![mitacs logo]

Mitacs Professional development Curriculum

Eight distinctive course bundles form the core of our offerings, comprising a total of eight online self-paced courses and seven instructor-led courses.

● Online Course
● Instructor Led Course

Project and Time Management
Spur up your project and time management skills **180min**
Project and time management **120min**

Reconciliation and EDI
Fostering a culture of reconciliation, equity, diversity, and inclusion **60min**
Incorporating reconciliation, equity, diversity, and inclusion into your project **90min**

Networking Skills
Advance your reach **90min**
Building your project network map **120min**

Career Planning
Boost your career **90min**
Mastering the elevator pitch **120min**

Communication Skills
Enhance your communication skills **120min**
Refined project communication plan **120min**

Mitacs
Training Curriculum

Leadership Skills
High performing leadership and teams **90min**
Applying the principles of sound leadership and team building **90min**

R&D Management
Research and development management **120min**

Writing and Presentation Skills
Refine your writing and presentation skills **90min**
Framing your project in a masterful presentation **120min**

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WHAT IS THE PROFESSIONAL DEVELOPMENT PROGRAM?

Mitacs's professional development program is designed to improve upon the five main core competencies listed below and is facilitated by industry leaders.

This program is designed to provide support for university students and Mitacs program participants as they complete their research projects, prepare to take on a leadership role in their industry and improve employability in their respective fields.

Professional & career fundamentals	Interpersonal skills	Communication

Leadership & management	Intrapreneuralism

INSTRUCTORS

Mitacs's professional development sessions are led by certified experts, including master educators, award-winning speakers, executive coaches, consultants, project managers, entrepreneurs, and creative professionals.

The live workshops offered by Mitacs Skills Training are vibrant, insightful, hands-on, and dedicated to linking practical knowledge with real-world implementation and human comprehension.

WHO IS ELIGIBLE TO REGISTER ?

- ✓ All participants in all Mitacs programs
- ✓ All graduate students of all levels, all current students at Canadian academic institutions
- ✓ All students who have completed a degree within the past two years

WHAT ARE THE PROGRAM BENEFITS?

Professional development courses fuel career growth, enhance skills, foster networking, and promote overall personal and professional advancement. Instructor-led sessions offer a structured and interactive learning environment, providing expert guidance, real-time feedback, customization, and opportunities for networking and engagement.

- **Flexibility:** Participants have the freedom to learn at their own pace, accommodating participants in various time zones and those with diverse work schedules

- **Accessibility:** Learners with different learning styles, preferences, and time constraints can benefit from self-paced courses, promoting inclusivity. Enhanced accessibility with animations and subtitles to support learning.

- **Networking Opportunities:** Foster a sense of community through group discussions and activities in virtual instructor-led courses.

- **Expert guidance:** Certified experts lead courses, ensuring structured learning experiences and covering essential content.

- **Interactive learning and Real-time feedback:** Get personalized guidance from instructors, addressing questions on the spot for a dynamic learning experience.

- **Increased employability:** Continuously updated skills and knowledge make individuals more attractive to employers.

- **Free access** for: Canadian university students of all levels, Mitacs program participants and recent graduates

- **Bilingual** language options

- **Certification:** Upon successful completion of any of our professional development courses, a certificate will be awarded for the respective course bundle.

HOW TO REGISTER?

