



NLC Continuing Education

[For pricing, visit ce.nlc.bc.ca](http://ce.nlc.bc.ca)

POWER SKILLS

Stress Management (Free Enrollment until August 31, 2020)

Time Management

Assertiveness/Self Confidence

Creative Problem Solving

Critical Thinking

Managing Personal Finances

Goal Setting and Getting Things Done

Health and Wellness at Work (coming soon)

Organizational Skills (coming soon)

Communication Strategies (coming soon)

Civility in the Workplace (coming soon)

Conflict Resolution (coming soon)

OFFICE SKILLS

Keyboarding

Computer Skills for the Workplace

Introduction to PC Trouble Shooting

	ONLINE SELF DIRECTED *Self-Paced *Enroll any time	ONLINE THIRD PARTY *Scheduled Instructor lead *or self paced	VIRTUAL FACE TO FACE *Scheduled virtual classes *Customized Training available	NLC CUSTOMIZED ADD ONS *Tutoring & Check in * Course support
Stress Management (Free Enrollment until August 31, 2020)	●		●	●
Time Management	●		●	●
Assertiveness/Self Confidence	●		●	●
Creative Problem Solving	●		●	●
Critical Thinking	●		●	●
Managing Personal Finances	●		●	●
Goal Setting and Getting Things Done	●		●	●
Health and Wellness at Work (coming soon)	●		●	●
Organizational Skills (coming soon)	●		●	●
Communication Strategies (coming soon)	●		●	●
Civility in the Workplace (coming soon)	●		●	●
Conflict Resolution (coming soon)	●		●	●
Keyboarding		●		●
Computer Skills for the Workplace		●		●
Introduction to PC Trouble Shooting		●		●

	ONLINE SELF DIRECTED	ONLINE THIRD PARTY	VIRTUAL FACE TO FACE	NLC CUSTOMIZED ADD ONS
<u>OFFICE SKILLS con't</u>				
Admin Assistant Applications		●		●
Admin Assistant Fundamentals		●		●
Effective Business Writing		●		●
Medical Terminology		●		●
<u>FINANCIAL</u>				
Sage 50 Accounting			●	
<u>HOSPITALITY</u>				
Front Desk Representative			●	
Guestroom Attendant			●	
Kitchen Cook			●	
Breakfast Attendant			●	
Restaurant Server			●	
Maintenance Worker			●	
<u>INFORMATION TECHNOLOGY</u>				
Introduction to Networking		●		●
Intermediate Networking		●		●
Introduction to PC Security		●		●
Advanced PC Security		●		●

	ONLINE SELF DIRECTED	ONLINE THIRD PARTY	VIRTUAL FACE TO FACE	NLC CUSTOMIZED ADD ONS
<u>SAFETY</u>				
Food Safety Level 1		●		●
Confined Spaces Safety Awareness		●		●
Pipeline Construction Safety Training		●		●
Tansportation of Dangerous Goods		●		●
WHMIS - Workplace Hazardous Materials Information System		●		●
Hours of Service		●		●
Ground Disturbance		●		●
<u>BASIC SECURITY</u>				
JIBC Basic Security		●		●
<u>CUSTOMER SERVICE</u>				
Customer Service			●	
Handling a Difficult Customer			●	
Cashier Fundamentals			●	