

Updated January 2024

Skill Up to Stand Out with CES' Catalogue of Training

Job seekers, make the most of this moment by completing short-term courses to develop qualifications that resonate with employers. Community Employment Services (CES) Algonquin College in Perth has created this catalogue of free and paid online training courses for our registered clients to build their skillset and résumé.

To enroll in a course, individuals must be a registered Integrated Employment Services (IES) client of CES. If you are not currently registered, pre-select your training of interest, and registration will occur during course selection follow-up with a CES employment consultant.

Please note, if there is not a dollar (\$) amount featured in the course overview, it is free-of-charge only for a registered CES client. For paid training, a registered CES client's course fee may be covered. Some training may have limited capacity; CES reserves the right to limit the number of courses and certifications an individual has pre-selected for enrollment.

Mandatory for all Workers

Worker Health and Safety Awareness in 4 Steps

Free

This online certificate explains your rights and responsibilities on the job and tells you what Ontario's Occupational Health and Safety Act (OHSA) expects from your employer, your supervisor and you. These are things you need to know and understand so that you can be safe at work today and every day. One of your employer's duties under the OHSA is to give you specific information and instructions about how to stay safe on your job. What you learn from this program will help you start to understand those instructions. We hope you will use what you learn here every day of your working life.

Accessibility for Ontarians with Disabilities Act (AODA)

Free | 45 min | Valid for 2 years

This Accessibility for Ontarians with Disabilities Act program explains the purpose and scope of the Act, discusses the responsibilities of people and organizations under the Act, and lists recommended principles and relevant information for communicating and interacting with people with disabilities.

Business Management

Office Safety Awareness

Free | 1 hour | Valid for 1 year

Workplace accidents are a common occurrence and almost all can be prevented. This Office Safety Awareness course will inform you of safe work practices, teach you how to recognize potentially dangerous situations in the workplace and how to react in a responsible manner.

Workplace Violence and Harassment

Free | 1 hour | Valid for 3 years

This Workplace Violence and Harassment program explains workplace violence and harassment as defined under the Occupational Health and Safety Act, discusses the responsibilities of supervisors and employers, and lists the worker's rights under that Act.

YES - Office Safety Awareness

Free | 1 hour | Valid for 1 year

Workplace accidents are a common occurrence and almost all can be prevented. This Office Safety Awareness course will inform you of safe work practices, teach you how to recognize potentially dangerous situations in the workplace and how to react in a responsible manner.

Become an Administrative Professional


Free | 17 hours | 12 courses




Administrative professionals keep organizations running smoothly. Master the skills necessary to thrive in this fast-paced job, from effective communication and business etiquette to the must-have technology skills that are essential for all administrative professionals.

ONLINE TRAINING COURSES AND CERTIFICATIONS

Master In-Demand Professional Soft Skills

Free | 9 hours | 11 courses 
What does every hiring manager look for in an employee? Set yourself apart from the pack by getting the essential soft skills—abilities that help people interact effectively with others—that employers' value most, from communication fundamentals and being a team player to advancing your critical thinking skills.

Personal Finance Essentials

Free *without certificate* 
If you're ready to take charge of your personal finances, then you're in the right place. From budgeting to borrowing, real estate and beyond, invest a few hours invest free, online course.
Module 1 Introduction to Personal Finance
Module 2 Understanding Debt and Borrowing
Module 3 Your Money: Today and Tomorrow
Module 4 Strategic Budget Building
Module 5 The Art of Investing, Part 1
Module 6 The Art of Investing, Part 2
Module 7 The Realities of Real Estate
Module 8 Behavioural Finance

Construction

Confined Space Entry - Ontario

Free | 2 hours | Valid for 2 years
This Confined Space Entry program addresses all of the issues required for entry into a confined space. Please note that site specific training is always required to identify the specific hazards and equipment required for every work situation. The training course consists of 6 modules with a final test at the end of each module. A grade of 80% is required to pass each module. Modules: Introduction; Applicable Legislation; Confined Space Hazards; Atmospheric Hazards; General Safety Hazards; and, Administrative Hazard Controls.

Fall Protection Awareness

Free | 1 hour | Valid for 1 year
This Fall Protection Awareness program delivers the theory of fall protection to workers who are working at heights. This is not a Working At Heights certification.

Lockout and Tagout Awareness

Free | 45 min | Valid for 1 year
This Lock Out and Tag Out Awareness training program is an introduction to the practices and procedures of lockout / tagout.

Occupational Health and Safety for Supervisors

Free | 1 hour | Does not expire
The Ontario Occupational Health and Safety Act is designated to protect workers against health and safety hazards on the job by spelling out the rights and responsibilities of the various parties.

Occupational Health and Safety for Workers


Free | 1 hour | Does not expire
The Ontario Occupational Health & Safety Act is designated to protect workers against health and safety hazards on the job by spelling out the rights and responsibilities of the various parties. This program was developed to give workers an understanding of these rights and responsibilities, and to explain the three basic rights afforded each worker under the OHSA.

