



Packages

We believe that training should be a purposeful part of how you support your team. However, choosing the right training, making sure it fits your budget and ensuring that it matches your objectives can be difficult.

That is why we created learning packages – to help you take the guesswork out of determining the best training for you and your team. Each package is designed with results in mind – to be more productive, effective and guide you to greater success.

Once you have selected your package, visit our [public training calendar](#) to see when your courses are offered.

Please note: The pricing below is for courses booked from our public training calendar. If you are interested in a private or customized session for your team, [please get in touch with our training coordinators](#).

[Software Training Packages](#)

[Leadership Packages](#)

Software Training Packages

Microsoft has so many amazing tools to help your team's workday run smoother, so let us help you optimize how they are used!

Each of our technical packages includes:

- 1 year of after-training support
- Exclusive package pricing
- Certificate of completion
- Participants have one full year to complete their series



Package A: Excel Complete

YOU ARE: Someone who uses Excel every day in your role and wants to be more productive and efficient in how you use this tool.

KEY RESULTS: Not only will you gain a strong foundation in what Excel has to offer, but you will also gain real-world, practical experience to accomplish your daily tasks with more ease and less frustration.

PRICE: \$1,050 plus HST

Required Courses

Course Name	Benefit to You
Excel Level 1	Become comfortable creating, editing and formatting worksheets and workbooks. Learn great tips to become more efficient and familiarize yourself with formulas, functions, and cell references.
Excel Level 2	Gain an understanding of using advanced Excel formulas and functions and how to enhance spreadsheets with data tables, data filtering, and charts and graphs.
Excel Level 3	Streamline your workflow by automating tasks through Conditional Formatting and Macros. Advance your data analysis through Pivot Tables, Pivot Charts, and Slicers. Work with multiple workbooks through linking and data consolidation.

AND choose one of the following electives:

Course Name	Benefit to You
Excel Tips & Tricks Level 2	Learn some powerful time-saving tricks that can increase productivity as you work on your spreadsheets. For example, create multi-tiered drop-down lists, make your conditional formatting more flexible with checkboxes and drop-down lists, and create Gantt charts.
Advanced Formulas and Functions	Learn how to use Date, Logical, Lookup, Text, Math, Statistical, and Database Functions and understand Array formulas. Gain a deeper understanding of how to use Excel as a dynamic and powerful analytics tool.

Package B: Creating Powerful Dashboards

YOU ARE: Someone who must present data in such a way that makes the conclusions and next steps clear, attractive and easily digested.

KEY RESULTS: Create powerful interactive dashboards by integrating Power Query and Power Pivot. Take your dashboards to the next level by either learning how to create amazing custom data visualizations, master charts and graphs in Excel, or by learning advanced formulas for ultimate dashboard automation.

PRICE: \$2,384 plus HST

***NOTE – The mandatory courses are shown in the order that we recommend they be taken.**

Required Courses

Course Name	Benefit to You
Power Query	Learn how to connect to external data sources, reshape and cleanse your data, pivot and transpose your data, and create custom calculated columns.
Power Pivot	Handle large volumes of data from several sources in a single Excel file, perform powerful data analysis and create a sophisticated data model. Then, learn to summarize the data through Pivot Tables and Pivot Charts.
Creating Interactive Dashboards in Excel	Learn how to present your data in an Excel dashboard visually. Learn all the Excel features needed to analyze, summarize and display your information using a visual decision-making tool.

AND choose one of the following electives:

Course Name	Benefit to You
Coming October 2022 Custom Data Visualizations in Excel	Create next-level dashboards by creating beautiful, customized charts using Excel's graphics tools. Motivate action using powerful visualizations such as Speedometer Charts, Animated Spheres, Battery Charts, and Heat Maps.
Advanced Formulas and Functions	Learn how to use Date, Logical, Lookup, Text, Math, Statistical, and Database Functions and understand Array

	formulas. Gain a deeper understanding of how to use Excel as a dynamic and powerful analytics tool.
Mastering Charts and Graphs in Excel	Learn the key principles of data visualizations and gain comfort with Excel's tools like formatting options and custom templates. Gain expertise on all the chart types within Excel, from Pies, Columns, and Line Charts to more advanced options like Histograms, Waterfalls, and Geospatial Heat Maps.

Package C: The Office Basics

YOU ARE: Someone who uses many of Microsoft's products, but needs help using them to their full potential.

KEY RESULTS: Choose four courses that best match your needs to power up your workday.

