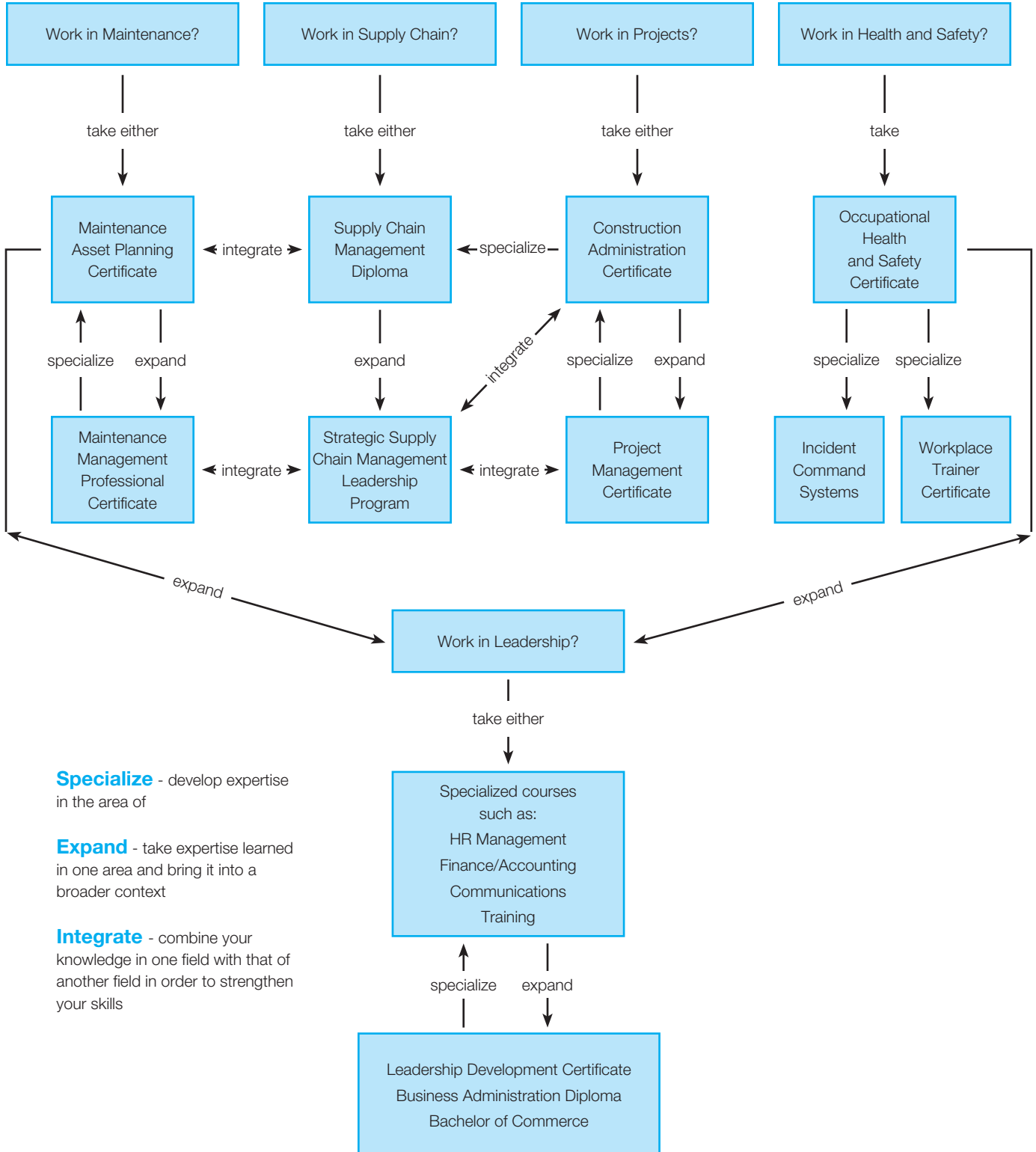


PROFESSIONAL DESIGNATIONS & CERTIFICATES

CAREER TRAINING PATHS

- Identify the area that you work in or in which you would like to work
- Identify which path is right for you
- Register for your next step in career training



NEW! DIPLOMA IN SUPPLY MANAGEMENT



The Purchasing Management Association of Canada (PMAC) is the principal source of training, education and professional development for supply management professionals in Canada. Keyano College, in partnership with PMAC, is now offering the new Diploma in Supply Management (replacing the Purchasing Management Certificate Program).

The Diploma in Supply Management provides the foundation for junior to mid-level practitioners to support the management of increasingly complex upstream and downstream components of extended supply chains. Keyano College, in partnership with PMAC, offers a series of courses and seminars in supply management which cover the essential tools and techniques that practitioners need to operate in today's demanding business environment. There are no education or experience prerequisites for this diploma program.

Participants can enroll in either a single course or seminar, or can complete the entire package of courses and seminars. Courses and seminars may be taken in any order, PMAC membership is not necessary.

Participants who wish to complete the entire package of courses and seminars to achieve the Diploma in Supply Management must register with Alberta Institute PMAC prior to completing their first course or seminar.

For more details and to register for the diploma, please contact Alberta Institute PMAC at 1-866-610-4089.

Textbooks must be purchased from Keyano College Bookstore prior to course or seminar. PMAC student workbook is included in tuition.

These introductory courses and seminars are separate from the Strategic Supply Chain Management Leadership Program, and cannot be applied towards C.P.P. accreditation. To learn more about C.P.P. accreditation, visit www.cppcareer.ca.

WINTER 2010 COURSES

Introduction to Procurement

From recognizing a need to issuing a purchase order, participants will learn the essentials of determining quantity, specifications, and price that are the cornerstone of procurement. This course covers a variety of procurement scenarios: repetitive purchases of production materials, procuring one-time low-cost items, large capital goods acquisition and securing commodities under long term supply contracts. The opportunities and challenges of international procurement versus domestic will be discussed. Participants will gain a broad understanding of the role of procurement and the various ways it can be organized.

Course Code: CESUPPLY101-01
 Jan 12 – Mar 30 T
 7:00 -10:00 pm Room: BL 142
 \$795.00

Introduction to Logistics

The interconnections between procurement, operations, and transportation will be explored in this course. Participants will discuss how to balance the pressures for large order sizes to achieve the low unit costs with the competing pressures to keep order sizes low to minimize warehouse space and inventory obsolescence. The options of few centralized warehouses will be addressed. Among the topics covered are forecasting, uncertainty, safety stocks and customer service requirements. Computer systems such as DRP, WMS and TMS will also be presented

Course Code: CESUPPLY100-01
 Apr 13 - Jun 22 T
 7:00 -10:00 pm Room: BL 140
 May 8 S
 8:30 - 3:30 pm
 \$795.00

SUPPLY MANAGEMENT TRAINING Diploma can be completed in one year!		
Technical Courses	Soft Skill Seminars	Business Management Seminars
Intro to Procurement	Intro to Business Communication	Intro to Accounting & Finance
Intro to Logistics	Intro to Negotiations	Intro to Marketing
Intro to Transportation	Intro to Contract Law & Administration	Intro to Business Planning
Intro to Operations Management		

WINTER 2010 TECHNICAL COURSE DATES	
Introduction to Procurement	Jan 12 – Mar 30, 2010 Tuesday, 7-10pm (13 weeks)
Introduction to Logistics	Apr 13 - Jun 22 Tuesday, 7-10pm (13 weeks) May 8 Saturday, 8:30 - 3:30 pm
WINTER 2010 SEMINAR DATES	
Introduction to Business Communications	2-day seminar Feb 27 & 28 (Sat & Sun)
Introduction to Accounting & Finance	2-day seminar Mar 27 & 28 (Sat & Sun)
Introduction to Negotiations	2-day seminar Sat & Sun

WINTER 2010 SEMINARS
Introduction to Business Communications

Principles and guidelines for effective communications in a business environment are the focus of this seminar. Topics covered include the impact on communication, using appropriate language, how to improve listening skills and the role of non-verbal behavior. Participants will examine how to give and receive feedback, as well as how to respond to conflict. The seminar will address developing strong presentation skills and how to communicate in meetings. An overview of written communication, including e-mail etiquette, will also be provided.

Course Code: CESUPPLY200-01
 Feb 27 & 28 S & Su
 8:30 – 4:30 pm Room: BL 140
 \$695.00 14 Hrs

Introduction to Accounting & Finance

This seminar provides a comprehensive overview of how finance impacts supply management. Basic terminology used in finance and accounting are defined. Participants will learn how to read financial statements and understand how decisions are taken. They will be introduced to using key ratios to interpret financial information. The principles of accounting and budgeting will be presented. Participants will gain an understanding of how supply management practitioners make a business case for an investment and evaluate investment opportunities.

