better. Shed unnecessary metrics in favour of a lean, holistic approach to performance measurement. Encourage, rather than discourage your employees.



**Save 30% when taken in the Series: Supervisor Leadership*

PDEV-748-C01/ \$225	1 session
Nov 13, 15	Tue, Thu 6:30 – 9:30p.m.

Supervisor Fundamentals

Become the leader you've always wanted to be. Learn the fundamentals of effective supervision: leading, communicating, and getting results. Discover how to change your leadership style to suit the person and the task, and how to give praise or constructive feedback.



**Save 30% when taken in the Series: Supervisor Essentials*

PDEV-741-C01/ \$449	4 sessions
Sep 25, 27, Oct 2, 4	Tue, Thu 6:30 – 9:30p.m.

The Art of Decision Making

Decision making starts by asking the right questions and analyzing information. Decisions should be in the best interest of you, your organization, and your employees. Effective decision makers take a structured approach, driving stakeholder buy-in, reducing bias, managing group-think and analyzing paralysis.



**Save 30% when taken in the Series: General Management*

PDEV-703-C01/ \$225	1 session
Nov 20	Tue 9 – 4p.m.

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 at learn.lc/ccnewsletter.



2019 CONTRACT MANAGEMENT CERTIFICATE

Coming to Lethbridge College January 2019

As organizations today are entering into more – and increasingly complex – contracts, the need for contract management expertise is critically important. This contract management certificate program is designed to examine all major contracting activities, using a life cycle approach, **enabling contract managers and administrators to add value throughout the contracting process.**

Effective contract management means excelling at many different aspects of contracting, including: understanding the organizational needs that a contract must meet, knowing your supplier, executing effective negotiations, creating contracts and managing them throughout their term. Review the major phases of the contracting life cycle and develop a broad understanding of the context within which contracting activities take place.

Courses are offered as part of the Contract Management Program at Mount Royal University.
In Partnership with MRU



This series includes the following classes:

Contract Management Overview

Gathering Contract Requirements

Negotiating Contracts

Contract Development and Signing

Contract Management and Compliance

Best Practices in Contract Management

**Classes in this series are available separately*

For more information, visit:

training@lethbridgecollege.ca
403-320-3288



Register at lethbridgecollege.ca/cce

• 403.320.3288 / 1.800.435.4837

BUSINESS PROFESSIONAL & DEVELOPMENT

Project & Resource Management



Series: Project Management Certificate

This program provides essential training in the flourishing field of project management and is designed to develop introductory project management skills. This certificate program provides essential training in this growing field and is designed to develop introductory Project Management Skills. Each of the required courses is based on concepts from A Guide to the Project Management Body of Knowledge, a widely recognized international standard in the project management profession.

This series includes the following classes:

PM Overview and Integration	PDEV-401	p. 16
Schedule and Cost Management	PDEV-402	p. 16
Scope and Quality Management	PDEV-403	p. 16
Leadership and Project Resource Management	PDEV-404	p. 17
Stakeholder and Communication Management	PDEV-405	p. 17
Risk and Procurement	PDEV-406	p. 17
The Business of Project Management	PDEV-407	p. 17

**Classes in this series are available separately*

PDEV-400-C01/ \$3,733	14 sessions
Sep 18 – Dec 13	Tue, Wed, Thu 8:30a.m. – 4:30p.m.

Courses are offered as part of the Project Management Program at Mount Royal University. PMPI certified program.



This series is eligible for the Canada – Alberta Job Grant (CAJG), which will reimburse up to 2/3 of the costs of training for organizations that qualify. Classes in this series are also eligible to be used toward the 150 hr requirement to obtain Blue Seal Certification.



Project Management Overview and Integration

This course is an introductory course to project management. It examines all the fundamental project management processes and knowledge areas as documented in A Guide to the Project Management Body of Knowledge (PMBOK® Guide) – Sixth Edition. Discover basic terminology of project management, define and understand the fundamental framework of the PMBOK guide by discussing the key processes groups and knowledge areas. Explore Integration Management processes such as the development of the Project Charter, Project Management Plan, and what it means to Direct and Manage Project Work, Monitor and Control Project Work, Perform Integrated Change Control, and Close Project or Phase. Analyze the profession of the project manager, and how it's impacted by Project Management Institute (PMI).

PDEV-401-C01/ \$699	3 sessions
Sep 18, 19, 20	Tue, Wed, Thu 8:30a.m. – 4:30p.m.



Schedule and Cost Management

This course illustrates the application of the key Schedule and Cost processes described in the PMBOK® Guide – Sixth Edition. The Schedule Management processes covered include Plan Schedule Management, Sequence Activities, Define Scope, Estimate Activity Durations, Develop Schedule and Control Schedule.

PDEV-402-C01/ \$549	2 sessions
Oct 10, 11	Wed, Thu 8:30a.m. – 4:30p.m.



Scope and Quality Management

This course uses a case study to illustrate application of the key Integration and Quality processes described in the PMBOK® Guide – Sixth Edition. The Scope Management processes covered include Plan Scope Management, Collect Requirements, Define Scope, Create WBS, Validate Scope, and Control Scope.

PDEV-403-C01/ \$549	2 sessions
Oct 24, 25	Tue, Wed 8:30a.m. – 4:30p.m.

BUSINESS PROFESSIONAL & DEVELOPMENT

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Lethbridge College Corporate and Continuing Education can help.

The Blue Seal Program was established by the Alberta Apprenticeship and Industry Training Board to encourage and recognize business training. If you are a certified Alberta journeyman in a designated trade or occupation, earning a Blue Seal proves that you not only meet Alberta's high industry standards, but you also have the drive to develop your business skills and succeed in business.