PRICE: \$1050 plus HST

Choose any four of the following courses:

Course Name	Benefit to You
Excel Level 1	Become comfortable creating, editing and formatting worksheets and workbooks. Learn great tips to become more efficient and familiarize yourself with formulas, functions, and cell references.
Excel Level 2	Gain an understanding of using advanced Excel formulas and functions and how to enhance spreadsheets with data tables, data filtering, and charts and graphs.
Excel Level 3	Streamline your workflow by automating tasks through Conditional Formatting and Macros. Advance your data analysis through Pivot Tables, Pivot Charts, and Slicers. Work with multiple workbooks through linking and data consolidation.
Word Level 1	Learn how to use Word to create and edit simple documents, format documents, add lists and design elements, and preview and print your documents.
Word Level 2	Improve your understanding of Word by learning how to create custom templates, organize information into tables,



	insert and modify charts, add visual elements, organize and arrange content, and merge documents.
<u>Word Level 3</u>	Learn how to create and work with lengthy documents, use Word's reference tools, collaborate with others and create forms and macros.
<u>PowerPoint Level 1</u>	Create presentations using a variety of slide layouts and content, including the use of slide transitions and basic animation skills.
<u>PowerPoint Level 2</u>	Learn more of the advanced tools and techniques available to create customized design templates and to modify presentations using tools such as slide masters and advanced animation.
<u>Outlook Level 1</u>	Feel completely comfortable with using and customizing the Outlook interface, creating and sending messages, managing contacts, using the calendar, managing tasks, and using notes.
<u>Outlook Level 2</u>	Become comfortable in configuring advanced message options, using advanced message management options, managing activities using tasks, editing electronic business cards, sharing your workspaces with others and managing email security.
<u>Teams Complete</u>	Increase your productivity, communication, and flexibility as you acquire the skills you need to create and manage teams, share ideas quickly, communicate with chats, audio, or video, schedule meetings, and even add apps to integrate other services.

Leadership Packages

At Great Canadian Training, we want your management team to feel more confident, impactful and well-rounded as a leader.

All of our packages are built around the LEAD template. This proprietary template has a proven record of helping all leaders – established and new – feel prepared and confident leading their organizations, no matter what curveballs come their way!

Instead of simply bundling classes, we have curated a hands-on, results-focused experience. We included many benefits designed to guide leaders through their journey to becoming more effective, productive and inspiring.

Your package includes:

- Live “Welcome Webinar” to offer guidance on goals and objectives, meet other leaders and answer any questions
- Post-training 1:1 coaching
- Coaching support through the series
- Certificate of completion
- An opportunity to be a guest on “The Great Canadian Leadership Podcast”

The courses in your leadership package must be completed within six months of your first session.

Select your package below:

- A. LEAD with Trust
- B. LEAD Strong Teams
- C. LEAD with Executive Presence
- D. LEAD Effective Presentations
- E. LEAD Your Own Path

Package A: LEAD with Trust

YOU ARE: A new or seasoned manager who would like to build on your skills and leadership capabilities.

KEY RESULTS: Gain clarity on your role within your organization and how to handle the opportunities and challenges that come with managing others. This package will give you the skills, tools, and mindset to grow your leadership capabilities and balance your growing team's tasks and priorities.

PRICE: \$2,895 plus HST

Required Courses:

Course Name	Benefit to You
Take the Stress Out with Great Time Management	Become better organized, work at peak efficiency, feel less stressed and more in control.
Be a Leader, Not a Boss – Managing in the Modern Workplace	Understand leadership, hone your team building and communication skills, improve how you give feedback and inspire your team.
Great Leadership Conversations Means Feedback	Learn to create more trust and connection and give effective feedback that promotes growth.

AND focus your learning with one of the following electives:

Course Name	Benefit to You
Understanding and Developing Effective Communication Strategy Skills	Improve your communication skills - develop strategies to communicate clearly and create an open, collaborative environment.
Emotional Intelligence – The Path to Professional Success	Understand how to manage your team's emotions - including your own – to set the tone for strong working relationships.



PACKAGE B: LEAD Strong Teams

YOU ARE: A leader or manager who wants to help their team collaborate and communicate more effectively, as well as help each member to bring their best self.

KEY RESULTS: Understand how team members work as a collective, how to overcome common obstacles and become a high-functioning and productive group that achieves its goals.

PRICE: \$2,895 plus HST

Required Courses:

Course Name	Benefit to You
Building and Leading Great Teams	Gain the skills to build and lead your successful and collaborative team.
Conflict Be Gone – Navigating Difficult Conversations	Become comfortable, develop a confident approach when faced with difficult conversations, and learn how to navigate conflict.
Great Leadership Conversations Means Feedback	Learn to create more trust and connection and give effective feedback that promotes growth.

AND choose one of the following electives:

Course Name	Benefit to You
Delegation: The Art of Delegating Effectively	No one can do it all – master the challenge of effectively and adequately delegating tasks.
Lights, Camera, Action – Mastering the Art of Virtual Facilitation	Perfect for the leader of a remote or hybrid team, make your virtual sessions and meetings more engaging and interactive.
<p style="text-align: center;">Coming October 2022</p> <p>Become a Great Team with Microsoft Teams and Team Building</p>	Leading a great team means having the right skills, tools and strategies. Use the features of Microsoft Teams and top team-building practices to strengthen your team.