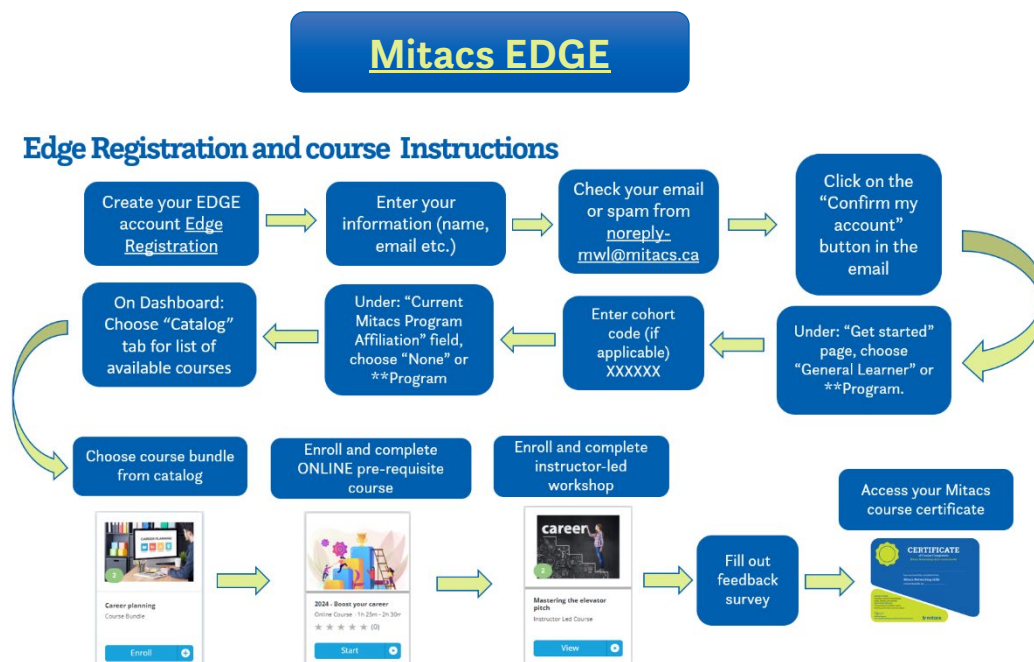If you don't have an EDGE account yet, please make sure you create one by following the steps below:

- ❖ Create an account: **Edge Registration (mitacs.ca)**
- ❖ Click on "**Create an account**" and provide your details.
- ❖ Check your email (noreply-mwl@mitacs.ca) for a confirmation message; find it in your spam folder if needed.
- ❖ Click on the "**Confirm my account**" in the email.
- ❖ On the "**Get started**" page:
  - o Choose "**Mitacs program participant**" if applicable (e.g. Accelerate, Elevate, Globalink, BSI).
  - o Otherwise, select "**General learner**" or specify your program
- ❖ Fill out the necessary information on the following page.
- ❖ If you have a cohort code, enter it; otherwise, leave the field blank.
- ❖ Under "Current Mitacs Program Affiliation":
  - o For Mitacs program participants, select the relevant program (Elevate/CSPF/Globalink).
  - o For general learners, choose "**None**".
- ❖ Once on your dashboard, navigate to the "**Catalogue**" tab to view available course bundles.

Mitacs EDGE

Edge Registration and course Instructions

Create your EDGE account Edge Registration → Enter your information (name, email etc.) → Check your email or spam from noreply-mwl@mitacs.ca → Click on the "Confirm my account" button in the email

On Dashboard: Choose "Catalog" tab for list of available courses ← Under: "Current Mitacs Program Affiliation" field, choose "None" or **Program ← Enter cohort code (if applicable) XXXXXX ← Under: "Get started" page, choose "General Learner" or **Program.

Choose course bundle from catalog → Enroll and complete ONLINE pre-requisite course → Enroll and complete instructor-led workshop → Fill out feedback survey → Access your Mitacs course certificate
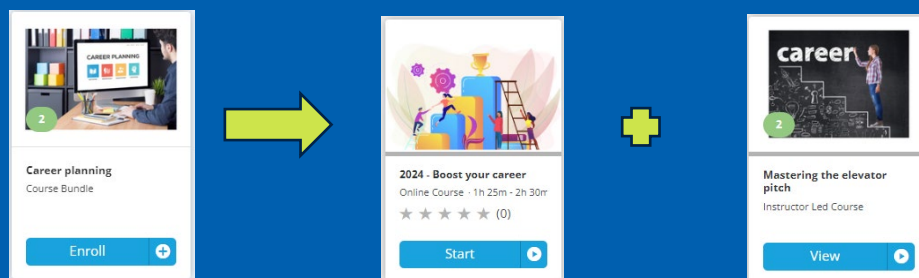
MITACS COURSE DESCRIPTIONS

Note: Each course bundle includes an interactive instructor-led workshop following an online self-paced course.