Achievement in Business Competencies (Blue Seal) Program

If you have a valid Alberta Journeyman Certificate, Alberta Occupational Certificate or a valid recognized trade certificate you are eligible to apply for a Blue Seal Certificate.

The Blue Seal Certificate demonstrates you have shown reasonable effort in the study of business, and possess a respectable amount of knowledge of one or more business topics. Lethbridge College's Corporate and Continuing Education has 17 of the 18 business subject areas you may study.



**For more information call
403-320-3288**

training@lethbridgecollege.ca

Project & Resource Management



Leadership and Project Resource Management

This course uses a group-defined case study to introduce various tools that illustrate application of the key Project Resource Management processes described in the PMBOK® Guide – Sixth Edition. The course will allow you to discover your leadership style using Emotional Intelligence self-assessment and theoretical concepts, and how to effectively apply it in project management.

PDEV-404-C01/ \$549 2 sessions

Nov 7, 8 Wed, Thu 8:30a.m. – 4:30p.m.



Risk and Procurement

This course uses an assigned case study to illustrate application of the key Risk and Procurement processes described in the PMBOK® Guide – Sixth Edition. The Risk Management processes covered include Plan Risk Management, Identify Risks, Perform Qualitative Risk Analysis, Perform Quantitative Risk Analysis, Plan Risk Responses, and Monitor Risks. The Procurement Management processes covered include Plan Procurement Management, Conduct Procurements, Control Procurements, and Close Procurements.

PDEV-406-C01/ \$549 2 sessions

Dec 11, 12 Tue, Wed 8:30a.m. – 4:30p.m.



Stakeholder and Communication Management

This course uses a case study to illustrate application of the key Stakeholder and Communication Management processes described in the PMBOK® Guide – Sixth Edition. The Stakeholder Management processes covered include Identify Stakeholders, Plan Stakeholder Engagement, Manage Stakeholder Engagement, and Monitor Stakeholder Engagement.

PDEV-405-C01/ \$549 2 sessions

Nov 21, 22 Wed, Thu 8:30a.m. – 4:30p.m.



The Business of Project Management

This course focuses on the Strategic and Business Knowledge aspects of project management in accordance with PMI®'s Talent Triangle, which will also be examined. Analyze the choices a business will make prior to initiating a project. Define the relationship between projects, programs portfolios and understand the structure of a Project Management Office (PMO). Examine the role of the project manager as a leader of organizational change.

PDEV-407-C01/ \$289 1 session

Dec 13 Thu 8:30a.m. – 4:30p.m.

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BUSINESS PROFESSIONAL & DEVELOPMENT

Sales & Marketing

Customer Service

Learn the art of making a positive and lasting first impression. Become an excellent front-line communicator through hands-on activities in which you'll practice telephone techniques, choosing the right words, dealing with difficult customers, and dressing for the job.



**Save money! This class is also offered in the Series: Administrative Professional Fast Track*

PDEV-802-C01/ \$225	2 sessions
Nov 6, 8	Tue, Thu 6:30 – 9:30p.m.

e-Commerce Management

Online shopping is one of the most popular online activities worldwide. This huge market encompasses traditional e-commerce, as well as mobile commerce (which is growing faster than any other sector) and location-based e-commerce. This program will teach participants how to develop, market, and manage an e-commerce business, giving them a crucial advantage in today's competitive market.

PDEV-753-C01/ \$449	4 sessions
Oct 3, 10, 17, 24	Wed 9a.m. – noon

Fundamentals of Successful Selling

Sales opportunities will pop up throughout your career. Whether you're selling yourself in an interview or selling products to customers, sales skills are important. Topics include building meaningful relationships, recognizing common objections and overcoming challenges. Practice and present your skills.

PDEV-725-C01/ \$449	4 sessions
Oct 18, 25, Nov 1, 8	Thu 6:30 – 9:30p.m.

Introduction to Online Marketing for Business

In this comprehensive introduction to online marketing and advertising techniques, learn how to create and leverage your online presence. Explore how to deploy and monitor your campaigns across many platforms: the web, search, social, mobile and email.

PDEV-735-C01/ \$225	1 session
Nov 13	Mon 9:30a.m. – 4:30p.m.

COMPUTERS & TECHNOLOGY

Accounting & Bookkeeping

QuickBooks 2015 Level 1

Keeping track of your business's finances by hand can get overwhelming fast. QuickBooks software can help. This introductory course focuses on working with the general ledger, accounts payable and receivable, inventory, records and payroll.

TECH-230-C01/ \$465	5 sessions
Nov 15, 17, 22, 24, 29	Thu, Sat 6:30 – 9:30pm 9a.m. – 4p.m.

QuickBooks 2015 Level 2

Build your basic understanding of QuickBooks daily accounting processes and learn about the more advanced functions and capabilities of the software. Prerequisite: QuickBooks Level 1.

TECH-231-C01/ \$465	7 sessions
May 8 – May 29	Tue, Thu 6:30 – 9:30p.m.

Sage 50 – Level 1

This software is one of the most popular small business accounting packages available. Level 1 introduces working with the general ledger, accounts payable and receivable, inventory and managing capital expenses.

TECH-240-C01/ \$395	7 sessions
Oct 2 – 23	Tue, Thu 6:30 – 9:30p.m.

Media & Design

Introduction to Sketch Up

Are you an architect, draftsman or engineer? Or are you a student with an interest in 3D modeling and design? How about an amateur builder, designer or spatial formation planner? SketchUp is the modeling computer program for you.

TECH-215-C01/ \$350.00	6 sessions
Sep 25 – Oct 11	Tue, Thu 6:30pm – 9:30pm

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Microsoft Office

Into the Cloud:

Security for Windows 10 and Office 365

Come learn about installation/upgrade, safe storage of all your files, and how to connect devices such as printers, cameras and scanners. Topics also include installing, maintaining and removing third party applications, how to keep your PC secure and your data safe, as well as many tips on how to use the features of Windows 10 and Office 365 to your advantage.

