



Courses  
available in  
**French,  
Spanish,  
Tagalog.**

# CareersNOW! Online Job Ready Skills Training Courses

## Food and Beverage Processing Basics

### I AM FOOD: Introduction to the Industry

This course provides an introduction to the importance of Canadian food and beverage manufacturing industry, its size, opportunities, diverse demographics and work environment today.

3HRS

### Employer Employee Expectations

Canadian workplace culture requires individuals to be competent in speaking and listening; be respectful of cultural differences; dress appropriately for the work environment; and, work effectively with others.

2HRS

### Good Manufacturing Practices (GMPs)\*

This course will provide you with the knowledge and skills to understand how GMPs support the safe manufacturing of food and how to implement GMPs.

2HRS

### Sanitation Level 1\*

This course provides individuals with basic sanitation and cleaning knowledge. You will learn how to handle, prepare and store chemicals, and cleaning and sanitizing. Learning regulations and policies is an important aspect of this course.

3HRS

### Industrial Workplace Safety\*

This course reviews regulatory responsibilities and the proactive strategies used to identify hazards and mitigate impact. Canadian federal and provincial regulatory requirements is an important aspect of this course.

4HRS

### Lock Out Tag Out\*

This course provides guidelines for Lock Out-Tag Out (LOTO) — a procedure used in industry workplace and research settings to ensure that potentially dangerous machines are properly shut off and not able to be started again without completion of maintenance or servicing.

1HRS

### Allergens Level 1\*

This course covers the priority list of allergens in Canada as well as sulphites and gluten sources. You will be able to identify the sources and describe the best practices and regulations to prevent allergens related food safety incidents.

3HRS

### Basics of Standard Operating Procedures (SOPs) and Sanitation Standard Operating Procedures (SSOPs)\*

This course explains the importance of standard operating procedures and sanitation standard operating procedures in the workplace. You will learn how to develop and implement these types of procedures within your role.

3HRS



## Social Emotional Learning

### Introduction to Emotional Intelligence

Learn about the value of emotional intelligence to your personal and professional life with skills that help an individual understand themselves better and be more effective in their day to day activities.

2HRS

## Workplace Essentials

### Food Safety Culture and You

Learn important food safety procedures and practices, ensuring consumer protection and that regulations are met.

2HRS

### Transferable Skills

This module is about the skills we use in our daily lives, in new situations, and that we use on the job. We will explore their relationships with each other and how we can apply these skills to finding careers in Food Processing.

3HRS

### Canadian Workplace Cultures

Learn basic Canadian facts, understand appropriate etiquette, and identify the qualities employers expect in the workplace.

2HRS

### Oral Communication\*

This course provides guidelines for oral and general communication, active listening, providing feedback, fostering teamwork, and promoting a positive work environment. Skills that are closely linked to productivity, adaptability and innovation.

1HRS

### Thinking Skills

Learn about decision-making, critical thinking, resolving conflict, and facilitating change for a positive workplace culture.

2HRS

### Working with Others

Learn the essential skills needed to work with a partner or a team in the workplace to successfully complete tasks.

2HRS