Career planning (Course bundle)
Course and workshop description

Boost your career Self-paced e-learning ~ 1hrs -1h30	*NOTE: This is a pre-requisite online session for:* ***Mastering the elevator pitch*** Details Moving from academia to the business world is not always an easy transition. This course helps you identify and highlight your transferrable skills. This includes how best to present your skills and become adept at job search strategies and networking to better prepare you for a job in your field of expertise. There are two self-paced online units in this course. They are: • Unit 01: Professional development plan • Unit 02: Ready, set, get recruited Learning outcomes: 1. Identify transferable skills for your resume in a non-academic career. 2. Explore non-academic career paths aligned with your educational background. 3. Identify core skills and competencies to confidently present in interviews.
Mastering the elevator pitch	Audience Learners that have completed the online course ***Boost your career*** Details: Create a personalized plan for your goals in this course by developing your Individual Development Plan (IDP). Identify your objectives, competencies, interests, and strategies for growth, resulting in a tangible plan to achieve your

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Instructor-led workshop (Virtual) ~ 2h30 – 3hrs	aspirations. In the facilitated session, you'll concentrate on core skills and their relevance in chance encounters with hiring managers and interviews after reviewing the fundamentals. Learning objectives: 1. Identify transferable skills for a non-academic career path 2. Identify core skills and competencies for an interview 3. Identify which of their core skills are transferrable among industries

Communication skills (Course bundle)

Course and workshop description
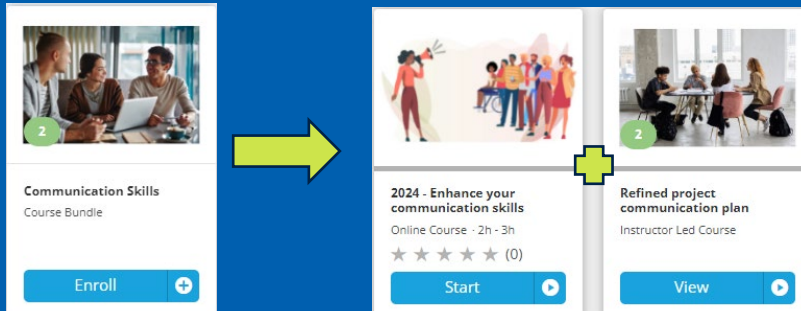
Enhance your communication skills Self-paced e-learning ~ 2hrs	*NOTE: This is a pre-requisite online session for*: ***Refined project communication plan*** Details Effective communication is crucial in various aspects of life. This course focuses on enhancing your communication skills, specifically in a private sector setting. It covers core elements of effective communication and teaches how to craft project messages, essential for reaching audiences, gaining buy-in, partners, and funding. There are two self-paced online units in this course: • Unit 01: Principles of effective communication • Unit 02: Shaping your project's message Learning outcomes: 1. Identify key communication elements impacting credibility. 2. Create tailored content for specific audiences and purposes. 3. Summarize and explain complex concepts to specialists and non-specialists. 4. Differentiate communication expectations between research communities and private sector managers. 5. Develop a project communication plan, emphasizing the unique value proposition.
Refined project communi-	Audience Learners that have completed the online course ***Enhance your communication skills*** Details: For transparently sharing your value proposition, aligning teams, and enhancing project communication, a communications plan is crucial. This hands-on course

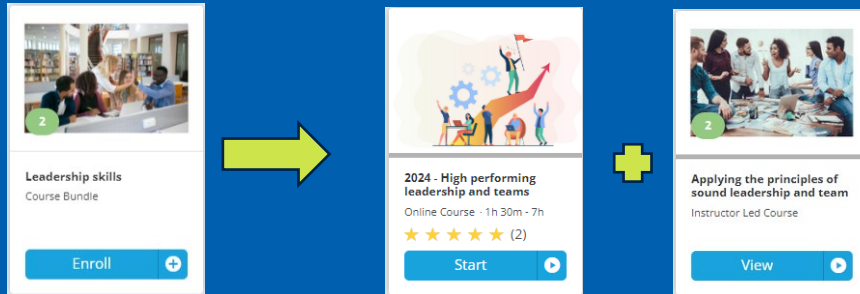|	
cation plan **Instructor-led workshop (Virtual)** ~ 2h30 – 3hrs	teaches the essential components and guides you in building a communications plan. Collaborate with peers to evaluate and share findings. In the facilitated session, present your project communications plan and receive feedback from peers and the facilitator. Learning objectives: 1. Identify key communication elements impacting credibility 2. Create audience-tailored content for your purpose 3. Summarize key points and explain complex concepts 4. Differentiate communication expectations between research and industry. 5. Develop a communication plan for your project