Customer Service

Excellence in Customer Service


Free | 30 min | Valid for 1 year
This Excellence in Customer Service program introduces potential customer service representatives to the fundamentals of customer service, while highlighting specific methods for communicating and dealing with customers effectively.

Become a Customer Support Specialist

Free | 6 hours | 8 courses 
Discover how to provide great customer service and make your customers feel heard. Develop and sustain great relationships, even when customers get abusive or unruly. Learn skills to listen to customer needs, build rapport with those you're helping, and turn challenging customers into true allies.

Food Service

Culinary Arts Online Course

Free 
This course covers the basics of nutrition; and health, safety, and sanitation. In addition, the course explains the basic science principles used in cooking and various cooking methods. Finally, the course describes culinary skills required to make a variety of items, ranging from stocks and soups to seafood and poultry to various breads and desserts. By the end of this course, learners will: Explore history and influential figures in the culinary arts; Identify international cuisines; Identify nutrient sources and functions; Categorize food service industry segments; Compare food preparation methods; Define culinary terms; and, Classify and categorize various proteins.

ONLINE TRAINING COURSES AND CERTIFICATIONS

Food Handler certification

\$49.95 *Job seekers registered with CES may be eligible for free certification.

The topics that are covered within the Food Handler training course include: Introduction to Food Safety and Legislation: Food-borne Illness; Microorganisms; Conditions Bacteria Require for Growth (FATTOM); Allergens; Safe Food Handling; Understanding Cross-contamination; Receiving and Storage; Safe Food Service; Food Handler Hygiene; Cleaning and Sanitizing; Pest Control; Keeping Food Safe During Emergencies; and HACCP Food Safety Management.

Smart Serve certification

\$44.95 | 4 hours | Valid for 5 years

The Smart Serve Responsible Alcohol Beverage Sales & Service Training Program is approved by the Alcohol and Gaming Commission of Ontario (AGCO) as the only responsible alcohol training program for Ontario. Smart Serve is a dedicated advocate for a safer and healthier Ontario. Anyone who sells, serves, or handles alcohol in Ontario must complete the Smart Serve Certification course before their first day of work. Smart Serve Recertification is \$29.95.

Health and Safety

CCSIC Training Program

Free | 1 h 20 min | Does not expire

Topics include: Sustainable Forest Management Certification; Qualified Logging Professional; Species-at Risk, Invasive Species, Forest with Exceptional Conservation Value; Best Management Practices for: Harvest Operations, Access, Reforestation & Aesthetics, Dangerous Goods and Legal Requirements.

Psychological Health and Safety Awareness

Free

An introduction to psychological health and safety in the workplace, including psychosocial factors and the roles of employers and employees.

Toxicology

Free | 30 min | Valid for 1 year

This Toxicology course will give users an understanding of what constitutes a poison, the ways these substances enter the body and the effects they have on the body, and how the toxicity of a substance is measured.

Traffic Control and Signaling

Free | 45 min | Valid for 2 years

This Traffic Control Person program outlines signs used in traffic control, directing traffic on different types of roadways and speed conditions, Communication methods during traffic control, role of the Signaler, Personal Protective Equipment used by traffic control person, excerpts from Occupational Health and Safety Act and Ontario Regulations, and construction projects pertaining to traffic control.

YES - Outdoor Environmental Safety Awareness

Free | 2 hours | Valid for 1 year

The Outdoor Safety Awareness program is aimed at young workers who will primarily be performing manual labour or outdoor work. The program highlights rules of conduct, personal protective equipment, personal hygiene, and safe work practices. Young workers are also introduced to the safe practices for lifting heavy objects, painting and staining, grooming landscapes, operating power tools, using gas-powered equipment, working with ladders, confined space awareness, handling hazardous materials, and fueling machinery.

WHMIS

Free | 1 h 30 min | Valid for 1 year

WHMIS (Workplace Hazardous Materials Information System) incorporates aspects of the Globally Harmonized System of Classification and Labelling of Chemicals, also referred to as GHS, which was developed by the United Nations, in cooperation with all member states, as an international system of hazard communication. On February 11, 2015, the Hazardous Products Regulations (HPR), in addition to amendments made to the Hazardous Products Act (HPA), updated WHMIS to incorporate the GHS for workplace chemicals. The two-hour e-learning program includes new pictograms, replacing some hazard classes and identifying new classes (including hazards to the environment).

Healthcare

Healthcare Worker Essential Skills online course

Free CONTACT NORTH NORD

Do you enjoy working with people and are interested in a career in the health field? If so, a career as a Healthcare Worker may be for you. This course will explore the education and training that you will need to become a Healthcare Worker and where you can get it. We will do tasks around the Essential Skills that are needed for the job. By the end of the course, you will understand what it takes to become a Healthcare Worker and if it's the right choice for you!

ONLINE TRAINING COURSES AND CERTIFICATIONS

Caregiving Essentials, online course from McMasters University

Free CONTACT NORTH
NORTH

This course was designed for caregivers of older adults and funded through the Ontario Ministry of Seniors Affairs. Given the COVID-19 crisis, it is now open to anyone new to caregiving. Many principles and realities of providing care in a family or informal context are the same regardless of diagnosis. This noted, McMaster University asks that you consult your healthcare provider or public health for evidence-based guidance in the case of illness, including COVID-19.