Course Code: CESUPPLY201-01
 Mar 27 & 28 S & Su
 8:30 – 4:30 pm Room: BL 140
 \$695.00 14 Hrs

Introduction to Negotiations

This seminar begins with an exploration of the nature and causes of conflict, and the barriers to resolving conflict. Various conflict resolution approaches are introduced. Participants will get to know their own negotiation style as the five negotiation styles are presented. Among the other topics covered in this seminar are assumptions and myths of negotiating, elements of win-win negotiations, how to prepare for the big event and dealing with difficult people. Participants will leave with an action plan to successfully conduct their next negotiation.

Course Code: CESUPPLY202-01
 TBA S & Su
 8:30 – 4:30 pm Room: BL 140
 \$695.00 14 Hrs

NEW! STRATEGIC SUPPLY CHAIN MANAGEMENT LEADERSHIP PROGRAM

COMING FALL 2010

The Purchasing Management Association of Canada (PMAC) has replaced its Principles course-based accreditation program with a shift in focus from purchasing to comprehensive, strategic supply chain management. This new 3 year program leading to C.P.P (Certified Professional Purchaser) accreditation will be launched at Keyano in September 2010. For more information, contact 780-791-4858.

discover your future
@ keyano college

CONSTRUCTION CRAFT LABOURER EMPLOYABILITY PROGRAM

As in an apprenticeship, CCLEP Trainees will register with Alberta Apprenticeship and Industry Training and receive a record book (or Blue Book) in which they formally record their progress.

Hours earned in the CCLEP designation can also be transferred to an apprenticeship.

For full details on this program contact
 Gail Wilson-Marcocchio at 780-792-5716 or via email at gail.wilson-marcocchio@keyano.ca

keyano.ca

PAYROLL COMPLIANCE PRACTITIONER



Get certified! "Whether you are new to payroll or a seasoned practitioner, a professional certification is your professional advantage."

The CPA's Certification Programs offer individuals interested in beginning a career in payroll or enhancing their current payroll knowledge the professional certifications that can help them succeed in today's competitive business environment.

The Payroll Compliance Practitioner (PCP) certification is the foundation of your career in payroll. The PCP certification will provide you with the compliance knowledge required to process an organization's annual payroll cycle; effectively communicate payroll information to all stakeholders; and understand the accounting function as it relates to payroll.

To achieve the PCP certification, you must complete the CPA's Payroll Compliance Legislation and Payroll Fundamentals 1 & 2 courses, and the compulsory Introduction to Accounting course. Professional certification is awarded after completion of all 4 courses.

Requirements:

To enrol in the following courses, you must ensure that both the Keyano College tuition fee and the CPA course materials and exam fee have been paid in full. Please see the following chart for the breakdown of fees:

Fee Amount	Type	Membership Status	Paid to
\$415.00	Tuition		Keyano College
\$300.00 + GST	Course Materials & Exams	Current CPA Member	Canadian Payroll Assoc.
\$465.00 + GST	Course Materials & Exams	New CPA Member	Canadian Payroll Assoc.

Please register with Keyano College first to ensure there is space available for you and then visit www.payroll.ca to register online for the course with CPA or to obtain a copy of the PCP registration form. Course materials are provided the first night of class to those who have paid the CPA fee. Please ensure your fees are processed by CPA at least one week prior to the course start date.

Earning Your Certification

To receive certification, complete the CPA core courses listed in the schedule below plus compulsory courses.

Note: Courses must be completed in sequence.

Required Courses	Term Offered
Payroll Compliance Legislation (CEPCP100)	Winter 2010
Payroll Fundamentals 1 (CEPCP200)	Winter 2010, Fall 2010
Introduction to Accounting (BUS130)	Spring 2010
Payroll Fundamentals 2 (CEPCP300)	Fall 2010, Winter 2011

WINTER 2010

Payroll Compliance Legislation

This course is the first core payroll course and is the point of entry for the first level of the CPA's Certification Programs. Upon completion of Payroll Compliance Legislation (PCL), you will have a thorough understanding of the compliance requirements. You will learn to apply federal and provincial legislation to payroll including:

- The Canada Pension Plan;
- The Employment Insurance Act;
- The Income Tax Act;
- Employment Standards legislation;
- Worker's Compensation Acts;
- Quebec-specific legislation.

Additional topics of study include employer/employee relationship, payroll's objectives and stakeholders, and communicating the payroll compliance requirements to various stakeholders.

Prerequisite: None

Course Code CEPCP 100-01

Jan 13 – Mar 31

W

7:00 -10:00 pm

Room:BL 144

\$415.00 + CPA fee as shown above

Payroll Fundamentals 1

Gain an understanding of how to apply payroll legislation and calculate individual pay, from remuneration through deductions to net pay. Acquire the content and skills to communicate all aspects of the individual pay calculation process to external and internal stakeholders and be able to complete Records of Employment accurately.

Prerequisite: Payroll Compliance Legislation

Course Code CEPCP 200-01

Jan 12 – Mar 30

T

7:00 -10:00 pm

Room: BL 144

\$415.00 + CPA fee as shown above

LEADERSHIP DEVELOPMENT CERTIFICATE

Customized Leadership Training designed to fit your supervisor's needs & schedules

Flexible

- Choose classroom or online delivery
- Choose the order & number of modules
- Choose dates and times that work for you

Targeted

- Choose specific training modules that suit your supervisor's & your company's needs

Do supervisors in your organization...

- Resolve conflict positively?
- Delegate effectively?
- Give employee feedback that improves performance?
- Know how to bring out the best in their team?
- Effectively lead teams through change?

From hiring, leading projects, resolving conflict, setting goals and standards, and providing effective feedback, the Leadership Development Certificate at Keyano College, helps leaders successfully address their own wide range of management challenges.

Certificate Requirements

In order to receive the Leadership Development Certificate, you must complete all 5 of the following 4 hour courses within one year in either scheduled classroom training at Keyano College, online or a combination of in-person/online ;

1. Essential Skills of Leadership
2. Essential Skills of Communicating
3. Providing Performance Feedback
4. Delegating
5. Communicating Up

Successful completion is determined by your participation and attendance.

Fees – each 4 hour course is \$199.00 + GST per person, per course, for either classroom training at Keyano College or online. You can register for the course(s) that meet your leadership needs in any order or register for the entire Leadership Development Certificate. Classroom training gives you interaction and networking from a skilled facilitator and your peers, while on-line training gives you the freedom to tailor your training needs to your busy schedule.

Additional Value - For no additional cost, as an on-line learner, you will have access to a virtual tutor to answer e-mail questions, suggest additional resources and assist you with your progress.

How to register:

- Online training
<http://www.seaconsultingonline.com/keyano.htm>
- **To schedule your customized training please call Nelda at 780-791-8942**

Strategies for Leading Others:

Essential Skills of Leadership – enables your team leaders to direct their team toward shared goals to achieve the organization's strategic objectives.

You will learn how to;

- Work with team members in ways that maintain and enhance self-esteem
- Base discussions on performance, behaviour & work habits rather than personality or attitude
- Involve team members in goal setting, problem solving and decision making

Essential Skills of Communicating – enables leaders to develop effective communication skills aimed at the needs and interests of the listeners.

You will learn how to:

- Construct clear, concise messages in the interest of the receiver
- See communication as a two-way process
- Manage non-verbal behaviours to reinforce the intent of the message
- Create a climate of open communication

Personal Leadership Power:

Communicating Up - team leaders can alert their managers to problems or opportunities by taking the initiative to provide them with focused information to assist them with their decision making.

You will learn how to:

- Frame communication from the manager's perspective
- Enter meetings with clear objectives
- Work with objectives and focus on benefits
- Ensure decisions are mutually understood

Improving Individual Performance:

Providing Performance Feedback – establishes performance standards, solicits' team member's performance evaluations and establishes a summary evaluation that will be clear and credible to the individual.

You will learn how to;

- Base assessments on facts and behaviour
- Use positive performance feedback to encourage motivation
- Gain commitment to change through agreement

Coaching Job Skills – trains leaders to analyze, demonstrate, coach and train job skills within a climate of trust and respect.

You will learn how to;

- Involve the team member in the coaching process by asking questions and encouraging feedback
- Distinguish between coaching/ performance problems and issues requiring clearer instructions
- Increase accountability through reviews and repeated coaching sessions

Delegating – facilitates a successful result by ensuring individuals understand what is required.

You will learn how to;

- Develop skills and abilities by clearly communicating expectations while encouraging involvement
- Establish responsibility and authority by creating a framework for accountability and growth

Overcoming Performance Barriers:

Resolving Conflicts – shows leaders how to eliminate the issue and minimize the impact of the conflict while using effective communication to move towards resolution.

You will learn how to;

- Distinguish between personality clashes and work problems
- Recognize positive and negative impacts of conflict
- Establish a cooperative atmosphere to resolve conflicts
- Help team members understand each other's point of view and lead them towards agreement

Motivating Team Members - explores how motivation is different for each individual and helps leaders understand what can be done to create an improved work environment that will motivate members of their team.

