

RED DEER COLLEGE  
SCHOOL OF CONTINUING EDUCATION

# Professional Development

Fall 2019

**WHERE KNOWLEDGE  
BUILDS FUTURES**





Make an investment in your learning and professional development to advance your career. We offer flexible, practical and affordable programs to take your skills to the next level.

Exciting news! We have a new online registration system- online registration is available for all programs that start Fall 2019 and after!

## FUNDING

FUNDING!

Many of our programs qualify for funding through the Canada-Alberta Job Grant. Look for the funding icon next to programs that qualify throughout the guide. Enroll employees in these programs and pay only one-third of the tuition. Applications must be submitted at least 30 days in advance. Visit [rdc.ab.ca/Canada-job-grant](http://rdc.ab.ca/Canada-job-grant) to learn more.

## PAYMENT PLANS

Many programs also offer payment plans! Look for the Payment Plan icon throughout this guide.

## FLEXIBLE FORMATS

It's important to us to create programs that fit your busy lifestyle. Many programs are offered in-class, online, evenings, weekends or in fast track formats to suit your learning style and needs.

# Professional Development



**FUNDING!** **FOUNDATIONAL**

## MANAGEMENT SKILLS FOR SUPERVISORS

Transition effectively into a management role! Learn the skills and knowledge to successfully manage others and maximize productivity. This is a great program that provides the foundation for individuals in a new management role or for those who aspire to lead others and advance in their career. This program also prepares students for our Executive Education and Leadership Certificates. For complete details, visit [rdc.ab.ca/management-skills](http://rdc.ab.ca/management-skills).

### GRADUATES WILL LEARN:

- To successfully transition from colleague to supervisor
- To develop a unique management identity and voice
- To confidently manage conflict through constructive conversations
- To define your personal communication style
- How to build and develop strong, effective teams

**FUNDING!** **ONLINE**

## BUSINESS WORKSHOPS

Customize your skill set, build your resume and take steps toward the next level of your career. These short, condensed programs are offered in flexible formats and times to suit your schedule.

For a full list of business workshops visit [rdc.ab.ca/business-technology](http://rdc.ab.ca/business-technology).

### BUSINESS WORKSHOPS INCLUDE:

- Change Management
- Social Media Branding
- Entrepreneurship 101
- Workplace Knowledge Management
- Writing a Business Plan

Visit us online for full program offerings [rdc.ab.ca/continuing-education](http://rdc.ab.ca/continuing-education).

**FUNDING!****NEW & IMPROVED!**

## LEADERSHIP DEVELOPMENT

Central Alberta's destination for leadership training! Learn about a variety of leadership styles, emerging developments in leadership and the differences between leadership and management. Explore which leadership style works best for you and how to apply it at work, in the community, or at home. For complete details, visit [rdc.ab.ca/leadership-development](http://rdc.ab.ca/leadership-development).

### GRADUATES WILL LEARN:

- To develop a personal vision backed with action-oriented goals
- Practical skills that can be applied immediately at work or home
- How to provide direction and encourage the drive that leads to measurable results
- To inspire positive change in all levels within an organization
- To recognize the value that diversity adds to the workplace

**FUNDING!****FAST TRACK**

## PROJECT MANAGEMENT

The average salary of a project manager in Alberta is \$108,000! Develop your skills in one of today's most in-demand careers: knowledgeable and skilled project managers are critical to the success of any organization. With the fast track format, complete all seven courses in only 3 weeks! For complete details, visit [rdc.ab.ca/project](http://rdc.ab.ca/project).

### GRADUATES WILL LEARN:

- To prepare for a career in the field of project management & update current job skills
- Personal leadership style and how to effectively apply it in project management
- Learn practices from the most widely recognized international standard in project management
- Tips & knowledge to successfully pass the CAPM® or PMP® exams



Ladder this program into full Mount Royal University and Project Management Professional (PMP) Certifications.

**FUNDING!****FAST TRACK****ONLINE****PAYMENT PLANS**

## PROFESSIONAL BOOKKEEPING

Looking for a flexible career that will allow you to work from home or in a business? This certificate will allow you to gain a broad foundation of knowledge and skills needed to enter private practice as a professional bookkeeper. For complete details, visit [rdc.ab.ca/bookkeeping](http://rdc.ab.ca/bookkeeping).