Leadership skills (Course bundle)

Course and workshop description

High-performing leadership and teams

Self-paced e-learning ~ 1hrs -1h30

NOTE: This is a pre-requisite online session for: ***Applying the principles of sound leadership and team building***

Details

Explore the critical role of leadership in cultivating a positive workplace culture in this course, applicable across public, for-profit, and not-for-profit sectors. Emphasis will be on leadership's impact on team dynamics and how effective leaders motivate and inspire employees at every organizational level.

There are two self-paced online units in this course. They are:

- Unit 01: Leadership and team working
- Unit 02: Leading teams

Learning outcomes

Upon successful completion of this course, you will be able to:

1. **Describe the qualities and skills of effective leaders today.**
2. **Explain leadership styles.**
3. **Describe how you can be a leader in your own organization to support the business objectives.**
4. **List the characteristics of successful teams.**
5. **Explain how to ensure an inclusive workplace.**
6. **Identify burnout and stress.**
7. **Build on the interpersonal course by digging deeper into conflict management, avoidance and progressive principles.**

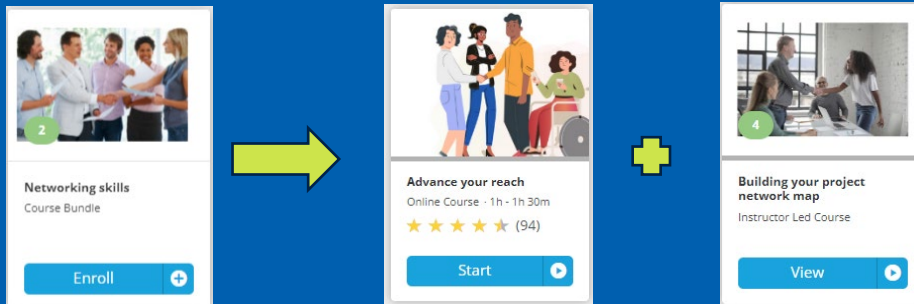|	
Applying the principles of sound leadership and team building **Instructor-led workshop (Virtual)** ~ 2h30 – 3hrs	Audience Learners that have completed the online course *High performing leadership and teams.* Details Differentiate between management and leadership in this course, emphasizing development and empowerment. Explore effective leadership principles, styles, traits, and their impact on team dynamics and project outcomes. Adept leaders are crucial for fostering strategic thinking, innovation, and decisive action in a competitive environment. In the facilitated session, apply foundational knowledge by identifying and critiquing leadership styles in demonstrated video scenarios. Learning objectives: 1. **Describe the qualities of effective leaders.** 2. **Explain the various leadership styles.** 3. **Describe how you can be a leader in your own organization.** 4. **List the characteristics of successful teams.** 5. **Explain how to ensure an inclusive workplace.** 6. **Identify burnout and stress in your team.** 7. **Understand the details of conflict management and avoidance.**

Networking skills (Course bundle)

Course and workshop description

Advance your reach

Self-paced e-learning ~ 1hrs -1h30

*NOTE: This is a pre-requisite online session for: **Building your project network map.***

Details

Networking is crucial for job searches and career advancement. This course aids in refining your online profile to enhance connections, positioning you for success when recruiters reach out.
There are three self-paced online units in this course:
- Unit 01: Your LinkedIn
- Unit 02: Networking with purpose
- Unit 03: Being recruited

Learning outcomes

Upon successful completion of this course, you will be able to:
1. **Have the skills to transition to a new role.**
2. **Set network goals.**
3. **Make your LinkedIn profile work for you.**
4. **Network with positive results.**
5. **Position yourself for a job in industry.**

Building your project network map

Audience:
Learners that have completed the online course ***Advance your reach.***

Details

In a competitive market, proactive networking is essential. This hands-on course guides you in planning and constructing your project network map. Learn strategies for organizing contacts, filling gaps, and expanding your network. In the session, develop skills to create a comprehensive project network map, identifying key decision-makers, influencers, finances, and users throughout all project phases, through collaborative brainstorming with your peers.