You will learn how to:

- Develop a clear plan of action for creating a work environment to motivate performance
- Increase skill practice to build confidence and competence
- Self-Assess your motivational practices
- Evaluate and Diagnose your self assessment

Course Offerings

(all course fees are \$199.00 plus G.S.T.)

Strategies for Leading Others

- Essential Skills of Leadership
- Essential Skills of Communicating
- Communicating Up

Improving Individual Performance

- Providing Performance Feedback
- Coaching Job Skills
- Delegating

Overcoming Performance Barriers

- Resolving Conflicts
- Motivating Team Members

ROOM LOCATIONS

BL: Bob Lamb Building

AC: Conservatory/VPA

CC: Clearwater Campus

S: Syncrude Technology

SEIC: Heavy Industrial Campus

SSWC: Syncrude Sport & Wellness Centre

No Letter: Keyano Main Building (Clearwater Campus)

Tired of the same old teambuilding events for your staff?!

LEAVE THE CREATIVITY TO WORKFORCE DEVELOPMENT!

Our teambuilding workshops boost morale and creativity in a non-intimidating way. We will work with you to create an event that meets your needs.

Some of our corporate teambuilding events include:

• Iron Chef

Groups put on an apron, step out of the work environment and into the kitchen. The delicious food they create becomes the focus for working together on common goals, sharing responsibility and appreciating individual skills.

• Playing in the Mud

Facilitated by a visual artist, Art teambuilding brings people together to create a giant work of art or individual pieces. Creating artwork gives people the opportunity to get to know each other in a fun and social way. Artwork may be several individual pieces, a collaborative suite or one large single piece that gives your team something real to keep and be proud of.

• Rock the Stars

Choose one day themed musical programs such as "School of Rock" or "Corporate Idol", Battle of the Airbands or Lyric Writing. Teams form bands with help from "real" musicians, the activity culminates in a live concert where bands, dressed like rock stars unleash the star within.

• Whistle Where You Work

Create, improvise, and perform using music to draw out your team's creativity and cooperation. This workshop draws music created from many cultures and genres from Bach to contemporary rock and uses various percussion instruments and concludes with a performance of the team's new composition. Co-workers, family & friends can be invited to attend the grand finale.

All materials, planning and creative guidance are provided – tea/coffee and lunches can also be included if required.

For more information contact wfd@keyano.ca

keyano.ca



NEW! PROJECT MANAGEMENT CERTIFICATE



Does your occupation involve leading a team in designing, developing, and implementing projects?

Keyano College, in partnership with the MacEwan School of Business Continuing Education, is pleased to offer a new Project Management Certificate in Fort McMurray. The certificate has been customized to meet the needs of project managers in the oil sands industry.

Grant MacEwan University is a registered education provider with the Project Management Institute (PMI), all of our instructors are PMP certified and the courses are aligned with the PMI PMBOK. The Project Management Certificate will introduce technical or non-technical individuals as well as new project managers to the principles and techniques of effective project management. The certificate culminates in a one day "Project Closeout" seminar where you will be given the opportunity to review the skills you have acquired and lessons learned a project from your workplace.

The Project Management Certificate is comprised of seven modules. While not

mandatory, it is strongly recommended that the modules be taken and completed in the order in which they are listed. The certificate will be awarded after completion of the final course. All courses earn PMI Professional Development Units (PDUs). The certificate can be completed in one 4-month term. The cost of the complete certificate is \$4430.00+ GST. A *Guide to the Project Management Book of Knowledge (PMBOK)* 4th ed is included in the fee.

COURSES

The Basics of Project Management (3 day)

This first comprehensive course of the project management certificate provides participants with an excellent level of understanding of the five Project Management Processes (Initiating, Planning, Executing, Controlling and Closing) that will enhance overall performance and success rate of any project in any type of organization or industry. It will integrate processes, tools and templates in a manner that can be readily applied in the work place.

Please note: Completion of this course is a prerequisite for the project management certificate. This course requirement may be waived with permission of the program coordinator. Please call 780-791-4858 for more information.

Course Code: CEPM101-01

Jan 21-23
8:30-5:00 pm
\$750.00

Th-S
Room: BL140
23 hrs

Course Code: CEPM101-02

Apr 15-17
8:30-5:00 pm
\$750.00

Th-S
Room: BL144
23 hrs

Quality and Scope Management (2 day)

Scope definition and control is critical to project success. This second course in the project management certificate will develop skills in determining what is in and out of scope. You will also learn effective ways of setting and measuring customer satisfaction objectives.

Course Code: CEPM102-01

Feb 5-6
8:30-4:30 pm
\$595.00

F-S
Room: BL144
14 hrs

Course Code: CEPM102-02

Apr 30-May 1
8:30-4:30 pm
\$595.00

F-S
Room: BL142
14 hrs

Time and Cost Management (3 day)

This third course in the project management certificate will provide many processes and tools for estimating resource requirements and allocating tasks to the people on your project. Techniques learned include how to use GANTT charts, program evaluation review technique (PERT), Project network diagrams and Critical Path. This course will also provide you with the skills and tools to estimate and track the costs of your project including Earned value methodology to measure and report the combined impact of cost and schedule variances.

Course Code: CEPM103-01

Feb 18-20
8:30-4:30 pm
\$750.00

Th-S
Room: BL144
21 hrs

Course Code: CEPM103-01

May 13-15
8:30-4:30 pm
\$750.00

Th-S
Room: BL140
21 hrs

COURSES	WINTER 2010	SPRING 2010
The Basics of Project Management	Jan 21-23	Apr 15-17
Quality and Scope Management	Feb 5-6	Apr 30-May 1
Time and Cost Management	Feb 18-20	May 13-15
Communications and Human Resource Management	Mar 4-6	May 27-29
Procurement Management	Mar 19-20	June 11-12
Risk Management	Apr 9-10	June 18-19
Project Closeout	Apr 23	June 25
OPTIONAL PROJECT MANAGEMENT SOFTWARE APPLICATION COURSES:		
MS Project Phase 1		May 17-18
MS Project Phase 2		June 14-15
Primavera Introduction	Mar 16-18	
Primavera Advanced		June 1-3



OPTIONAL PROJECT MANAGEMENT SOFTWARE APPLICATION COURSES

MS Project - Phase I (*MCA)

Course Code: CEMSPM011-01
 May 12-13 M-T
 8:30 – 4:30 pm Room: BL133
 \$399.00 14 Hrs

MS Project - Phase 2

Prerequisite: Microsoft Project Phase 1
 Course Code: CEMSPM021-01
 June 14-15 M-T
 8:30 – 4:30 pm Room: BL133
 \$399.00 + GST 14 Hrs

Primavera Course 102 - Project Management Scheduling & Control

Course Code: CEPRIMA001-01
 Mar 16-18 T – Th
 8:30 – 4:30 pm Room: BL133
 \$1,495.00 + GST 21 Hrs

Primavera Courses 106 - P/106-R – Advanced Project Management in P6

Prerequisite: Primavera Course 102
 Course Code: CEPRIMA002-01
 June 1-3 T - Th
 8:30 – 4:30 pm Room: BL133
 \$1,795.00 + GST 21 Hrs

Communications and Human Resource Management (3 day)

Effective communication is the most important factor in achieving project success. This fourth course in the project management certificate will assist you in enhancing your communication and leadership skills, managing conflicts and helping your team to cope with change and the stress associated with project management.

Course Code: CEPM104-01
 Mar 4-6 Th-S
 8:30-4:30 pm Room: BL144
 \$750.00 21 hrs

Course Code: CEPM104-01
 May 27-29 Th-S
 8:30-4:30 pm Room: BL140
 \$750.00 21 hrs

Procurement Management (2 day)

Have you ever had difficulty negotiating contracts or defining the activities required by the vendor on your project? This fifth course in the project management certificate will provide you with information on how to solicit, negotiate, administer and monitor contracts and associated changes. You will also learn how to develop a Statement of Work, RFP and contract.

Course Code: CEPM105-01
 Mar 19-20 F-S
 8:30-4:30 pm Room: BL232
 \$595.00 14 hrs

Course Code: CEPM105-01
 June 11-12 F-S
 8:30-4:30 pm Room: BL140
 \$595.00 14 hrs

Risk Management Strategies (2 day)

In the sixth course in the project management certificate, you will become familiar with the types of risks and effective ways to determine the probability and impact of the risks that could haunt your project. You will also learn how to plan for and respond to these risks. Topics include: types of risks, risk management, risk response control and value based risks.

Course Code: CEPM106-01
 Apr 9-10 F-S
 8:30-4:30 pm Room: BL144
 \$595.00 14 hrs

Course Code: CEPM106-01
 June 18-19 F-S
 8:30-4:30 pm Room: BL140
 \$595.00 14 hrs

Project Close Out (1 day)

In the final class of the in the project management certificate, students will review the major teaching points from the previous classes to help enable them to apply the principles, concepts and techniques to a real project in the students' work. Students will discuss lessons learned on projects in their workplace.