TECH-356-C01/ \$219	3 sessions
Mar 20, 22	Tue, Thu 6:30 – 9:30p.m.

Microsoft Essentials for Beginners

Using a computer can be daunting for a variety of reasons. Microsoft Basics for Beginners is a great course for participants who are new to computers and the Microsoft Windows operating system. Within this course, you will learn fundamental skills for operating a computer and Microsoft programs including Outlook, Word, Excel and PowerPoint.

TECH-361-C01/ \$195	3 sessions
Sep 24, 26, 28	Mon, Wed, Fri 6:30 – 9:30p.m.

Microsoft Excel Basic

Excel is used to create and edit professional-looking spreadsheets for a variety of purposes and situations. Microsoft Excel Basic covers a variety of skills including how to construct cell data, use formulas, format worksheets and how to view and print your projects. This course is designed for students who are familiar with personal computers, using a keyboard and using a mouse.

TECH-314-C01/ \$195	2 sessions
Oct 9, 11	Tue, Thu 6:30 – 9:30p.m.

Microsoft Excel Advanced

Excel is used to create and edit professional-looking spreadsheets for a variety of purposes and situations. Microsoft Excel Advanced will cover a variety of topics including charts, graphics, workbooks and how to make all of these visually pleasing. This course is designed for students who are familiar with personal computers, using a keyboard and using a mouse.

TECH-316-C01/ \$195	2 sessions
Nov 6, 8	Tue, Thu 6:30 – 9:30p.m.

Microsoft Outlook

Explore the structure of Microsoft Outlook and how to use its functions to coordinate communications and collaborations with others. Manage and search your email, contacts and calendar and keep up with social networks all with Outlook.

TECH-335-C01/ \$195	2 sessions
Oct 23, 25	Tue, Thu 6:30 – 9:30p.m.

Microsoft PowerPoint Basic

Giving well organized, succinct and impactful presentations is the key to inspiring people and being successful. No matter what the topic, a PowerPoint presentation can help you communicate your message to the audience effectively while saving you hours of time.

TECH-323-C01/ \$195	2 sessions
Oct 30, Nov 1	Tue, Thu 6:30 – 9:30p.m.

Microsoft Project

Do you need to manage a project but aren't sure how to get started with Microsoft Project? In this short but intensive course you will learn how to start a new project, create project tasks, and give structure to your project by linking one task to another. Track and manage projects with ease. Learning these key tricks and techniques will save you valuable time and wasted frustration.

TECH-341-C01/ \$249	3 sessions
Nov 26, 28, 30	Mon, Wed, Fri 6:30 – 9:30p.m.

Microsoft SharePoint

Microsoft SharePoint 2013 is a six-hour intensive course that will provide you with the knowledge and skills necessary to navigate and thrive in a SharePoint environment. Learn skills such as preparing, storing, managing, and visualizing information effectively in SharePoint through hands-on learning.

TECH-350-C01/ \$249	3 sessions
Oct 22, 24, 26	Mon, Wed, Fri 6:30 – 9:30p.m.

Microsoft Word Basic

The four essentials of word processing are creating, editing, saving, and printing. In Word Basics you will begin to explore the basics of these important and incredibly useful skills that any computer user must have. Prepare yourself for a wide diversity of job options by becoming well-versed in Word. This course is designed for people who are familiar with personal computers, using a keyboard and using a mouse.

TECH-304-C01/ \$195	2 sessions
Sep 18, 20	Tue, Thu 6:30 – 9:30p.m.

Microsoft Word Advanced

The four essentials of word processing are creating, editing, saving, and printing. In Word Advanced you will learn more intermediate tasks that build on the basic skills that any computer user must have. Prepare yourself for a wide diversity of job options by becoming well-versed in Word. This course is designed for people who are familiar with personal computers, using a keyboard and using a mouse.

TECH-306-C01/ \$195	2 sessions
Sept 24, 26	Mon, Wed 1 – 4p.m.



Coming to Lethbridge College

Fall 2018

Virtual Reality Training

Virtual Reality Training courses will teach you the basics in digital media and design.

Courses include:

Introduction to Video

Introductory Coding

Modeling

Introduction to Virtual Reality

Let us help you stay on the cutting edge of technology.



Get started today.

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Digital Communications & Media

**Train the
workers
you need**



Don't miss this incredible opportunity

Make your training and development budget go further!

The Canada-Alberta Job Grant (CAJG) is an employer-driven training program where employers and government share the cost of training new and existing employees to increase their knowledge and skills to meet the needs of Alberta's changing economy.

NEW: CAJG now offers more training incentives to employers

100% of training cost covered for eligible unemployed hires (up to \$15,000)

with incremental training requirement waived Sole proprietors can now train their employees using CAJG

Assistance on travel costs for small and medium-sized organizations (when training is over 100km one way).

Canada-Alberta
Job Grant

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DRIVING & TRANSPORTATION

Commercial Driving Programs

Air Brake Training 'Q' Endorsement

'Q' Endorsement is required to operate any vehicle equipped with air brakes. This 12 hour Alberta Government – approved course is designed to assist drivers in understanding theory and best practice for air brake systems.

DRIV-140-C01/ \$190	2 sessions
Sep 28, 29	Fri, Sat 8a.m. – 4:30p.m.

DRIV-140-C02/ \$190	2 sessions
Nov 16, 17	Fri, Sat 8a.m. – 4:30p.m.

courses run regularly – refer to website for dates

Calling All Trades People!



