

Southeast College Microcredentials for Business

Students can learn key skills in demand from the labour market, with short, focused programs that are designed with industry needs at the forefront.

Microcredentials are:

- A short, focused workshop that earns one Badge of the four needed to earn a Professional Microcredential.
- Targeted learning that allows students to complement experience or education already on their resume.
- In short, they:
 - enhance employability,
 - verify an existing skillset,
 - increase proficiency for current or future roles.



The Details:

- 8 hours of Live instruction per class
- Log in from your work computer or home office
- Each completed class rewarded a Badge
- Time: Tues/Wed 8:30 am –12:30 pm
- Cost: \$150 per class or 4 classes/\$500

Contact Southeast College OneStop Associate for registration 1-866-999-7372



Professional Microcredentials are recognized within industry. The Badge is shareable and can be added to resumes, LinkedIn profiles or professional portfolios.

www.southeastcollege.org/microcredentials

Southeast College Microcredentials may be eligible for provincial funding under the RSTS and Can-Sask Training Grant programs. Contact consultant@southeastcollege.org with questions.

2022/23 Microcredentials for Business

- Take one class or a full Microcredential
- Contact Southeast College OneStop Associate for registration 1-866-999-7372

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| Communication for Business Microcredential | Full Microcredential: \$500 Individual Classes: \$150 |
| <i>Gain new tools to apply a professional approach to office communication, both written and verbal, as well as emerging skills such as conflict resolution and public relations.</i> | Tues/Wednesday mornings: 8:30 – 12:30 |
| Communication Strategies | Nov 1/2 |
| Conflict Resolution and Dealing with People | Jan 10/11 |
| Business Writing | Feb 14/15 |
| Media and Public Relations | March 7/8 |

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| Introduction to Office Management Microcredential | Full Microcredential: \$500 Individual Classes: \$150 |
| <i>This Microcredential is for those moving into a professional office environment, where management skills such as supervising others and time management are key to leveling up.</i> | Tues/Wednesday mornings: 8:30 – 12:30 |
| Customer Service and Engaging the Public | Oct 25/26 |
| Time Management | Nov 22/23 |
| Introduction to Supervising Others | Dec 6/7 |
| Critical Thinking | Dec 13/14 |

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| Advanced Office Management Microcredential | Full Microcredential: \$500 Individual Classes: \$150 |
| <i>This Microcredential will build on existing management skills, to enable learners to become more effective leaders and teammates.</i> | Tues/Wed. mornings: 8:30 – 12:30 |
| Leadership and Influence | Nov 8/9 |
| Teamwork and Teambuilding | Jan 17/18 |
| Supervisory Skills (new) | Feb 7/8 |
| Performance Management | Feb 28/March 1 |

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| Municipal Management Microcredential | Full Microcredential: \$500 Individual Classes: \$150 |
| <i>Acquire skills relating directly to managing in the municipal realm, such as developing leadership and accompanying soft skills.</i> | Tues/Wed. mornings: 8:30 – 12:30 |
| Leadership and Influence | Nov 8/9 |
| Time Management | Nov 22/23 |
| Introduction to Supervising others | Dec 6/7 |
| Conflict Resolution and Dealing with People | Jan 10/11 |

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