Course Code: CEPM107-01
 Apr 23 F
 8:30-4:30 pm Room: BL230
 \$395.00 7 hrs

Course Code: CEPM107-01
 June 25 F
 8:30-4:30 pm Room: BL142
 \$395.00 7 hrs

PMP Prep (6 day)

PMP certification attests to your mastery of and commitment to project management best practices, and to your ability to bring globally-recognized, standardized project management knowledge to the work you do.

This 42-hour training course is designed to help you pass the PMP exam by coaching you on what to expect, teaching you the format and structure of the exam, and providing tips and study methods to help you prepare. It provides an overview of all the domains tested on the PMP certification exam and prepares you for questions on professional responsibility. The course curriculum covers:

- format and structure of the exam
- tips and study methods
- overview of all the domains tested
- preparation for questions on professional responsibility

NOTE: Fee does not include PMI membership, exam fee, or application fee. PMBOK 4th ed provided.

CEPM500-01
 May 6-8 & 13-15 Th-S
 8:30 - 4:30 pm Room: BL104
 \$1,495.00 + GST 42 Hrs

MAINTENANCE ASSET PLANNING CERTIFICATE PROGRAM

Welcome to the highly sought after Asset Planning Certificate designed and written with industry support from Suncor, Syncrude, and CNRL. This certificate program, approved by the Plant Engineering and Maintenance Association of Canada (PEMAC) is ideal for individuals who want to start or advance their career in the planning and scheduling field. This includes both experienced skilled trades people, as well as individuals who have strong logic and process skills. This program will give you the methods and the tools to maximize both resource productivity and craft utilization. While not required, it is recommended that modules be taken in order. A combination of in-class and online modules are now available for your convenience!

Module #1: Reliability & Task Selection

Learn how to apply the best facility strategies to proactively guide your Maintenance and Reliability Departments. Applying failure and value analysis will ensure you are performing the right maintenance for the right reasons.

Course Code: CEASSET101-01
 Jan 13-15 W-F
 8:00 - 4:00 pm Room: BL142
 \$800.00 21 Hrs

Course Code: CEASSET101-02
 Mar 25-27 Th-S
 8:00 - 4:00 pm Room: BL144
 \$800.00 21 Hrs

ONLINE Delivery
(see details next page)
 Course Code: CEASSET101-X01
 Jan 18 - Feb 2 M & Th
 6:30-10:00 pm \$800.00

Module #2: Work Planning & Resource Scheduling

Basic principles of planning and scheduling maintenance activities are addressed in this module. Managing a daily backlog and ensuring prioritized activities are enabled in the most economical way are focus areas of this workshop. Practical exercises allow participants to practice these skills in a team-based environment.

Course Code: CEASSET102-01
 Feb 17-19 W-F
 8:00 - 4:00 pm Room: BL140
 \$800.00 21 Hrs

Course Code: CEASSET102-02
 Apr 19-21 M-W
 8:00 - 4:00 pm Room: BL140
 \$800.00 21 Hrs

ONLINE Delivery
(see details next page)
 Course Code: CEASSET102-X01
 Feb 4-22 Th & M
 6:30-10:00 pm \$800.00
No class Feb 15

Module #3: Job Plans

This two day module provides the theory and concepts for applying a practical approach to job plan building as well as providing guidelines for building risk based job plans.

Course Code: CEASSET103-01
 Mar 12 & 13 F & S
 8:00 - 4:00 pm Room: BL140
 \$550.00 14 Hrs

Course Code: CEASSET103-02
 May 13 & 14 Th & F
 8:00 - 4:00 pm Room: BL142
 \$550.00 14 Hrs

ONLINE Delivery
(see details next page)
 Course Code: CEASSET103-X01
 Mar 1-11 M & Th
 6:30 - 10:00 pm \$550.00

Module #4: Supply Chain

This module emphasizes how to optimize your inventory while ensuring the critical spares are available for production critical equipment. You will learn all the costs associated with a maintenance inventory and discuss various inventory management strategies.

Course Code: CEASSET104-01
 Apr 15 & 16 Th & F
 8:00 - 4:00 pm Room: BL140
 \$550.00 14 Hrs

Course Code: CEASSET104-02
 June 3 & 4 T & W
 8:00 - 4:00 pm Room: BL140
 \$550.00 14 Hrs

ONLINE Delivery
(see details next page)
 Course Code: CEASSET104-X01
 Mar 18-29 Th & M
 6:30 - 10:00 pm \$550.00

Module #5: Turn Around Planning & Scheduling

This module highlights project management and team communication concepts applied to identifying and controlling shutdown risks. Participants practice their skills in a team-based exercise.

Course Code: CEASSET105-01
 Jan 11 & 12 M & T
 8:00 - 4:00 pm Room: BL142
 \$550.00 14 Hrs

Course Code: CEASSET105-02
 May 6 & 7 Th & F
 8:00 - 4:00 pm Room: BL140
 \$550.00 14 Hrs

Course Code: CEASSET105-03
 June 24 & 25 Th & F
 8:00 - 4:00 pm Room: BL140
 \$550.00 14 Hrs

ONLINE Delivery
(see details next page)
 Course Code: CEASSET105-X01
 Apr 12-22 M & Th
 6:30 - 10:00 pm \$550.00

Module #6: Computerized Maintenance Management Applications (CMMS)

This module emphasized the features and benefits of CMMS and developing an expertise in the application and support of a CMMS package from a maintenance perspective. Classroom delivery scheduled for January, 2010 and will be advertised in Keyano College's 2010 Winter/Spring Continuing Education calendar.

Course Code: CEASSET107-01
 Feb 12 F
 8:00 – 4:00 pm Room: BL142
 \$300.00 7 Hrs

Course Code: CEASSET107-02
 Feb 20 S
 8:00 – 4:00 pm Room: BL140
 \$300.00 7 Hrs

Course Code: CEASSET107-01
 May 28 F
 8:00 – 4:00 pm Room: BL142
 \$300.00 7 Hrs

ONLINE Delivery (see details below)

Course Code: CEASSET107-X01
 May 3 & 6 M & Th
 6:30 - 10:00 pm \$300.00

Module #7: Trouble Shooting/RCA – Continuous Improvement

This module focuses on learning how to identify and isolate problems using a proven troubleshooting methodology. You will learn how to process factual information to quickly focus on the root cause when troubleshooting, a skill crucial to facility continuous improvement and eliminating sources of repeating problems.

Course Code: CEASSET106-01
 Mar 5 & 6 F & S
 8:00 – 4:00 pm Room: BL140
 \$550.00 14 Hrs

Course Code: CEASSET106-02
 Mar 18 & 19 Th & F
 8:00 – 4:00 pm Room: BL142
 \$550.00 14 Hrs

Course Code: CEASSET106-01
 Jun 17 & 18 Th & F
 8:00 – 4:00 pm Room: BL142
 \$550.00 14 Hrs

ONLINE Delivery (see details below)

Course Code: CEASSET106-X01
 May 10-20 M & Th
 6:30 - 10:00 pm \$550.00

ADDITIONAL SOFTWARE APPLICATION COURSES

MS Project - Phase I (*MCA)

Course Code: CEMSPM011-01
 May 12-13 M-T
 8:30 – 4:30 pm Room: BL133
 \$399.00 14 Hrs

MS Project - Phase 2

Prerequisite: Microsoft Project Phase 1
 Course Code: CEMSPM021-01
 June 14-15 M-T
 8:30 – 4:30 pm Room: BL133
 \$399.00 + GST 14 Hrs

Primavera Course 102 - Project Management Scheduling & Control

Course Code: CEPRIMA001-01
 Mar 16-18 T – Th
 8:30 – 4:30 pm Room: BL133
 \$1,495.00 + GST 21 Hrs

Primavera Courses 106 - P/106-R – Advanced Project Management in P6

Prerequisite: Primavera Course 102
 Course Code: CEPRIMA002-01
 June 1-3 T - Th
 8:30 – 4:30 pm Room: BL133
 \$1,795.00 + GST 21 Hrs

MAINTENANCE ASSET PLANNING ONLINE DELIVERY DETAILS

discover your future

@ keyano college

This type of on line learning most closely simulates regular in-person classroom training and is called "synchronous" learning.

- Classes are scheduled for specific dates
- Training comes from a live instructor while you are attending online classes
- Hearing and sound happens through a headset & microphone connected to your computer
- The lesson is on your computer screen
- While in class you can interact with the instructor and other students
- While in class you can ask questions, message questions, and complete group work
- Curriculum is exactly the same as in class training

What happens if I am unable to attend a class?

All classes are recorded and recordings can be accessed after the scheduled class time.

Participation is a percentage of your mark, therefore, you are only allowed to miss three 4-hour synchronous sessions in total out of the 7 modules of the Maintenance Asset Planning Certificate Program without it affecting your grade.