### BOOKKEEPING BOOTCAMP

In this 6-day workshop series, learn the fundamentals of bookkeeping, the accounting cycle, and interpretation of financial statements. Hit the ground running with RDC's innovative Bookkeeping Bootcamp!

### GRADUATES WILL LEARN:

- The accounting cycle and how to analyze & report transactions
- To understand and confidently present financial statements
- The professional and ethical requirements of a bookkeeper
- To use Sage 50™ and QuickBooks™ accounting software

**FUNDING!****ONLINE****PAYMENT PLANS**

## HEALTH CARE AIDE

Make a difference by providing quality front-line care to patients in need of assistance. RDC's Health Care Aide program prepares students to be a part of a health-care team in a variety of different settings. This program includes offerings in Olds, Hanna, Drumheller, Ponoka and Red Deer! For complete details, visit [rdc.ab.ca/healthcareaide](http://rdc.ab.ca/healthcareaide).

Health Care Aides are also known as: caregiver, medical assistant, continuing care assistant, residential aide

### GRADUATES WILL LEARN:

- Knowledge and behaviours to become an exceptional health care aide
- Skills to provide basic health services and daily living support for clients
- To work with clients who have chronic and/or complex medical conditions, physical and/or cognitive disabilities, and who require palliative and end-of-life care

# Industry



**FUNDING!**

**PAYMENT PLANS**

## PRE-EMPLOYMENT TRADES

The Pre-employment Trades programs in carpentry, electrical, pipe trades (gasfitter, steamfitter/pipefitter, plumbing) and welding will prepare you to enter the workforce and give you a strong advantage when competing for entry-level employment. No experience is required! For complete details, visit [rdc.ab.ca/pre-employment](http://rdc.ab.ca/pre-employment).

### GRADUATES WILL:

- Gain practical, hands-on experience in the shop
- Build a trades resume and learn how to sell your skills to potential employers
- Create connections within your trade and community
- Receive first-year Alberta Apprenticeship and Industry Training (AIT) technical training
- Complete first-year AIT exam and earn two industry tickets

## POWER ENGINEERING PREP COURSE

Learn key information to give you the best chance at success for the Alberta Boilers Safety Association (ABSA) Provincial Power Engineering Examinations. Learn principles of mathematics, mechanics, thermodynamics, electricity, boiler construction, combustion, controls, instrumentation, boiler systems and more. For program details, visit [rdc.ab.ca/power-engineer](http://rdc.ab.ca/power-engineer).



Industry Testing is also provided, including Welding “B” Pressure, CWB and Master Electrician course and exam.

# Corporate & Customized Training

Our unique approach to client-focused training will engage your team in a culture of learning with measurable results. Our team will assess and develop a learning program that targets your company's specific needs. Funding for employee training programs is available through the Canada-Alberta Job Grant. Visit [rdc.ab.ca/corporate\\_training](http://rdc.ab.ca/corporate_training).



## So much more!

In addition to professional development, we also offer courses & programs in the following areas:

- Microsoft Office suite and bookkeeping software
- Fitness & Wellness: school, corporate & community programming, including massage therapy.
- Personal interest: music lessons, American Sign Language, English as a Second Language.
- Testing services: GED testing, welding tests, and many other institutional exams. See [rdc.ab.ca/test-centre](http://rdc.ab.ca/test-centre) for full details.

For complete details on our program offerings please visit [rdc.ab.ca/continuing-education](http://rdc.ab.ca/continuing-education).

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# EXECUTIVE EDUCATION

The Donald School of Business and RDC Corporate Training are pleased to announce: Executive Education.

Designed specifically for senior leaders, each workshop will feature internationally recognized facilitators and include practical strategies that can be put into practice immediately. We are bringing world-class instructors to central Alberta, for you to gain an immediate return on your investment with no additional travel or costs.

For more details visit [rdc.ab.ca/executive-education](http://rdc.ab.ca/executive-education).



**Red Deer College**  
403.357.3663  
ce@rdc.ab.ca  
[rdc.ab.ca/continuing-education](http://rdc.ab.ca/continuing-education)