Have you ever thought about enhancing your business training and earning your Blue Seal Certification?

Lethbridge College Corporate and Continuing Education can help.

Call 403.320.3288 for more information

Class 1 and 3 Driver Training



At Lethbridge College, we're dedicated to your success and driving safely. We deliver quality instruction so you can develop and maintain professional driving techniques. The skills you learn from our professionals will allow you to move forward in a safe and confident manner. Whether you're interested in getting your Truck Transport certification or simply looking to step behind the wheel for the first time, we're here to help.

**Call for more information
403-320-3288**

Drivers Education

Drivers EDge Basic "EDge"

Class 5 Learn to Drive Package

Learning to drive or having a child learn to drive can be a stressful event, but it doesn't have to be! With innovative and interactive classroom instruction, students have fun while learning.



Our mission is to provide training tailored to the individual in a safe and caring environment. The success of our teaching method is reflected in our high pass rates on the road test.

Learning to drive is fun – sign up and see for yourself! Refresher lessons, vehicle rental for road tests, and comprehensive learning packages are available.

Our courses are government-approved and accredited by Alberta Transportation, with insurance discounts available.

DRIV-200-C01/ \$769 \$719	4 sessions
Sep 17 – 20	Mon, Tue, Wed, Thu 5 – 9:30p.m.
DRIV-200-C02/ \$769 \$719	4 sessions
Oct 22 – 25	Mon, Tue, Wed, Thu 5 – 9:30p.m.
DRIV-200-C03/ \$769 \$719	4 sessions
Nov 13 – 16	Tue, Wed, Thu, Fri 5 – 9:30p.m.
DRIV-200-C04/ \$769 \$719	4 sessions
Dec 10 – 13	Mon, Tue, Wed, Thu 5 – 9:30p.m.

Drivers EDge

Comprehensive Beginner's Package

includes Vehicle Rental for Class 5 Road Test

The Comprehensive Beginner's Package includes vehicle rental for the road test so the student can take the driver's test in the car they were trained in. When registering in the Comprehensive course, to secure the use of the Drivers Edge vehicle for your road test, you will need to have the Drivers EDge office book your road test for you to ensure the vehicle can be there.



DRIV-201-C01/ \$749	4 sessions
same dates as Basic "EDge"	call to book

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EHS SOFTWARE

for the **Safety Professional**

TRAINING RECORD MANAGEMENT SYSTEM

Secure Online Storage of Training Records

Keeping track of employee training has never been easier.

With our robust Training Record management System, you can upload employee training records, including a copy of each certificate, regardless of the training provider. Once records are uploaded, automatic expiry alerts can be sent to employees, supervisors, and managers to help ensure your employees' training is always up to date.

Highlights

- ♦ **Auto-Assign Training:** Through use of the training matrix, configures the system to automatically assign online courses when training records expire.
- ♦ **Scheduled-Excel-Reports:** Schedule the delivery of automated monthly, weekly, or daily emails containing detailed Excel reports to supervisors and managers, letting them know what training is expiring when and from whom.
- ♦ **Training Matrix Integration:** Instantly update training gap reporting for each location or region by allowing uploaded training records to satisfy company training requirements.
- ♦ **Mobile Friendly:** Access employee training record details from any smartphone, iPad, or Internet-ready mobile device.
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VIRTUAL PROCTORING

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CPR & First Aid

CPR-BLS

This full certification course is for healthcare professionals who must know how to perform CPR, as well as other lifesaving skills, in a range of in-hospital and out-of-hospital settings. Learn lifesaving skills for adults, children and infants.

OHST-130-C01/ \$100	1 session
Call for dates	11:30a.m. – 4:30p.m.

CPR-C with AED

This full certification course is for those who have a duty to respond to a cardiac emergency because of job responsibilities or regulatory requirements. For the public and Massage Therapy and Therapeutic Rec/Gerontology students. Annual recertification required for anyone in the health industry.

OHST-140-C01/ \$100	1 session
Jan 26, 2019	Sat 9a.m. – 2p.m.

Standard First Aid/ CPR Level C

Contains up-to-date content and science from the 2010 Guidelines for First Aid, CPR and ECC. Learn patient care to protect and support the life of a suddenly ill or injured person until emergency medical services arrive. Instruction covers first aid skills.

OHST-121-C01/ \$150	2 sessions
Oct 27, 28	Sat, Sun 9a.m. – 5p.m.

Workplace Safety

Asbestos Abatement Certification

In this course, facilitated by Alberta Safety and Environmental Services (AES) Ltd., you will receive an overview of asbestos and the health effects of exposure. Explore personal protective equipment and methods for monitoring, analysis and abatement. Review legislation, regulations and codes.

OHST-300-C01/ \$499	2 sessions
Sep 13, 14	Thu, Fri 8a.m. – 5p.m.

Confined Space

Many workers are injured and killed each year in Canada while working in confined spaces. A confined space can be more hazardous than regular workspaces for many reasons. Before entering any confined space, a trained and experienced person should identify and evaluate all the existing and potential hazards within the confined space.

INDT-264-C01/ \$165	1 session
Sep 26	Mon 8:30a.m. – 5p.m.

Sign up for our newsletter at learn.lc/ccnewsletter.

Workplace Safety

Fall Protection

This program is designed for those with an occupational requirement to be trained to safely undertake work at heights. It will cover Fall Protection Systems. Developed in accordance with the requirements of the OH&S and COHS regulations.

INDT-310-C01/ \$139	1 session
Sep 25	Tue 8:30a.m. – 5p.m.

Forklift Safety

This forklift driver training program is designed to meet the needs of forklift operators, regardless of brand. The class is ideal for all forklift operators as it is designed to reinforce the importance of proper forklift safety and handling techniques.