Learning objectives:
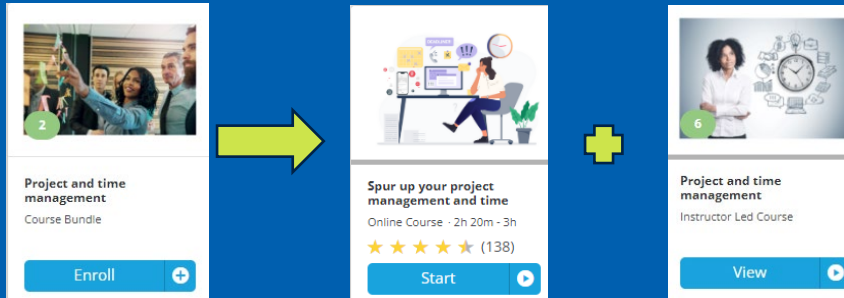1. **Learn the skills to transition to a new role.**

Instructor-led workshop (Virtual) ~ 2hrs – 3hrs	2. Set network goals.
	3. Make your LinkedIn profile work for you.
	4. How to network with positive results for your project and career.
	5. How to position yourself for a job in industry.

Project and time management skills (Course bundle)

Course and workshop description

Spur up your project management and time management skills Self-paced e-learning ~ 2hrs -2h30	*NOTE: This is a pre-requisite online session for : Project and time management.* ### Details Managing our time wisely helps to reduce stress by organizing and prioritizing your tasks. In this course, you'll learn time and project management techniques and tips that can increase your performance. You'll also assess your personal challenges and learn how to stop time-wasting behaviours so that you can use your time more effectively. There are three self-paced online units in this course: • Unit 01: Time management • Unit 02: Project management • Unit 03: Master your project ### Learning outcomes Upon successful completion of this course, you will be able to: 1. **Utilize time management strategies to be more effective and efficient on the job and when working remotely.** 2. **Describe different ways to manage email and use a calendar to schedule tasks.** 3. **Articulate the importance of managing stress to improve personal productivity.**
Project and time management Instructor-led workshop (Virtual)	**Audience** Learners that have completed the online course *Spur up your project management and time management skills.* ### Details To guide your teams effectively, adopt project and time management tools. This course emphasizes practicing project status reports and project plans for organizing, managing, and sharing work. These skills enhance focus, alignment,

~ 2hrs – 3hrs	and efficiency. The facilitated session allows you to practice delivering project status updates to stakeholders, presenting to small groups, and receiving peer feedback. Learning objectives: 1. **Utilize time management strategies to be more effective when working remotely.** 2. **Manage email and calendar scheduling.** 3. **Articulate the importance of managing stress to improve productivity.** 4. **Understand the principles behind Waterfall and Agile project management.** 5. **Be able to complete a project charter, a project plan, and the Mitacs project costing template.**

Reconciliation & EDI (Course bundle)

Course and workshop description

Fostering a culture of reconciliation, equity, diversity, and inclusion Self-paced e-learning ~ 1hrs	*NOTE: This is a pre-requisite online session for : **Incorporating reconciliation, equity, diversity, and inclusion into your project*** **Details** Everyone contributes to fostering equity, diversity, and inclusion, as well as working towards reconciliation. This course promotes essential ideas for building a healthy and thriving professional community. Graduates, often assuming leadership roles, must be ready to implement the Truth and Reconciliation Commission's 94 Calls to Action in their positions. There is one self-paced online unit in this course: • Unit 01: Reconciliation, equity, diversity, and inclusion **Learning outcomes:** 1. Explain why reconciliation and equity, diversity, and inclusion (REDI) actions are needed 2. Articulate the concepts of reconciliation and EDI (REDI) in your workplaces 3. Recognize situations where increased REDI is needed 4. Describe how you can play a role in improving REDI 5. Recognize and implement ways to break down cultural barriers and foster a diverse, inclusive workplace
Incorporating reconciliation, equity, diversity, and	**Audience** Learners that have completed the online course *Fostering a culture of reconciliation, equity, diversity, and inclusion.* **Details** As a thought leader, prioritize equity, diversity, inclusion, and reconciliation efforts. This course allows you to reflect on and develop strategies for

