Mitacs
Professional Development Curriculum

● **Online Course**
● **Instructor Led Course**

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

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

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

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**

Our courses surround eight unique themes or course bundles - consisting of eight online self-paced courses and seven instructor-led courses

Instructor Led Sessions – AUGUST 2023

Sign up for Mitacs facilitated sessions now to gain the soft skills needed to make your project a success!
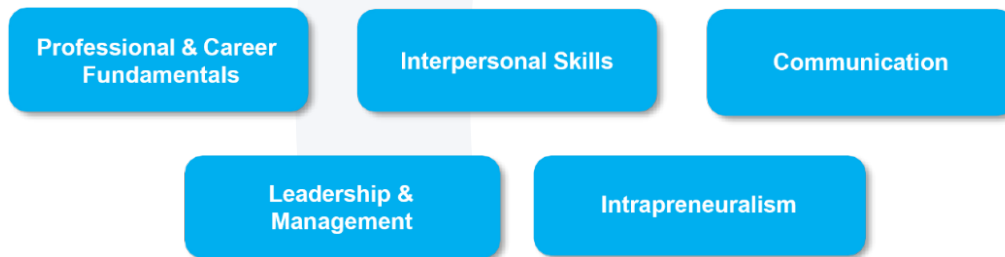
Complement your studies and hands-on training experience with professional development training from Mitacs. These courses, free of charge, will equip you with in-demand skills that will help you meet deadlines, communicate your ideas, and increase your employability. Our courses are organized in bundles, in which learners must complete a self-paced e-learning before registering for a facilitated session.

Each course is developed around one or more of the following competencies: Professional and Career Fundamentals, Interpersonal Skills, Communication, Leadership and Management, and Intrapreneuralism.

AUGUST Août   2023

Sunday / Dimanche	Monday / Lundi	Tuesday / Mardi	Wednesday / Mercredi	Thursday / Jeudi	Friday / Vendredi	Saturday / Samedi
*Please Note: Each course has an online pre-work component. See the Training curriculum graphic for course bundle names.		**1** Refined project communication plan 3:00pm - 5:00pm EDT	**2** Project and time management 10:00am-12:30 pm MDT	**3** Incorporating REDI into your project 10:00am - 12:30pm PDT	**4** Framing your project in a masterful presentation 10:00am - 1:00pm PDT	**5**
6	**7**	**8** Building your project network map 10:00am-12:30 pm EDT	**9**	**10** Mastering the elevator pitch 10:00am - 1:00pm EDT	**11** Project and time management 10:00am-12:30 pm PDT	**12**
13	**14** Refined project communication plan 2:00pm - 4:00pm EDT	**15** Framing your project in a masterful presentation 10:00am - 1:00pm EDT	**16** Building your project network map 12:00pm - 2:00pm EDT	**17** Applying the principles of sound leadership & team building 10:00am-12:30pm EDT	**18** **Intégrer la REDI dans votre projet 12h00 - 14h00 HNE	**19**
20	**21**	**22** Project and time management 3:00pm - 5:30pm EDT	**23** Applying the principles of sound leadership & team building 12:00pm - 2:30 pm ADT	**24**	**25** Refined project communication plan 10:00am-12:30pm EDT	**26**
27	**28** **L'art de l'argumentaire éclair 16h00 - 18h00 HNE	**29** Mastering the elevator pitch 10:00am - 1:00pm PDT	**30** Project and time management 4:00pm - 6:30pm EDT	**31** Incorporating REDI into your project 12:00pm - 2:30pm EDT	*Note : Chaque cours comporte un travail préalable à faire en ligne. Voir l'illustration qui présente le programme Perfectionnement pour connaître les noms des ensembles de cours. ** Session en français	

What is the professional development program?

Mitacs' 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

Mitacs course descriptions

Important: Please note that each course bundle has an online pre-work component which must be completed before the instructor led course.