How will the instructor know if I am in class?

The instructor is able to view and acknowledge when you log on/sign in, at the start of each class

What do I need to access this training on my computer?

- Internet access
- A headset with microphone
- If accessing this from work – check with your computer services department to allow this program access through your firewall

Anything else I need to know?

After registration, an email will be sent to you with specific details required for class.

keyano.ca



MAINTENANCE MANAGEMENT PROFESSIONAL CERTIFICATE PROGRAM



Developed and authorized by the Plant Engineering and Maintenance Association of Canada (PEMAC), the "Maintenance Management Professional Certificate Program" consists of eight modules. The program is designed for individuals aspiring to management positions in the maintenance field, those already in maintenance management and looking for formal training, as well as for individuals seeking full maintenance designation (MMP, Maintenance Management Professional), or those seeking only focused training in selected areas. While not mandatory, it is strongly recommended that the modules be taken and completed in the order in which they are listed.

There are no entrance requirements, however, it is strongly recommended that individuals have a high school diploma and a maintenance function at their workplace or prior trades related experience.

Program Certification

Individuals who successfully complete all 8 Modules and are members of the Plant Engineering and Maintenance Association of Canada will receive the "Maintenance Management Professional" (MMP) designation from PEMAC.

The courses in this Certificate Program are approved for the Achievement in Business Competencies (Blue Seal) program through the Alberta Apprenticeship and Industry Training Department.

MMP courses qualify for Continuing Education Unit Credits for both Alberta and Ontario Water/Waste Water Operators.

The CTS (Course Training Standard) is a document that provides detailed information on the Learning Elements and Learning Outcomes of each lesson and each module and is available on the PEMAC website at www.pemac.org under the MMP tab.

Credit for Prior Experience

In considering your goal to earn the MMP certification, you may think that you have already acquired some of the knowledge and skills selected for acquisition in any

of the MMP modules 2-7. If so, Prior Learning Assessment and Recognition may be for you. Obtaining recognition for prior learning can reduce the amount of classroom time required to obtain the MMP certificate. Please see the "PLAR" section of the MMP Course Training Standard at www.pemac.org for full details.

Module 1: Maintenance Management Skills and Techniques

This module introduces the basic concepts of physical asset management and the latest developments and trends in effective maintenance practices. Provides the basic understanding of the strategic approach to achieving "Maintenance Excellence". Note: Textbook required for this module available for purchase through Keyano College Bookstore.

Course Code: CEMMP101-01
 Feb 8 & 9 M & T
 8:30 - 4:30 pm Room: BL140
 \$499.00 15 Hrs

Course Code: CEMMP101-02
 Apr 22 & 23 Th & F
 8:30 - 4:30 pm Room: BL140
 \$499.00 15 Hrs

Module 2: Production and Operations Management for the Maintenance Manager

This module links maintenance strategies with those of production and operations. Topics include an overview of planning and scheduling methods, inventory control, production management principles, quality control methods, and Lean improvement concepts such as TPM in a maintenance environment. Module 2 also provides an understanding of benchmarking and decision-making strategies for maintenance management.

Note: Textbook required for this module available for purchase through Keyano College Bookstore.

Course Code: CEMMP102-01
 Mar 1, 2, 22, 23 M, T
 8:30 - 4:30 pm Room: BL140
 \$995.00 30 Hrs

Course Code: CEMMP102-01
 May 17, 18, June 7, 8 M, T
 8:30 - 4:30 pm Room: BL142
 \$995.00 30 Hrs

Module 3: Human Resources Management for the Maintenance Manager

This module looks at how human resources practices relate to the maintenance environment. Topics covered include the role of human resources in maintenance management, meeting legal requirements, recruitment and selection, orientation training and employee development, proper application of performance appraisals, the union management interface, managing change through effective leadership, and managing safety in the workplace. Note: Textbook required for this module available for purchase through Keyano College Bookstore.

Course Code: CEMMP103-01
 Apr 15, 16, May 6, 7 Th, F
 8:30 - 4:30 pm Room: BL142
 \$995.00 30 Hrs

Module 4: Accounting and Finance for the Maintenance Manager *Revised*

This module will focus on the application of accounting and finance principles as it pertains to the maintenance management role. The module will give you an understanding in the foundation principles of accounting and cover the four main pillars of accounting knowledge the maintenance manager needs to support a successful maintenance department. These four main pillars are: Project Analysis, Budgeting/Forecasting, Cost Analysis for Managerial Decisions, and MRO Inventory. Note: Textbook required for this module available for purchase through Keyano College Bookstore.

Course Code: CEMMP104-01
 Jan 27 W
 Feb 11 & 12 Th, F
 Mar 12 F
 8:30 - 4:30 pm Room: BL142/140
 \$995.00 30 Hrs

Course Code: CEMMP104-01
 May 28 - Jun 18 F
 8:30 - 4:30 pm Room: BL144
 \$995.00 30 Hrs

VIBRATION FOR NON-VIBRATION ENGINEERS

Why take this course?

- If you need to know about vibration application in design, commissioning and operation stages of rotating equipment.
- If you need to know about predictive maintenance program of rotating equipment and its benefits.
- If you wish to increase your knowledge about vibration terminology in troubleshooting and analysis.

The course is designed for those who are interested to understand vibration troubleshooting and analysis. Including:

- Maintenance & Operation Managers
- Sales & Project engineers
- EPC companies' Engineers
- Maintenance foremen and machinists
- Engineers and technicians who intend to work in vibration.

The course covers

- Basics of Periodical Waves
- Vibration Measurements and Units
- Vibration Transducers
- Main Elements in Vibration Engineer Report
- Typical Vibration Problems during design, commissioning and operation stages

The instructor, Abdullah Balhaddad, M.Sc. Engineering, University of Pittsburgh, has 15 years experience in vibration analysis and troubleshooting, both locally and internationally. Mr. Balhaddad is one of 55 certified Vibration Specialists (Cat III) in Canada (www.cmva.com).

Course Code: CEVIBAN100-01
 August 27 F
 10:00 – 4:00 pm BL142
 \$450.00 + GST 5 Hrs

Module 5: Developing and Implementing Maintenance Tactics *Revised*

This module focuses on maintenance efforts to ensure that physical assets safely, capably, reliably and repeatedly perform to their designed specifications. Focus is on techniques to develop maintenance tactics that will address how the assets are used, how they are likely to fail, the consequence of failure, and identifying maintenance tactics that are both feasible and worth doing. After developing tactics, the module will focus upon how tactics need to be implemented and their effectiveness tracked. Topics include failure mode and effect analysis and root cause failure analysis in addition to the RCM decision process.

Note: Textbook required for this module available for purchase through Keyano College Bookstore.

Course Code: CEMMP105-01
 Apr 13, 14, May 4, 5 T, W
 8:30 - 4:30 pm Room: BL140
 \$995.00 30 Hrs

Module 6: Maintenance Planning and Scheduling *Revised*

Planning, scheduling and work coordination form the foundation to maintenance's ability to add value to the goods and/or services of their companies and customers. Effective planning and scheduling ensure that the right things are done at the right time using the right resources and the right tools in an effort to enhance process reliability while minimizing interruptions to production processes and/or services. This module provides a study of the fundamental principles of the planning and scheduling process in addition to the basics of planning, scheduling and work coordination methods. Upon completion of this module, participants will have a sound understanding of planning and scheduling tools and how to apply them to effectively transition from reactive to proactive maintenance and physical asset management. Key learning elements include effective use of resources, aligning maintenance activities with production or service schedules, developing and documenting maintenance strategies and integrating proactive maintenance tactics.

Note: Textbook required for this module available for purchase through Keyano College Bookstore.

Course Code: CEMMP116-01
 May 26, 27, W, Th
 June 15, 16 T, W
 8:30 - 4:30 pm Room: BL142
 \$995.00 30 Hrs

Module 7: Computerized Maintenance Management Systems *Revised*

Module 7 is a study of the features, benefits and the effective use of a CMMS or EAM computerized maintenance work management process. Topics include selection, implementation and optimization of a suitable computerized maintenance management system (CMMS) or Enterprise Asset Management system (EAM) in addition to ongoing support and upgrading of a CMMS/EAM based on changing requirements. Note: Textbook required for this module available for purchase through Keyano College Bookstore.

Course Code: CEMMP107-01
To be offered Fall 2010

Module 8: Capstone Course

Through the application of the key learning elements from the previous 7 MMP modules students apply the principles, latest concepts and techniques to a final project. Working in small groups or teams, students will select a project that will audit, assess and improve their current maintenance departments or develop a new maintenance strategy in their company or resolve a significant maintenance issue within their departments. There is also the option of developing a "Greenfield" maintenance strategy and program upon approval from the instructor. If the prerequisite of all previous modules having been completed, the assessment of the Capstone projects is intended to qualify students for their MMP certification and designation. Note: Students must successfully completed MMP Modules 1-7 before taking this course.