inclusion into your project **Instructor-led workshop (Virtual)** ~ 2h30 – 3hrs	integrating REDI principles into your project, fostering impactful systemic and behavioral changes. Identify reconciliation, equity, diversity, and inclusion considerations for your project, discuss their incorporation into the project plan, and address these principles within the project team's composition and methodology. Learning objectives: 1. **Explain why reconciliation and equity, diversity, and inclusion are needed principles in professional and personal life** 2. **Articulate the concepts behind reconciliation and EDI** 3. **Recognize situations where increased reconciliation and EDI are needed** 4. **Describe how you can play a role in improving reconciliation and EDI** 5. **Recognize and implement ways to break down cultural barriers and foster a diverse, inclusive workplace**

Writing and presentation skills (Course bundle)

Course and workshop description

Refine your writing and presentation skills Self-paced e-learning ~ 1h30	*NOTE: This is a pre-requisite online session for:* ***Framing your project in a masterful presentation*** ## Details As a technical expert, your communication may surpass the understanding of non-technical readers. This course refines your approach to effectively connect with a broader audience. Building on the foundation laid in the "Enhance your Communication Skills" course, which covered strategic communication components, this course specifically delves into writing business reports, delivering presentations, and creating a pitch deck. There are two self-paced online units in this course: • Unit 01: Writing skills • Unit 02: Impactful presentations ## Learning outcomes: Upon successful completion of this course, you will be able to: 1. Differentiate between public sector (academic) and private and not-for-profit sector written materials. 2. Write a business report. 3. Identify and create appropriate content tailored to the audience and know the purpose of a presentation. 4. Structure your presentation. 5. Utilize appropriate verbal and non-verbal communication techniques. 6. Develop a pitch deck for your project. 7. Demonstrate polished writing skills aligned with document purpose and intended audience.

Framing your project in a masterful presentation **Instructor-led workshop (Virtual)** ~ 2h30 – 3hrs	**Audience** Learners that have completed the online course ***Refine your writing and presentation skills.*** **Details** In a five-minute pitch for your project or ideas, this course guides you to ensure a successful delivery. Emphasizing pitch fundamentals, development, delivery, and feedback, you'll gain the skills to captivate even the toughest audiences. In the facilitated session, craft a 10-minute pitch presentation with a 5-minute Q&A, receiving valuable feedback from your group peers. **Learning objectives:** 1. Differentiate between public and private sector writing. 2. How to write a business report. 3. Identify and create appropriate content tailored to audience and purpose. 4. Structure your presentation. 5. Convey appropriate verbal and non-verbal communications. 6. Develop a pitch deck. 7. Demonstrate refined writing skills.

Research and development management (Self-paced only)

Course description

Self-paced e-learning ~ 2hrs	**Details** Having knowledge of business models and processes is fundamental to effective research and development management. This course looks at the fundamentals of business operations and explores the value of taking an intrapreneurship approach to business development. There are three self-paced online units in this course. They are: • Unit 01: Understanding business • Unit 02: Refining your proposal • Unit 03: Entrepreneuralism **Learning outcomes** Upon successful completion of this course, you will be able to: 1. Describe how to read corporate financial reports such as a balance sheet and income statement 2. Explain the value of business development and intrapreneurialism in the workplace 3. Describe how to build a team for success 4. Identify strategies to gather market intelligence 5. Describe how to encourage, be part of, and deliver the entrepreneurial and intrapreneurial spirit in a large organization

To sign up, or for future access to your account, please use this link:
https://edge.mitacs.ca.

Questions about the training program?

Please contact:

training@mitacs.ca

Want to create an Edge Account?

Please visit: Edge Registration (mitacs.ca)