Course Bundles	Course format	Course description
Networking skills		
Advance your reach	Self-paced (Online)	*Pre-work online session for: **Building your project network map.*** Most jobs are filled by those who have a contact at the firm. Networking cannot be underestimated when looking for employment or advancing your career and potential. This course helps you polish and structure your online profile to make better connections, so that when a recruiter calls, you're positioned for success.
Building your project network map	Instructor-led (Online)	In a competitive market, networking cannot be an afterthought. In this hands-on course you will plan and build your own project network map. You'll also learn strategies for organizing contacts, filling gaps, and making new contacts.
Project and time management skills		

Spur up your project management and time management skills	Self-paced (Online)	*Pre-work online session for:* ***Project and time management.*** 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.
Project and time management	Instructor-led (Online)	To be deliberate about where you are going, you need to adopt project and time management tools to steer the direction of your teams and work. In this course you will practice using project status and update reports along with a project plan to help organize, manage, and share your work. These are skills that will help you stay focused, gain alignment, and work efficiently.
Reconciliation & EDI		
Fostering a culture of reconciliation, equity, diversity, and inclusion	Self-paced (Online)	*Pre-work online session for:* ***Incorporating reconciliation, equity, diversity, and inclusion into your project.*** Everyone plays a role in augmenting equity, diversity, and inclusion, and implementing actions towards reconciliation. This course fosters ideas that are essential to a healthy and thriving professional community that reaches its full potential. Graduates often take on leadership roles in their organizations and must be prepared to apply the Truth and Reconciliation Commission's 94 Calls to Action in their roles.
Incorporating reconciliation, equity, diversity, and inclusion into your project	Instructor-led (Online)	As a thought leader, it is important for you to work towards equity, diversity, inclusion, and acts of reconciliation. This course provides you with the opportunity to reflect upon and devise strategies for implementing REDI into your project. These are powerful first steps that lead to systemic and behavioural changes.
Communication skills		
Enhance your communication skills	Self-paced (Online)	*Pre-work online session for:* ***Refined project communication plan.*** The ability to communicate is critically important to almost everything we do in all aspects of our lives. This course helps you build effective communication skills, particularly in a private sector environment. Not only will you look at the core elements of effective communications, but also how to shape project messaging. This is critical for reaching audiences, and for gaining buy-in, partners, and funding.

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Vancouver BC V6T 1Z3

Refined project communication plan	Instructor-led (Online)	To share your value proposition, provide transparency, and gain alignment on your teams and projects, a communications plan should be your tool of choice. In this hands-on course you will learn about the essential components of a communications plan, and then build a communications plan. You will collaborate with others to evaluate and share common findings and novel approaches.
Career planning		
Boost your career	Self-paced (Online)	*Pre-work online session for:* **Mastering the elevator pitch.** 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.
Mastering the elevator pitch	Instructor-led (Online)	Having a plan to advance your goals is invaluable. In this course you will develop your own Individual Development Plan (IDP) in which you'll identify your goals, competencies, interests, and development strategies. You'll end up with a concrete plan to help you reach your aspirations.
Leadership skills		
High performing leadership and teams	Self-paced (Online)	*Pre-work online session for:* **Applying the principles of sound leadership and team building.** Leadership is responsible for building a progressive culture that contributes to a positive, enjoyable workplace. In this course, you'll examine the significance of leadership at every level of an organization – whether in the public, profit, or not-for-profit sectors. Focus will be on the role of leadership in team dynamics and how good leaders motivate and inspire employees.
Applying the principles of sound leadership and team building	Instructor-led (Online)	Management focusses on execution, while leadership focusses on developing and empowering others. In this course you will discuss effective leadership principles and practices. You will explore various leadership styles, traits, and issues that can impact team dynamics and project outcomes. In a highly competitive world, good leaders are invaluable for encouraging strategic thinking, innovation, and action.
Writing and presentation skills		

Refine your writing and presentation skills	Self-paced (Online)	*Pre-work online session for: **Framing your project in a masterful presentation.*** As an expert with a strong technical understanding of your subject matter, you may overshoot your intended audience, as many readers won't have a technical background. This course helps you refine your communications approach to effectively reach your audience. Building upon the work you did in the course: Enhance your communication skills, where you explored the key components of communicating strategically, this course focusses on writing business reports, making presentations, and developing a pitch deck.
Framing your project in a masterful presentation	Instructor-led (Online)	If you had five minutes to pitch your project, vision, or ideas, how do you think you would do? This course will help you ensure that you'll be able to deliver your pitch successfully. With a focus on pitch fundamentals, development, delivery, and feedback, you'll have ample opportunity to work towards a winning over the toughest audiences.
Research and development management		
Research and development management	Self-paced (Online)	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.