INDT-268-C01/ \$139	1 session
Oct 10	Mon 8:30a.m. – 5p.m.

Ground Disturbance

It is not reasonable for anyone to undertake ground disturbance activities without awareness of the risks or knowledge of how to safely proceed. Those that disturb the ground need access to consistent and accurate information that will help minimize the risks of contacting buried facilities.

INDT-325-C01/ \$115	1 session
Sep 28	Fri 8:30a.m. – 5p.m.

H2S Alive

Hydrogen Sulphide (H2S) Awareness training is ideal for individuals who require an understanding of safe work practices and procedures in the event of H2S exposure in the workplace. Exposure to H2S can result in immediate death or permanent injury, and must be prevented or controlled to minimize harm to the worker.

INDT-326-C01/ \$159	1 session
Oct 02	Tue 8:30a.m. – 5p.m.

Skid Steer Safety

Skid Steer loader is one of the most versatile pieces of equipment on a construction site because it is designed to maneuver easily in tight spaces and has a variety of attachments to complete multiple jobs. The objective of this class is to reduce the risk of injury by providing participants with the knowledge and skills to safely operate and maintain a skid steer.

INDT-267-C01/ \$149	1 session
Sep 27	Thu 8:30a.m. – 5p.m.

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HEALTH & SAFETY

Workplace Safety

Telehandler Safety

This telehandler (rough terrain forklift, telescoping forklift, Zoomboom) driver training program is designed to meet the needs of telehandler operators, regardless of brand. The class is ideal for all telehandler operators as it is designed to reinforce the importance of proper telehandler safety and handling techniques.

INDT-266-C01/ \$265	1 session
Sep 24	Mon 8:30a.m. – 5p.m.

INDUSTRY & TRADES

Electrical

Master Electrician

For Journeyman Electricians with at least three years of experience. Prepare to write the Master Electrician Exam. Emphasis on correct interpretation and application of the Canadian Electrical Code and Alberta Regulations. Address regulations of OH&S, WCB and Apprenticeship and Industry Training.

INDT-200-C01/ \$690	20 sessions
Oct 9 – Dec 13	Tue, Thu 7 – 10p.m.

Home & Shop Maintenance

Basic Home Renovations Skills

Are you planning some minor home renovations? Learn to safely use various materials, tools and techniques for basic home renos. Topics include: preparing, measuring, insulating techniques, interior framing, installing doors and windows, interior finishing, fastening methods, drywalling, tiling and flooring.

INDT-280-C01/ \$475	8 sessions
Sep 24 – Nov 19	Mon 7 – 10p.m.

Small Engine Repair

Small engine mechanics service and repair a wide range of power equipment. They must be able to diagnose electrical, fuel and mechanical problems and quickly make the needed repairs. Learn basic skills in this introductory course.

INDT-205-C01/ \$475	8 sessions
Sep 19 – Nov 7	Wed 7 – 10p.m.

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Plumbing

Cross Connection Control Specialist

Consider this program if you are a trades person looking to improve your understanding of cross-connection control or to obtain certification. The program's emphasis is on hazards, devices, and testing. It is designed for those already involved with the planning, design, installation, maintenance, and inspection of plumbing, piping systems, or water-supplied equipment that connects to the potable water system, either inside or outside of buildings.

INDT-273-C01/ \$1,249	4 sessions
Oct 2, 3, 4, 5	Tue, Wed, Thu, Fri 8a.m. – 5p.m.

Pre-Employment Trades

5th Class Power Engineering

Power engineers safely operate and maintain refrigeration equipment, generators and any other machines dealing with thermal properties. Gain theoretical knowledge to accompany your practical experience and prepare to challenge the Alberta Boiler Safety Association Fifth Class Power Engineering Certificate.

INDT-270-C01/ \$1,025	32 sessions
Oct 10 – May 22 2019	Wed 7 – 10p.m.

Powerline Technician/Power System

Electrician Program

Powerline Technician/Power System Electricians play a vital role in ensuring the reliable delivery of electricity to homes and businesses across the country. Get hands-on and theoretical training in the utility electrical field related to overhead and underground distribution installations.

PSEL-100-C01/ \$8,995	58 sessions
Sep 17 – Dec 21	Mon to Fri 7:30 a.m. – 4:30p.m.

Pre-Employment Electrician

Electricians install, alter, repair and maintain electrical systems. Receive extensive theoretical and hands-on training related to residential and commercial electrical installation. This program covers the First Year Alberta Apprenticeship Electrical curriculum and employability skills.

PELC-100-C01/ \$4,995	69 sessions
Sep 17 – Dec 21	Mon to Fri 9a.m. – 3:30p.m.

Pre-Employment Welding

Welding offers endless opportunities in a variety of industries and locations. Prepare to write the First Year Welding Apprenticeship theory and practical exams, with the added bonus of a pipeline assistant component and employability skills.

PWDG-100-C01/ \$4,995	69 sessions
Sep 10 – Dec 14	Mon to Fri 9a.m. – 4p.m.

Renewable Energy

NEW to Lethbridge College!

Solar 101 for Homeowners

Come and discover how solar energy can benefit you as a homeowner and the basics of the solar industry. Such as how to determine which products are best for your needs, as well as what to look for when selecting an installer and more.

INDT-400-C01/ \$275	1 session
Sep 20	Thu 6:30 – 9:30p.m.

Solar Module Installer 2 Day

This course is designed for electricians and installers who would like a better understanding of solar photovoltaic systems. You will review theory, inverters, racking, solar PV systems, and batteries.

INDT-405-C01/ \$549	2 sessions
Sep 27 – Sep 28	Thu, Fri 8:30a.m. – 4:30p.m.