Infection Prevention and Control, online course

Free CONTACT NORTH
NORTH

Looking to build or expand your knowledge in IPAC best practices? Check out our courses on IPAC core competencies and reprocessing, as well as specialized knowledge for different environments, including hospitals, community health care settings and long-term care homes. Public Health Ontario has developed four new modules for the IPAC Core Competencies online course: Personal Risk Assessment in Acute Care; Personal Risk Assessment in Long-term Care; Personal Risk Assessment in Community-Clinic; Personal Risk Assessment in Community-Home. (Contact North)

PSW Approach to Quality Care, online course from U of Toronto

Free CONTACT NORTH
NORTH

This is an online training program for Personal Support Workers (PSWs) and likeminded caregivers providing home care in Ontario. PSWs like you, are an important part of providing support to clients and giving families peace of mind. You often work in difficult client situations where you need to know how to come up with quick solutions.

Mental Health

Assembling the Pieces Toolkit

Free

Get practical advice for implementing the National Standard of Canada for Psychological Health and Safety in the Workplace.

Being a Mindful Employee

Free

Gain an understanding of the 13 factors that influence psychosocial health and safety in the workplace.

Violence in the Workplace: Awareness

Free

Understand this important workplace issue - what it is, who's affected, and what you can do about it.

Pandemic

Pandemic Awareness

Free

How to stay healthy and help stop a virus from spreading.

Accessibility Training for Ontarians

Customer Service Standard training, AODA

Free | 40 min | Certificate

This module covers the requirements for providing customer service in ways that are accessible to people with disabilities. Topics: 1. Introduction; 2. The Requirement; 3. Serving People With Disabilities; 4. Summary

General Requirements Module, AODA

Free | 12 min | Certificate

This module provides an introduction to the accessibility requirements, and covers requirements that cut across all the standards. Topics: Who Has to Comply; Training Requirement; Accessibility Policies; Accessibility Plan; Procurement; Self-Service Kiosk.

Information and Communications Standard, AODA

Free | 17 min | Certificate

This module covers the requirements for providing and receiving information and communications in ways that are accessible to people with disabilities. Topics: Accessible Format; Feedback Processes; Emergency Procedure; Accessible Website; Additional Requirements for Educational and Training; Educational or Training Material Requirement; Public Library Requirement

ONLINE TRAINING COURSES AND CERTIFICATIONS

□ Employment Standard, AODA

Free | 12 min | Certificate

This module covers the requirements for making your employment practices accessible.

Topics: Employees Supports; Accessible Recruitment; Accessible Formats and Communication Supports; Documented Individual Accommodation Plan; Workplace Emergency Response Information; Performance Management, Career Development, and Redeployment; Return to Work Process

□ Design of Public Spaces Standard, AODA

Free | 15 min | Certificate

This module covers the requirements for specific features of our public spaces that will make it easier for people with disabilities to move through, use and enjoy what our communities have to offer. Topics: Recreational Trails and Beach Access Routes; Outdoor Public Use Eating Areas; Outdoor Play Spaces; Exterior Paths of Travel; Accessible Parking; Obtaining Services; Maintenance Planning

□ Transportation Standard, AODA

Free | 12 min | Certificate

This module covers the requirements for public transportation providers so that everyone can more easily travel in Ontario. Topics: Who Must Comply; Requirements for Transportation Service Provider; Conventional Transportation Service Provider; Specialized Transportation Service Provider; Other Transportation Service Providers; Duties of Municipalities – Taxicab; Duties of Municipalities – Bus Stops and Shelter

□ Working Together: The Code and the AODA

Free | 20 min | Certificate 

The training module on the Code as it relates to people with disabilities was developed to address the requirement under section 7 of the IASR. Topics:

Part 1. Introduction

Part 2. The Code

Part 3. Understanding the Duty to Accommodate

Part 4. Applying Human Rights Principles

Part 5. Compliance and Enforcement

Digital Realm

□ How to Succeed in an Online Course

Free 

This tutorial is designed to help you prepare for taking an online course. It will help you improve your online learning strategies and familiarize yourself with the skills to succeed in an online learning environment. Upon successful completion of all modules, you will be able to:

1. Evaluate your readiness to take an online course
2. Recognize effective learning habits and techniques
3. Identify basic time management skills
4. Recall the relationship between course participation and academic success
5. Recognize the differences between traditional classroom and online courses

 **Click for CES website version registration.**

Community Employment Services (CES) is an *Employment Ontario* centre in Perth offering employment help for all job seekers and employers. CES is open Monday to Friday 8:30am – 4:00pm.

Location: 40 Sunset Blvd. Suite 102, Perth, ON K7H 2Y4

T 613-267-1381

F 613-267-1806

E esperth@algonquincollege.com

W www.cesperth.ca



ALGONQUIN COLLEGE
Community Employment Services

EMPLOYMENT ONTARIO