What are the program benefits?

The professional development program is designed to provide practical experience in the following topics:

- ✓ Collaboratively plan a large, complex project
- ✓ Assess and prioritize project risks
- ✓ Assess and critique organizational cultures
- ✓ Adopt leadership styles based on the needs of the team
- ✓ Develop approaches for managing progress on projects
- ✓ Discriminate between different approaches for managing crisis in teams
- ✓ Develop strategies for effectively giving and receiving criticism
- ✓ Explores the value of taking an intrapreneurship approach to business development
- ✓ Craft a working environment that supports creativity and productivity

Who is Eligible?

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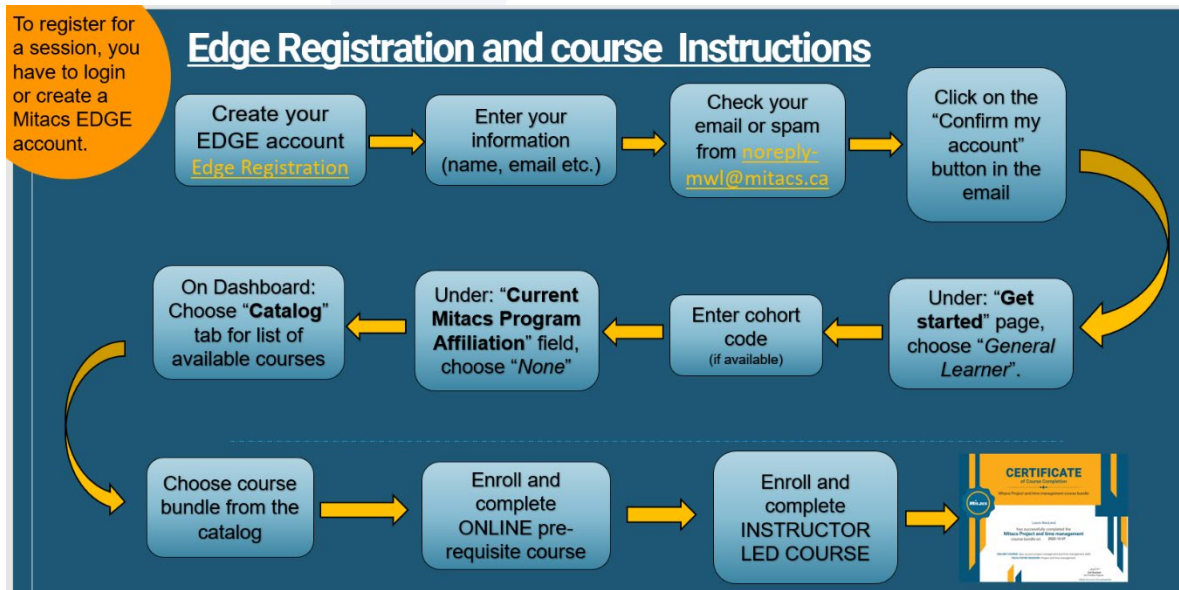- ✓ All students who have completed a degree within the past two years

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Where and When?

✓ Flexible course offerings online in **all Canadian time zones** and throughout the calendar year to accommodate student schedules

How do I access the courses?

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

- ➤ Link to create an account: Edge Registration (mitacs.ca)
- ➤ Click on "**Create an account**" and enter your information.
- ➤ You will receive an email confirming your account creation from noreply-mwl@mitacs.ca. If you haven't, please check your spam folder.
- ➤ Click on the "Confirm my account" button in the email.
- ➤ Under the "Get started" page:
    - ○ If you are a Mitacs program participant choose "Mitacs program participant" (e.g Accelerate, Elevate, Globalink, BSI).
    - ○ In you are a general learner choose "None".
- ➤ On the next page, fill out the required information.
- ➤ If you have a cohort code, enter it in the "Do you have a cohort code?" field. If not, leave the field blank.
- ➤ Under the "Current Mitacs Program Affiliation" field, choose the
    - ○ If you are a Mitacs program participant "Name of your Mitacs program" (Elevate/CSPF/Globalink)
    - ○ If you are a general learner just choose "General Learner".
- ➤ Once on your dashboard, click on the "Catalogue" tab to see the list of course bundles.

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)

🌐 Mitacs.ca   ☎ 1-833-364-8227

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