Course Code: CEMMP108-01
To be offered Fall 2010

NEW! WORKPLACE TRAINER CERTIFICATE PROGRAM

NOW CSTD APPROVED!



Discover How Adults Learn

Keyano College is happy to introduce a new series of courses designed for the workplace trainer/mentor. Choose one to meet your specific need or take all 6 courses to earn the certificate.

The Canadian Society of Training and Development (CSTD), Canada's leading association of workplace learning professionals, sets the standards for training and development in Canada. CSTD recently announced that the Keyano Workplace Trainer Certificate is now a recognized program of study. The certificate addresses the competency categories for the training and development industry outlined in CSTD's Training Competency Architecture (TCA). Students enrolled in this program are eligible for student membership in CSTD, and graduates are given a credit of one year towards the work experience requirement of the Certified Training and Development Professional (CDTP) designation or Certified Training Practitioner (CTP).

How to be an Effective Trainer

If you are new to workplace training or want to hone your training skills, this workshop is for you. You will learn the foundations of effective facilitation, develop an understanding of the adult learner and the instructional process, gain a variety of classroom management techniques and have many opportunities to practice your new skills. This is the foundation course in the Workplace Trainer Certificate. Be prepared for an active and engaging experience!

Pre-course reading and assignment required, call 780-792-5718 for details

Course Code: CEOHS303-01
 Feb 8 - 11 M-Th
 9:00 - 4:30 pm Room: BL142
 \$539.00 28 Hrs

Training Needs Analysis

Whether you are a manager, a trainer or a human resources professional, you want to make sure that the training you set up for employees helps your organization and the people in it succeed. You want a return on investment, and you want training to be seen as relevant and valuable by the people that attend. The main tool for ensuring that these goals are met is the training needs assessment, or analysis. This one day class in the Workplace Trainer Certificate will provide you with the tools to ensure your training is meeting your needs. This class is ideal for anyone who is involved in designing, contracting for, and delivering training and wants to ensure that the training will have a positive result.

Course Code: CETRAIN100-01
 Mar 5 F
 8:30 - 4:30 pm Room: BL142
 \$299.00 7 Hrs

Tools of Training (Effective Presentations)

Training in organizations takes place in formal settings and on the fly. Learn practical tools for delivering training that will enhance the learning in your workplace. Create learning opportunities that are active, engaging and effective. This 2 day course in the Workplace Trainer Certificate will provide you with all the skills you need to deliver effective training. The workshop includes creating and editing presentations using Power Point and developing notes and handouts

Course Code: CECOMM502-01
 Mar 15-16 M-T
 8:30 - 4:30 pm Room: BL134
 \$329.00 14 Hrs

Course Code: CECOMM502-01
 May 10-11 M-T
 8:30 - 4:30 pm Room: BL134
 \$329.00 14 Hrs

Program Design

Training is a complex activity and must be carefully planned. Too often when technical experts are hired to conduct a workshop or a training session little thought is given to careful planning and design of the instruction. Design and preparation of a training course usually consumes more time than delivery of the material. This three day workshop in the Workplace Trainer Certificate reviews steps for effective planning and delivery of a training course.

Course Code: CETRAIN200-01
 Mar 19-21 F - Su
 8:30 - 4:30 pm Room: BL144
 \$539.00 21 Hrs

On the Job Training (OTJ) & Coaching Skills

Many organizations can no longer afford the luxury of offering lengthy training programs to frontline employees. There is an increasing need for "just in time training" to cover maximum content within limited time frames. On-the-Job Training & Coaching Skills will equip technical trainers with the skills they need to provide small group or one-on-one instruction. After completing this one day, hands-on workshop in the Workplace Trainer Certificate, participants will be able to:

- Reduce preparation time by using a step-by-step approach
- Analyze and break down complex tasks so that they are easy to understand
- Make learning mundane or repetitive tasks fun and interesting through the use of accelerated learning principles
- Capture and maintain trainee interest and involvement throughout the session
- Transform job-aids from dull to dazzling
- Design and execute a flawless follow up plan

Course Code: CETRAIN300-01
 Jan 22 F
 8:30 - 4:30 pm Room: BL142
 \$299.00 7 Hrs

Course Code: CETRAIN300-02
 Apr 10 S
 8:30 - 4:30 pm Room: BL140
 \$299.00 7 Hrs

Understanding Generational Differences and Cultural Diversity in the Classroom

Dealing with cultural diversity and cross generational differences in the classroom means understanding and relating effectively with people who are different from you. This one day workshop in the Workplace Trainer Certificate has two components: in the morning, you will discover sensitive and practical strategies for working with culturally diverse adult learners to create safe and respectful learning environments. In the afternoon, you will come to understand how each generation has a set of defining events – social, political, cultural – associated with their lives. This defines the way they see the world. You will explore these generational differences and the implications they hold for teaching and learning.

Course Code: CETRAIN400-01
 Jan 22 F
 8:30 - 4:30 pm BL144
 \$299.00 7 Hrs

Course Code: CETRAIN400-02
 Apr 23 F
 8:30 - 4:30 pm BL144
 \$299.00 7 Hrs

CONSTRUCTION ADMINISTRATION CERTIFICATE PROGRAM



PLEASE NOTE: PROGRAM CHANGE

2009-2010 will be the last year we will be offering the University of Alberta Construction Administration Certificate program through Keyano College in Fort McMurray. The University of Alberta Construction Administration Program will continue through the University of Alberta in Edmonton, AB.

From 2010 onwards, Keyano College will be offering our own Construction Administration for Industry Certificate Program.

Any students who have not completed the U of A Construction Administration Certificate Program by 2010 will be able to apply their U of A Construction Admin Certificate courses to the new Keyano College Construction Administration for Industry Certificate program.

CORE COURSES

Administrative Control Systems

Explore the steps in the construction process from the award to cost-out, including scope of work, bidding start up, control system requirements, role of consultants and organizational structure. Other topics include contractors and safety programs, work changes and preventing delays.

Course Code: CECONST104-01
 Jan 13 – Apr 7 W
 7:00 – 10:00 pm Room: BL140
 \$539.00 39 Hrs

Contract Law and Construction Documents

Examine the principals of contract law as they relate to the construction industry and in particular, the creation and interpretation of contracts and the remedies available for breaches of contracts. Learn how to create concise and effective contracts and bidding documents, administer projects with reduced legal difficulty and resolve disputes in a timely and cost effective manner.

Course Code: CECONST105-01
 Jan 29 – Apr 30 F
 7:00 – 10:00 pm Room: BL140
 \$539.00 39 Hrs

No class Apr 2

SEMINARS

Blue Print Reading

This interactive seminar will cover the fundamentals of understanding and interpreting construction drawings and other related material. This seminar will deal with applying the basic knowledge that is required to interpret and extrapolate information from plans, elevations, sections, details and construction specifications.

Course Code: CECONST204-01
 Apr 17 - 18 S - Sn
 8:30 – 4:30 pm Room: BL140
 \$429.00 14 Hrs

Understanding Construction Specs

This seminar is an introduction to the principles of construction specifications and will provide the participant with knowledge of the role of specifications and related documents used in construction projects.

Course Code: CECONST201-01
 Apr 3 - 4 S - Sn
 8:30 – 4:30 pm Room: BL140
 \$429.00 14 Hrs

ALBERTA APPRENTICESHIP BLUE SEAL PROGRAM

Your alberta journeyman certificate combined with business training will give you the edge when you move into management or starting your own business.

Take the needed 150 hours of business training to obtain your Blue Seal at Keyano College. Choose courses from

- Maintenance Management Certificate
- Business Administration
- Human Resources Management

For more information about Blue Seal go to

<http://www.tradesecrets.gov.ab.ca>
 or contact Keyano College,
 Workforce Development at
 780-715-3903 or wfd@keyano.ca



NEW! ENBRIDGE FAMOUS FIVE SPEAKER SERIES



**ENBRIDGE
FAMOUS 5
SPEAKERS**

Janet Kestin

Debbie Muir

Aliya-Jasmine Sovani

Dr. Samantha Nutt

Marissa McTasney



The Famous 5 Foundation was launched on October 18, 1996 – the 67th Anniversary of the “Persons Case,” which established the word “persons” as including both women and men. The Judicial Committee of the Privy Council of Great Britain decided women were indeed “persons” and the Parliament of Canada ruling allowed women the right to vote.

The purpose of The Enbridge Famous 5 Speaker Series is to inspire and educate Canadians to become nation builders in the legacy of the Famous 5 (Emily Murphy, Louise McKinney, Nellie McClung, Henrietta Muir Edwards & Irene Parly). From the roster of inspired women speakers/facilitators, our goal is for women to recognize their potential to contribute in positive ways to the generation in which they are living, and honour the leadership of women and men who have been our nation builders.