INDT-405-C01/ \$549	4 sessions
Oct 2, 4, 11, 13	Tue, Thu 6:30 – 4:30p.m.

Solar Module Installer 1 Day Off-Grid

This course builds off the Solar Module Installer 2 day course which will review the theory behind designing an off grid, including site evaluation, stand-alone solar PV basics, load assessment, and stand alone PV systems design.

INDT-410-C01/ \$275	1 session
Sep 29	Sat 8:30a.m. – 4:30p.m.

INDT-410-C01/ \$275	2 sessions
Oct 11 – Oct 13	Tue, Thu 6:30 – 9:30p.m.

Coming to Lethbridge College

January 2019

Start your amazing career in Plumbing

The Pre-Employment Plumber program will enhance your career opportunities in the plumbing trade.

You will receive extensive theoretical and hands-on training related to residential and commercial plumbing installation.

Get started today. Call for more information
403-320-3288

Register at lethbridgecollege.ca/ccce

Trades for Women



Basic Welding for Women

Come to this hands-on project-based class with an idea of something you want to build and bring it to life using basic MIG welding skills and oxy-fuel cutting. Learn how to safely use welding tools and equipment.

INDT-510-C01/ \$475	8 sessions
Oct 2 – Nov 20	Tue 6:30 – 9:30p.m.

Basic Woodworking for Women

Are you a woman with little or no carpentry experience? Do you want to overcome your fear of using power tools? Do you want to build basic skills in woodworking? If you answered yes to any of these questions, this course is for you. In Basic Woodworking for Women, you will learn how to safely use various materials, tools, and techniques integral for wood working.

INDT-540-C01/ \$475	8 sessions
Sep 18 – Nov 6	Tue 7 – 10p.m.



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Welding

B Pressure Welding Test

You must be certified by an ABSA Safety Codes Officer before you can weld on pressure equipment in Alberta. This course is the one-day practical welding test to certify B Pressure Welders. Receive the B Pressure Certificate of Competency.

INDT-215-C01/ \$379	1 session
Oct 5	Fri 9a.m. – 4p.m.
INDT-215-C02/ \$379	1 session
Nov 30	Fri 9a.m. – 4p.m.

Basic Mig Welding/Tig Welding

Learn the basics of GMAW (MIG) and GTAW (TIG) welding use and the practical and theoretical fundamentals and procedures. Explore when to use a MIG welder versus a TIG welder, joint preparation, technique on pipe and more.

INDT-211-C01/ \$475	8 sessions
Nov 1 – Dec 20	Thu 6:30 – 9:30p.m.

Basic Welding

Theory and lab instruction on the basics of oxy-acetylene and shielded metal arc welding for welding common joints on mild steel encountered in manufacturing, construction and repairs. Practical development of good welding habits and care of equipment.

INDT-210-C01/ \$475	8 sessions
Sep 6 – Oct 25	Thu 6:30 – 9:30p.m.

CWB Welding Test: 1 Position

This course is for CWB testing of any welding process SMAW, GMAW, FCAW, MCAW in one position (one of: flat, horizontal, vertical, overhead (FHVO)).

INDT-220-C01/ \$169	1 session
Oct 12	Fri 9a.m. – 4p.m.
INDT-220-C02/ \$169	1 session
Dec 7	Fri 9a.m. – 4p.m.



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CWB Welding Test: 2 Position

This course is for CWB testing of any welding process SMAW, GMAW, FCAW, MCAW in two positions (two of: flat, horizontal, vertical, overhead (FHVO)).

INDT-221-C01/ \$335	1 session
Oct 12	Fri 9a.m. – 4p.m.
INDT-221-C02/ \$335	1 session
Dec 7	Fri 9a.m. – 4p.m.

CWB Welding Test: 3 Position

This course is for CWB testing of any welding process SMAW, GMAW, FCAW, MCAW in three positions (three of: flat, horizontal, vertical, overhead (FHVO)).

INDT-222-C01/ \$505	1 session
Oct 12	Fri 9a.m. – 4p.m.
INDT-222-C02/ \$505	1 session
Dec 7	Fri 9a.m. – 4p.m.

CWB Welding Test: 4 Position

This course is for CWB testing of any welding process SMAW, GMAW, FCAW, MCAW in four positions (four of: flat, horizontal, vertical, overhead (FHVO)).

INDT-223-C01/ \$645	1 session
Oct 12	Fri 9a.m. – 4p.m.
INDT-223-C02/ \$645	1 session
Dec 7	Fri 9a.m. – 4p.m.

CWB Welding Test: Recertification

This course is for CWB testing for recertification of any welding process SMAW, GMAW, FCAW, MCAW in any position.

INDT-224-C01/ \$169	1 session
Oct 12	Fri 9a.m. – 4p.m.
INDT-224-C0/ \$169	1 session
Dec 7	Fri 9a.m. – 4p.m.

Cooking Classes

Christmas Appetizers

We know Christmas time can be hectic. Does it seem like you're constantly looking for quick and easy foods to entertain guests? Well, how about adding a twist to Christmas classics like spinach artichoke dip and cheese balls, or a festive berry salsa to add an easy, sweet component? Sit back and enjoy watching our skilled chefs demonstrate the art of Christmas appetizers.

GINT-103-C01/ \$65	1 session
Nov 19	Mon 6 – 8p.m.

Deboning Poultry

Are you ready to expand your knowledge and wow your guests next time you prepare poultry? This class will explore the glove method of deboning and preparing poultry. Learn unique stuffing flavours, carving methods, safe handling and even some great side dishes. Sit back and relax while our expert chef demonstrates this method, preparing poultry right before your eyes and providing many samples and recipes to take home.

GINT-410-C01/ \$65	1 session
Dec 4	Tue 6 – 8p.m.