Package C: LEAD with Executive Presence

YOU ARE: A leader who wants to further grow your leadership abilities and make a real and lasting impact on your team.

KEY RESULTS: Build upon your foundation of existing leadership qualities and address any gaps within your skills, mindset or implementation. Expand your presence and impact within your organization.

PRICE: \$2,895 plus HST

Required Courses:

Course Name	Benefit to You
Performance Reviews Done Well	Understand the importance of a performance review process in setting standards and learn how to guide your employees on their career paths.
Take the Stress Out with Great Time Management	Become better organized, work at peak efficiency, feel less stressed and more in control.
Emotional Intelligence – The Path to Professional Success	Understand how to manage your team’s emotions - including your own – to set the tone for strong working relationships.

AND choose one of the following electives:

Course Name	Benefit to You
Conflict Be Gone – Navigating Difficult Conversations	Become comfortable and develop a confident approach when faced with difficult conversations and learn how to navigate conflict.
Inspire and Deliver Great Presentations	Become a more compelling and confident presenter who can deliver an impactful message clearly.



PACKAGE D: LEAD Effective Presentations

YOU ARE: A leader who must present and facilitate with confidence and clarity to internal/external stakeholders.

KEY RESULTS: Develop strong presentation skills for virtual, hybrid and in-person audiences. Present your ideas effectively and clearly. Use these skills and techniques to influence others and motivate your audience to action.

PRICE: \$2,895

Required Courses:

Course Name	Benefit to You
Lights, Camera, Action – Mastering the Art of Virtual Facilitation	Perfect for the leader of a remote or hybrid team, make your virtual sessions and meetings more engaging and interactive.
Inspire and Deliver Great Presentations	Become a more compelling and confident presenter who can deliver an impactful message.
Take 2 – Taking Virtual Facilitation to the Next Level	Become a master at creating collaborative and engaging virtual sessions.

AND choose one of the following electives:

Course Name	Benefit to You
Coming October 2022 Become a Great Presenter with PowerPoint and Presentation Skills	Combine the features of Microsoft PowerPoint with the ability to capture your audience. Look and sound great when you give your next presentation!
Mastering the Art of Facilitation	Lead effective meetings or presentations in person with expertise and achieve creative solutions and consensus.

PACKAGE E: LEAD Your Own Path

YOU ARE: A leader who needs to build your leadership skills but feels like an “a la carte” approach works best.

KEY RESULTS: Choose the courses that best match your needs to become the leader you aspire to be.

PRICE: \$2,995 plus HST

Choose any four of the following courses:

Course Name	Benefit to You
<u>Take the Stress Out with Great Time Management</u>	Become better organized, work at peak efficiency, feel less stressed and more in control.
<u>Be a Leader, Not a Boss – Managing in the Modern Workplace</u>	Understand leadership, hone your team building and communication skills, improve how you give feedback and inspire your team.
<u>Great Leadership Conversations Means Feedback</u>	Learn to create more trust and connection and give effective feedback that promotes growth.
<u>Understanding and Developing Effective Communication Strategy Skills</u>	Improve your communication skills - develop strategies to communicate clearly and create an open, collaborative environment.
<u>Emotional Intelligence – The Path to Professional Success</u>	Understand how to manage your team’s emotions - including your own – to set the tone for strong working relationships.
<u>Building and Leading Great Teams</u>	Gain the skills to build and lead your successful and collaborative team.
<u>Conflict Be Gone – Navigating Difficult Conversations</u>	Become comfortable, develop a confident approach when faced with difficult conversations, and learn how to navigate conflict.
<u>Inspire and Deliver Great Presentations</u>	Become a more compelling and confident presenter who can clearly deliver an impactful message.



<u>Performance Reviews Done Well</u>	Understand the importance of a performance review process in setting standards and learn how to guide your employees on their career paths.
<u>Lights, Camera, Action – Mastering the Art of Virtual Facilitation</u>	Perfect for the leader of a remote or hybrid team, make your virtual sessions and meetings more engaging and interactive.
<u>Take 2 – Taking Virtual Facilitation to the Next Level</u>	Become a master at creating collaborative and engaging virtual sessions.
<u>Mastering the Art of Facilitation</u>	Lead effective meetings or presentations in person with expertise and achieve creative solutions and consensus.
<u>Delegation: The Art of Delegating Effectively</u>	No one can do it all – master the challenge of effectively and adequately delegating tasks.

Please reach out to us at 416-264-6247 | 613-235-6161 | 1-833-209-2624 or
info@greatcanadiantraining.ca to purchase your package.