Location for all Speaker Series and Inspired Learning: The Sawridge Inn and Conference Centre, 530 Mackenzie Boulevard, Fort McMurray

WINTER/SPRING 2010 FAMOUS FIVE SPEAKER SCHEDULE	
Debbie Muir, coach of four-Time, Olympic Gold Medal, Canadian Synchronized Swimming Team	Jan 28
Dr. Samantha Nutt, medical doctor & humanitarian, one of the “12 Canadians under age 40 making a difference”	March 30

Debbie Muir, coach of Four Time, Olympic Gold Medal, Canadian Synchronized Swimming Team

Debbie Muir is one of the most successful coaches of all time, recognized for leading the Canadian National Synchronized Swimming Team to four Olympic medals plus seven world championships. Her remarkable ability to help others achieve their full potential is why the Canadian Olympic Committee chose Muir to be its mentor coach for the 2008 Beijing Summer Olympics.

Course Code: CELEAD500-01
 Jan 28: 7:00 – 10:00 pm
 \$98.00 + GST
 \$882.00 + GST
 (combo package for a table of 10)

Dr. Samantha Nutt, Medical Doctor & Humanitarian, one of “12 Canadians under age 40 making a difference”

Chosen by Maclean’s Magazine for its annual Honour Roll as one of the “12 Canadians making a difference,” Samantha Nutt is a medical doctor with more than 10 years of experience working in war zones. She has helped children in some of the world’s most violent flashpoints, working with War Child Canada, the United Nations and non-governmental organizations around the globe.

Course Code: CELEAD500-02
 March 30: 7:00 – 10:00 pm
 \$98.00 + GST
 \$882.00 + GST
 (combo package for a table of 10)

“Marissa McTasney really motivated me to go after what I want to achieve.”

- **Samantha Rosenkrane**

“Great speaker, great topic – Nancy Vonk inspires all girls to be stars - smart and bold!”

- **Ann MacLean, Girls Inc.**

“A.J Sovani’s ideas were inspiring; she used great examples”

- **Natasha Newman, Student Recruiter, Keyano College.**

NEW! INCIDENT COMMAND SYSTEM (ICS) TRAINING

ICS 200: Incident Management and Incident Process

This course is designed to enable personnel to operate efficiently during an incident or event within the Incident Command System (ICS). This course focuses on the management of single resources. ICS-200 provides training on and resources for personnel who are likely to assume a supervisory position within the ICS. The primary target audience is response personnel at the supervisory level. ICS 100 is a pre-requisite and is available online at http://www.ecompliance.ca/ec-eLearning/incident_command_system_i_100_online.html

Course Objectives:

- Describe the ICS organization appropriate to the complexity of the incident or event.
- Use ICS to manage an incident or event.

Course Code: CEICS200-01
 Mar 15 & 16 M & T
 8:30 am – 4:30 pm Room: BL 140
 \$549.00 + GST 14 Hrs

ICS 300 Incident Process

This course covers organization and staffing, organizing for incidents and events, and resource management. ICS 100 and ICS 200 are pre-requisites to the ICS-300 course.

Course Objectives

- Describe the incident/event management process for expanding incidents and supervisors as prescribed by the Incident Command System.
- Implement the incident management process on a simulated Type 3 incident.
- Develop an Incident Action Plan for a simulated incident.

Course Code: CEICS300-01
 Mar 17 - 19 W - F
 8:30 – 4:30 pm Room: BL 140
 \$849.00 + GST 21 Hrs

ICS 400: Incident Command

This course provides training on and resources for personnel who require advanced application of the Incident Command System (ICS). The target audience for this course is senior personnel who are expected to perform in a management capacity in an Area Command or Multi-agency Coordination Entity. *ICS 300 is a pre-requisite.*

Course Objectives:

- Explain how major incidents engender special management challenges.
- Describe the circumstances in which an Area Command is established.
- Describe the circumstances in which multi-agency coordination systems are established.

Course Code: CEICS400-01
 May 10 - 12 M - W
 8:30 – 4:30 pm Room: BL 144
 \$899.00 + GST 21 Hrs

ICS 401: Emergency Operations Centre

This course describes the major elements associated with site support of the Incident Command System. The module describes essential differences between command and control at the site and site support from an Emergency Operations Centre (EOC).

Course Objectives:

- Identify the levels at which an EOC is commonly established.
- Identify essential differences between an Incident Command Post and Emergency Operations Centres.
- Identify the primary components of an Emergency Operations Centre.
- Identify principal positions within an Emergency Operations Centre using the principles of ICS.

Course Code: CEICS401-01
 May 13 Th
 8:00 – 12:00 noon Room: BL 144
 \$149.00 + GST 4 Hrs

ICS 402: Executive

This course is ICS orientation for executives, administrators, and policy makers. It provides a basic understanding of ICS, unified and area command, and multi-agency coordination to those persons responsible for establishing or implementing policy, but who normally are not a part of the on scene ICS organization. The module also discusses responsibilities and information transfer between Executives and Incident Commanders.

Course Objectives:

- Define the role of an Executive relative to the Incident Command System.
- Describe the various ways ICS can be applied.
- Describe the basic organization of ICS

- and know the functional responsibilities of the Command and General Staffs.
- Have basic familiarity with ICS terminology.
- Understand the differences between on Incident ICS organizations and activities, and the activities accomplished by Emergency Operations Centres (EOCs).
- Describe the three major responsibilities of an Executive as related to an incident.
- Explain the administrative, logistical, financial, and reporting implications of large incident operations.

Course Code: CEICS402-01
 May 13 Th
 1:00 – 3:00 pm Room BL 144
 \$99.00 + GST 2 Hrs

ABOUT THE INSTRUCTOR:

Deputy Chief Mike Dubé has more than 29 years of experience in the emergency services and is the Deputy Chief of Support Services for Port Moody (BC) Fire-Rescue, currently under secondment to Public Safety Canada's Emergency Management College. Prior to this, he served as Division Chief of Information and Communication Systems with the Toronto Fire Services.

His primary role was advisor on IT and radio communications matters affecting the TFS and was one of the on-call team leaders and logistics chief of CANTF3, Toronto's Heavy Urban Search and Rescue Team, a joint municipal/provincial/federal response team with a mandate to respond to natural and manmade disasters at any level, including internationally.

For more information on scheduling and pricing, please call Karen at 780-715-3903 or wfd@keyano.ca.



OCCUPATIONAL HEALTH & SAFETY CERTIFICATE PROGRAM



Keyano College provides students with the opportunity to complete the University of Alberta's Occupational Health & Safety Certificate Program on a part-time basis. All classes will be held in Fort McMurray. A complete outline of the certificate program and details on how to register with the University of Alberta's Faculty of Extension is available from Keyano College or refer to www.extension.ualberta.ca/appliedsciences or call Hildy @ 780 791-4858 for details.

Concern for the promotion of health and safety in the workplace is increasing among workers and employers across all industries and in society in general. Consequently, the demand for occupational health and safety professionals is also increasing. This certificate program is designed to help practitioners from many different backgrounds to develop the competencies needed to be effective in the development, implementation, and evaluation of occupational health and safety programs, and systems in a wide variety of occupational settings.

The OH&S Certificate Program consists of

- Five core courses of 39 hours each plus one core course of 21 hours
- Two elective core courses of 39 hours each and
- 35 hours of enrichment seminars usually in the form of 1, 2, or 3 day seminars. Each day is 7 hours in length and is made to compliment core courses.

As of September 2006, the University of Alberta will grant "block credit" for 21 hours of elective enrichment to those students who have completed the CSO designation (or now the NCSO – National Construction Safety Officer) within the past three years. Students will need to contact the U of A and follow the same procedure for Application for Exemption i.e.: proof of designation, completed exemption credit application, and payment of \$50 to the University of Alberta. Required textbooks will cost approximately \$80.00 - \$150.00 per course. Not every course will require textbooks. The cost for the entire program is approximately \$5000.00. You will register and pay for each course individually prior to the course start date.