Culinary Team Building
Looking for a unique team building activity for your organization?

Our Culinary Chefs whip up a fun and interactive experience that participants rave about.



For more information call
403-320-3288

Food Safety Alberta Certificate

This course, co-sponsored by Alberta Health Services, is approved under the Public Health Act and Alberta Food Regulations. Successful participants will receive a certificate from Alberta Health and Wellness and a take-home package of materials.

GINT-111-C01/ \$125	2 sessions
Sep 17, 24	Mon 9a.m. – 1p.m.

GINT-111-C02/ \$125	1 session
Oct 22	Mon 9a.m. – 5:30p.m.

Gluten-Free Baking

Gluten-free baking should not limit anyone's enjoyment of sweet treats or baked goods. Our gluten-free baking course teaches bakers to use gluten-free ingredients to create a product that is delicious and enjoyable to eat.

GINT-105-C01/ \$65	1 session
Nov 5	Mon 6 – 8p.m.

Italian Cooking

Interested in exploring your Italian side? Come enjoy some mouth-watering, traditional Italian dishes. Within this two hour course, a chef will demonstrate specialties such as cannelloni, gnocchi, tortellini, fettucine, linguine, lasagna, and fabulous Italian salads. Come learn, sample and enjoy!

GINT-106-C01/ \$65	1 session
Nov 5	Mon 6 – 8p.m.

Naughty to Nutritious

By getting creative with ingredients, our favourite "naughty" foods can be transformed into delicious, nutritious, guilt-free dishes. Whether trying to cook for a picky family, adopt healthier eating habits or kick your sugar craving, this class is for you!

GINT-107-C01/ \$65	1 session
Jan 22, 2019	Tue 6 – 8p.m.

Sushi Lovers!

Love sushi? This hands on class will show you how easy making your own sushi can really be. Learn how to make your own sushi creation and sample what you make.

GINT-110-C01/ \$65	1 session
Nov 20	Tue 6 – 8p.m.

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LIFE & LEISURE

Language

Sign Language I

Designed to enable the basics of sign language in expressive and receptive communication. Learn personal pronouns, basic sentence structure, possessives, negatives, questions, use of tense, verbs, imperatives, numbers and plurals.

GINT-500-C01/ \$265	10 sessions
Sep 25 – Nov 27	Tue 6:30 – 9p.m.

Sign Language II

Designed to increase signing vocabulary emphasizing the need for flexibility in the language. Learn questions, the self-pronoun, using subjects as a topic, using models, adverbs of place, pronominal classifiers, quantifiers and negatives.

GINT-501-C01/ \$265	10 sessions
Sep 25 – Nov 27	Tue 6:30 – 9p.m.

Personal Development

Firearms Safety Non Restricted

A one-day course required for anyone applying for or renewing a Possession Acquisition License (PAL). Learn firearm laws, safe handling, storage and transport of firearms. Instructed by provincially certified firearms trainers.

GINT-510-C01/ \$129	1 session
Sep 22	Sat 9a.m. – 6p.m.

GINT-510-C02/ \$129	1 session
Oct 20	Sat 9a.m. – 6p.m.

GINT-510-C03/ \$129	1 session
Nov 24	Sat 9a.m. – 6p.m.

courses run regularly – refer to website for dates

ENGLISH LANGUAGE CENTRE

Welcome to the English Language Centre, where you can learn languages in one of the most beautiful settings on earth: Canada. Walk out of your classroom and you'll be surrounded by the natural beauty of the prairies. You'll even see the Rocky Mountains in the distance. Every year, students like you travel from over 40 different countries to experience all this and learn English.

Language Training

French Beginner I

French for beginners: Twenty classes, two nights a week. Classes will focus on vocabulary used for greetings, home life, travel, holidays, family, telling time, shopping, health, food and restaurants. Topics may vary according to the interest of the students. Emphasis will be on the development of oral and written communication.

* Courses must have a minimum of 10 students to run

ESOL-100-C01/ \$315	20 sessions
Call for dates	403.329.7269

GED Test Preparations

This course is designed to help students earn the General Education Development Tests (G.E.D.), accepted by many employers as an alternative to a high school diploma. Students will review their knowledge of social studies, science, written skills, literature and the arts, and mathematics. Particular attention will be given to reading and mathematical skills.

U90-001-C01/ \$168	12 sessions
Call for dates	403.329.7338

Spanish Beginner I

Hola! Learn the language spoken by more than 500 million people. This introductory course familiarizes you with the sounds of the language, its basic grammatical structures and the culture of the Spanish-speaking world. Topics include greetings and farewells, the family, telling the date and time, asking for and giving directions, ordering a meal, traveling, and more.

* Courses must have a minimum of 10 students to run

ESOL-110-C01/ \$300	20 sessions
Call for dates	403.329.7269

Spanish Beginner II

This course is for you if you have taken Spanish-Beginner at Lethbridge College. Continue improving your language skills by using basic grammatical structures, regular/irregular verbs, and stem-changing verbs in present and future situations. The class will provide you with more opportunity to practice listening, speaking, reading, and writing in Spanish.

ESOL-111-C01/ \$300	20 sessions
Call for dates	403.329.7269

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With state of the art facilities, various venues and exceptional customer service, Lethbridge College is proud to be known for its remarkable event and conference services. Our refined administration processes, IT capabilities, delectable catering and variety of spaces are able to accommodate groups of any size.

From business meetings to business training, conferences to sports tournaments, Lethbridge College is passionate about helping your event excel. Our professional team is here to help and support you with all details little or big!