WINTER/SPRING 2010	
Winter Core Courses (six required)	Dates
Management of Health and Safety Systems <i>*Pre-requisite - Introduction to Health and Safety Systems</i>	Wednesday January 6 – April 7
Compressed Format Management of Health and Safety Systems <i>pre-course reading and assignment</i>	Monday – Friday March 22-26
Applied Occupational Hygiene <i>*pre-requisite- Fundamentals of Occupational Hygiene</i>	Thursday January 14 - April 8
Compressed Format Applied Occupational Hygiene <i>*pre-requisite- Fundamentals of Occupational Hygiene</i> <i>*pre-course reading and assignment</i>	Friday – Sunday March 5 - 7 and March 19 - 21
Organizational Behavior	Monday January 4 - April 26
Health and Safety Legislation and Policy	Friday – Sunday February 19-21
Spring Core Courses	
Compressed Format Fundamentals of Occupational Hygiene <i>*pre-course reading and assignment</i>	Friday – Sunday May 14-16 and May 28 – 30
Compressed Format Introduction to Health and Safety Systems <i>*pre-course reading and assignment</i>	Monday –Friday April 19 -23
Winter Elective Courses (2 required)	
How to be an Effective Trainer <i>*pre-course reading and assignment</i>	Monday - Thursday February 8- 11
Compressed Format Safety Hazard Recognition and Control	Saturday and Sunday January 30-31 and February 6-7
Spring Elective Courses	
Fundamentals of Ergonomics	Friday – Sunday April 9 – 11 and April 23 - 25
Interpersonal Skills for Business	Tuesday and Thursday May 11 – June 17
Winter Seminars (35 hours required)	
Toxicology: Effects and Hazards	Saturday January 23
Fire Safety	Saturday and Sunday February 27-28
Health and Safety Committees	March 20
Spring Seminars	
Fall Protection	Saturday April 17
Conflict and Confrontation	Saturday – Sunday May 29-30
Incident Investigation	Saturday – Sunday June 5 – 6

WINTER CORE COURSES

Management of Health and Safety Systems

Effectively developing, managing, and measuring the effectiveness of health and safety systems is a challenge for all health and safety professionals. This course will introduce students to the basic issues and provide tools to make the task easier. This course presents an overview of factors influencing the success of health and safety systems. These factors include understanding organizational "safety culture", understanding effective and efficient management principles, establishing priorities, measuring program success, presenting information effectively, analyzing financial impacts of programs. This course will provide a basic overview of management skills and principles and how they apply to the development of safety systems within an organization or company.
Prerequisite required: Introduction to Health and Safety Systems

Course Code: CEOHS102-01
 Jan 6 – Apr 7 W
 7:00 – 10:00 pm Room: BL142
 \$539.00 39 Hrs

No class on Jan 13 and Feb 24

Compressed Format

Course Code: CEOHS102-02
 March 22-26 M-F
 9:00 – 4:30 pm Room: BL142
 \$539.00 39 Hrs

Pre-course reading and assignment required, call 780 -792-5718 for details

Applied Occupational Hygiene

Builds on concepts learned in Fundamentals of Hygiene Theory and provides students with a general overview of occupational hygiene sampling techniques through both lectures and hands on exercises. The course will include topics that will allow those responsible for occupational health and safety to perform basic occupational hygiene monitoring and to better understand proposals, results and recommendations from occupational hygiene consultants. Basic personal protective equipment may be required for hands-on portion of class.
Prerequisite: Fundamentals of Occupational Hygiene

Course Code: CEOHS104-01
 Jan 14 – Apr 8 Th
 7:00 – 10:00 pm Room: BL144
 \$539.00 39 Hrs

Compressed Format

Course Code: CEOHS104-02
 Mar 5-7 and Mar 19-21 F-Su
 F: 7:00 – 10:00 pm Room: BL104
 S-Su: 8:30 am – 4:30 pm
 \$539.00 39 Hrs

Pre-course reading and assignment required, call 780 -792-5718 for details

Organizational Behaviour

Important theories and research in the Behavioural Sciences are examined and a framework for understanding and predicting human behaviour in the workplace is provided. Topics studied include personality, perception, attitudes, motivation, leadership, job design, organizational design, group dynamics and decision-making processes. The focus is on explaining differences in work effort, performance, absenteeism, and turnover and job satisfaction among individuals in the organization.

Please note: This is a required course in the OH&S certificate, but it is offered through the Business Administration department.

Please see registration details for this course on Page 22.

Course Code: BUS 270 E
 Jan 4 – Apr 26 M
 7:00 – 10:00 pm Room: S110
 \$563.00

Health and Safety Legislation and Policy

As a health and safety practitioner your practice is governed by an array of Federal and Provincial legislation and policy. This course will guide you through the key elements of the regulatory environment governing workplace safety. Learn about your organization's obligations as well as begin to understand your personal responsibilities related to provincial occupation health and safety law, provincial worker's compensation law and federal law.

Course Code: CEOHS106-01
 Feb 19 – 21 F-Su
 8:30 – 4:30 pm Room: BL142
 \$539.00 21 Hrs

SPRING CORE COURSES

Fundamentals of Occupational Hygiene

Occupational Hygiene is the science devoted to the recognition, evaluation and control of workplace hazards that may result in illness or injury. This introductory course is designed to provide a basic understanding of some of the key concepts in Occupational Hygiene, including routes of entry of contaminants into the body, classification of hazards, occupational exposure limits, and methods of controlling workplace exposures. In addition, the student will be introduced to methods of evaluation including the development of sampling strategies. Required: scientific calculator and OHS Acts, Regs and Codes.
 Text book : Basics of Industrial Hygiene, Debra K Kims

Pre-course reading and assignment required, call 780-792-5718 for details

Compressed Format
 Course Code: CEOHS103-01
 May 14-16 & May 28-30 F-Su
 F: 7:00 – 10:00 pm Room: BL142
 S-Su: 8:30 – 4:30 pm
 \$539.00 39 Hrs

Introduction to Health and Safety Systems

Compressed Format

An introduction to the theory and practice of building and integrating health and safety systems in the workplace. Students will gain an appreciation for the legal, moral, and financial motivators of managing OH&S. This course is designed for beginning and practicing health and safety coordinators, professionals, officers, technicians, supervisors, trainers and administrators to gain knowledge of the fundamental OH&S principles used to manage workplace safety and health issues. Textbook: Practical Loss Control Leadership, Frank E Bird Jr and OHS Acts, Regs and Codes

Pre-course reading and assignment required, call 780 -792-5718 for details

Course Code: CEOHS101-01
 Apr 19 – 23 M - F
 9:00 – 4:30 pm Room: BL142
 \$539.00 39 Hrs

Fire Safety

This course focuses on Fire and Life Safety in the workplace. The objectives of this course are to develop an understanding of and the ability to apply concepts, principles, and practices involved in the evaluation, control, prevention, reduction and elimination of fire hazards and to help the practicing occupational health and safety professionals or those who aspire for a career in health and safety in the workplace develop the minimum requirements necessary to establish a reasonable level of fire safety and property protection from the hazards created by fire.

Course Code: CEOHS207-01
 Feb 27 – 28 S-Su
 8:30 – 4:30 pm Room: BL142
 \$429.00 14 Hrs

Health and Safety Committees

Learn what it takes to make a committee thrive or stagnate in this seminar designed to help you organize and/or run a health and safety committee that exemplifies effective worksite communication. Topics include roles, representation, parliamentary procedures, agendas, barriers and more.

Course Code: CEOHS206-01
 Mar 20 S
 8:30 - 4:30 pm BL142
 \$299.00 7 Hrs

SPRING SEMINARS

Fall Protection for the Safety Professional

Falls are the leading cause of industrial injury, excluding motor vehicle accidents. In 1998 injuries due to falls cost Alberta Industry more than thirty million dollars. This one-day program will give you the knowledge you need to take a pro-active approach to Fall Protection in your work place. Topics include anchor and free fall, full body harness, connecting components, fall distance calculations, control levels, legislation and specialized fall arrest systems.

Course Code: CEOHS213-01
 Apr 17 S
 8:30 – 4:30 pm Room: BL142
 \$299.00 7 Hrs

Conflict and Confrontation

Learn and practice how to approach emotional situations calmly and to turn conflict avoidance into conflict resolution. This seminar provides the opportunity to practice skills and strategies for positive conflict mediation. You will explore basic types of conflict and conflict styles, and practice active listening, conflict mediation, and more

Course Code: CEOHS201-01
 May 29-30 S-Su
 8:30 - 4:30 pm Room: BL144
 \$429.00 14 Hrs

Incident Investigation

This seminar will step you through the investigation of "unplanned events." Learn the critical parts of the initial response, securing the area, gathering evidence, interviewing techniques, documentation, role of various stakeholders, reporting formats, etc. Also learn the primary reasons for performing incident investigations.

Course Code: CEOHS212-01
 June 5-6 S-Su
 8:30 – 4:30 pm Room: BL142
 \$429.00 14 Hrs

CRSP Prep

Canadian Registered Safety Professional (CRSP) designation is awarded by the Board of Canadian Registered Safety Professionals. Information on the designation and the registration process is available from BCRSP at 1-888-279-2777 or by visiting their web site at www.bcrsp.ca. The designation is awarded to professionals who have met academic, experience and professional examination requirements.

The CRSP Exam Prep course is for those people contemplating taking the examination portion of the registration process. Focusing on the texts, study guides and examination competencies, this course gives the participant the tools and instruction to successfully complete the study and examination process. Each class will focus on one or two of the 11 domains covered in the exam.

Course Code: CECRSP100-01
 Feb 9 – Apr 6 T
 7:00 – 10:00 pm Room: BL104
 \$725.00 + GST 27 Hrs

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