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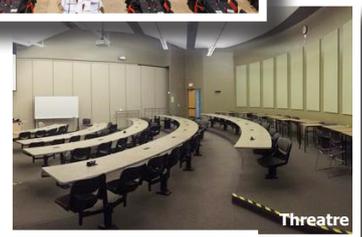
- Val Matteotti Gymnasium (Full sized three court gymnasium with seating for 2,000 occupants)
- Dance Studio
- Classrooms
- Theatres
- Meeting Spaces
- Computer Labs

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Ways to Register



Online

Online registration is available 24 hours a day, seven days a week. You are able to browse and search classes at any time, however, you will need to create or login into your Student Profile in order to register for a course.



Phone

Call **403–320–3323** or toll free 1–800–572–0103 (ext. 3323) Phone registrations are accepted for payments using Visa or MasterCard only.



Walk–In

Lethbridge College | Registrar's Office is located in PA1130, just inside the front entrance. Main Building
3000 College Drive South
Lethbridge, Alberta T1K 1L6



Mail

3000 College Drive South
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How to Register?



REGISTRAR'S OFFICE
 3000 College Dr. S
 Lethbridge, Alberta T1K 1L6
 Tel: 403.320.3323
 Fax: 1-888-819-9803

NON-CREDIT REGISTRATION FORM

Birth date:
YYYY MM DD

All items must be completed in full

Last or Family Name:

First Name: Middle Name:
(no nicknames) (no nicknames)

Former Last Name:
(if applicable)

Address:

City/Town: Prov: Postal Code: -

Telephone: - - (Residence) Bus Tel: - - (Business)

Email Address:

Course Code Number	Course Name	Start Date (YYYY/MM/DD)	Course Fee

Payment Method: Visa MasterCard **Check the method of payment**

Card Number: _____ Expiry Date: _____ CCID: _____

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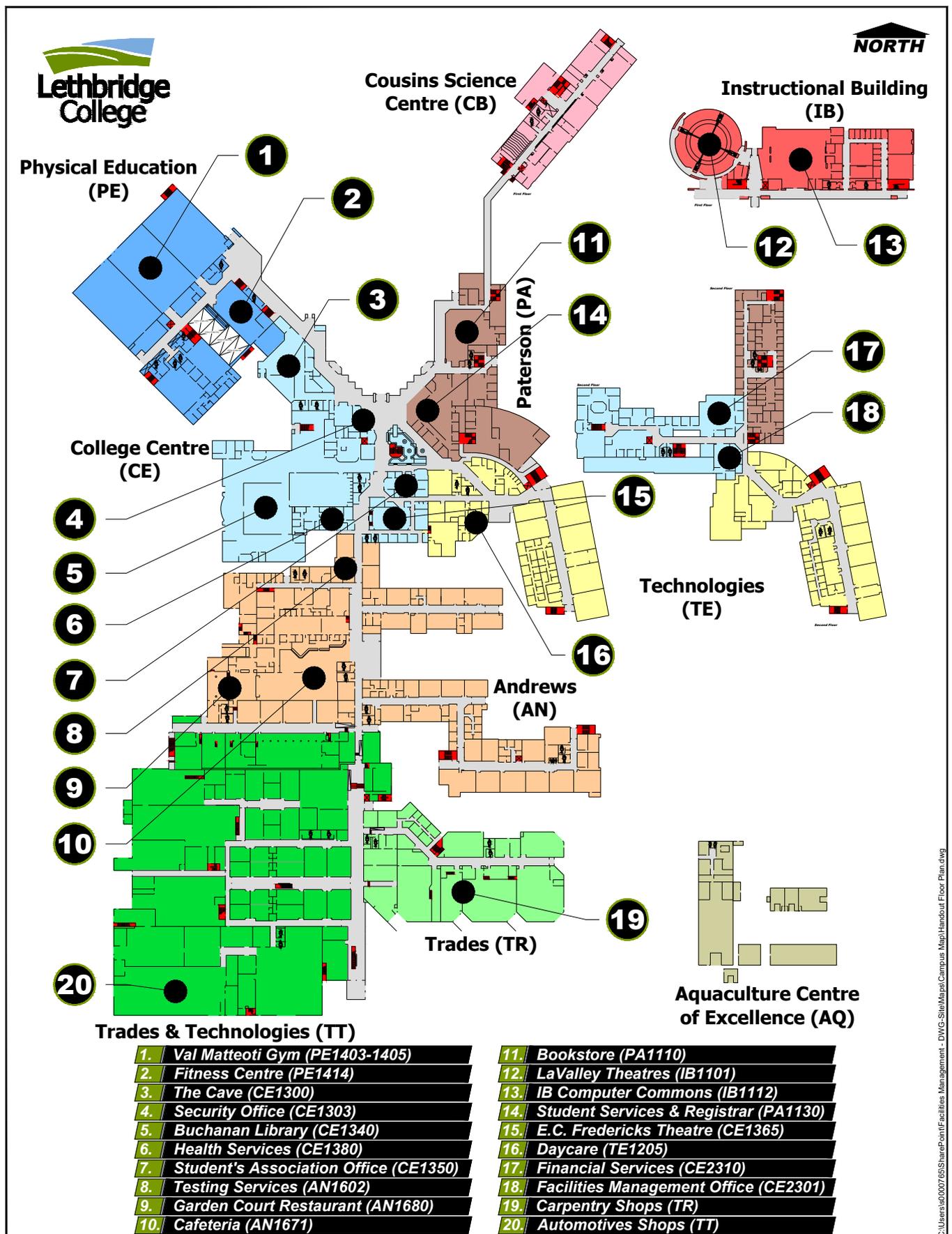
Cheque or Money Order (attach to form) Purchase order
(attach letter of authorization to invoice; or an authorized purchase order)

NOTE: Registered students are ultimately responsible for payment in the event the letter of authorization is not honoured.

Student Signature: _____ Today's Date: _____, 20 _____

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