

# TRAINING OFFER

**versalys** | Technologies  
Soft Skills

Montreal | Quebec | Laval | Brossard

# 2019/20



Don't just achieve your  
goals... Exceed them!

All of the skills development solutions  
you need are within reach :

- Public and private training
- Customized training
- Coaching
- Online training
- Customized webinaire

**NEW**  
self-learning training

INFORMATION TECHNOLOGY | OFFICE AUTOMATION  
MANAGEMENT | LEADERSHIP | HUMAN RESOURCES

Unless otherwise specified, all office automation courses are offered on the same dates, in French and in English, in Montreal, Quebec, Brossard and Laval.

New : evening and weekend classes available

Microsoft		Day(s)	Rate	July 2019	Aug. 2019	Sep. 2019	Oct. 2019	Nov. 2019	Dec. 2019	Jan. 2020	Feb. 2020	March 2020	April 2020	May 2020	June 2020	July 2020	Aug. 2020	Sep. 2020	
<b>Windows</b>																			
WI-014	Beginner regular	1	\$ 145	-	22	6	8	-	-	8	28	-	6	-	5	-	24	-	
<b>Access</b>																			
AC-020	Beginner	2	\$ 290	1-2	-	5-6	21-22	27-28	-	13-14	26-27	-	6-7	-	-	20-21	-	-	
AC-021	Intermediate	2	\$ 290	18-19	-	18-19	-	14-15	-	23-24	-	11-12	-	25-26	-	30-31	-	21-22	
AC-022	Avanced (VBA)	2	\$ 500	-	-	-	3-4	-	9-10	-	13-14	-	23-24	-	18-19	-	18-19	-	
Access-EF	Access 2010/2013/2016 self-learning training- <b>New</b>	30H45	\$ 145	License offered for 1 year - access to videos and step-by-step evaluations															
<b>Excel</b>																			
EX-026	Beginner for professionals	1	\$ 145	9	27	9	2&9 18	13	3&10	20	4&11 19	27	27	5&12	8	10 29&30	28	4	
EX-027	Beginner regular	2	\$ 290	16-17	20-21	23-24	10-11	4-5 25-26	16-17	30-31	-	5-6	16-17	21-22	-	16-17	20-21	14-15	
EX-028	Intermediate	2	\$ 290	24-25	13-14	3-4	1-2 24-25	21-22 5,12, 19&26	5-6 18-19	6-7 18&25	3-4 20-21	16-17 10,12 17&19	8-9	7-8 27-28	15-16	14,16 21&23 22-23	24-25	8-9	
EX-029	Avanced (VBA)	2	\$ 500	11-12	15-16	10-11	16-17	28-29 9&16	3,5, 10&12	15-16	10-11 8&15	25-26	14,16, 21&23 30-1	23&30	-	13-14	31-1	12&19 28-29	
EX-030	Dashbord	2	\$ 590	-	-	12-13	-	6-7	-	27-28	-	30-31	-	-	1-2	27-28	-	24-25	
EX-031	Power Pivot	1	\$ 295	-	-	20	30	-	12	-	7	24	-	-	26	-	-	2	
EX-032	Excel Complex calculations workshop	0.5	\$ 250	-	29 am	16 am	-	1 am	11 am	-	5 am	20 am	-	4 am	5 am	-	26 am	23 am	
EX-033	Excel Pivot table report	0.5	\$ 250	-	29 pm	16 pm	29 soir	1 pm 30 am	11 pm	15 soir	5 pm	20 pm	-	4 pm 12soir	5 pm 20 am	7 soir	26 pm	23 pm	
W-EX-AUTO	Excel Automate a workbook - eLearning	1.5	\$ 79	-	22 pm	-	1 am	20 am	-	10 am	-	12 am	-	13 am	-	-	-	-	
W-EX-TB	Excel Pivot Table - eLearning	1.5	\$ 79	-	22 pm	-	1 am	20 am	-	10 am	-	12 am	-	13 am	-	-	-	-	
Excel-EF	Excel 2010/2013/2016 self-learning training <b>New</b>	13H10	\$ 145	License offered for 1 year - access to videos and step-by-step evaluations															
<b>Outlook</b>																			
OU-010	Beginner	1	\$ 145	18	-	27	5 31	-	4 14	22	24	14	3	1	3	11 24	-	28	
OU-011	Intermediate	1	\$ 145	23	-	17	-	8	-	17	-	13	-	-	-	29	-	-	
Outlook-EF	Outlook 2010/2013/2016 self-learning training <b>New</b>	5H40	\$ 145	License offered for 1 year - access to videos and step-by-step evaluations															
<b>PowerPoint</b>																			
PP-030	Beginner for professionals	1	\$ 145	8	7	6	15 22&29	27	-	22	18&25	13	22	26&27 29	-	3	-	-	
PP-031	Beginner regular	2	\$ 290	-	-	26-27	16-17	18-19	-	9-10	13-14	18-19	-	5-6	29-30	-	6-7	17-18	
PP-032	Intermediate	2	\$ 290	-	15-16	-	3-4	-	2-3	-	18-19	-	20-21	-	3-4	-	13-14	-	
PPT-EF	PowerPoint 2016 self-learning training <b>New</b>	19H50	\$ 145	License offered for 1 year - access to videos and step-by-step evaluations															
<b>Project</b>																			
PR-030	Beginner	2	\$ 500	4-5	-	-	1-2	19-20	-	9-10	24-25	-	8-9	19-20	-	6-7	-	-	
PR-031	Intermediate	1	\$ 250	-	6	17	-	-	18	-	12	-	2	-	-	-	5	-	
<b>Visio</b>																			
VI-049	Beginner	1	\$ 145	-	-	25	23	20	-	8	12	20	22	29	-	3	-	4	
<b>Word</b>																			
WO-039	Beginner for professionals	1	\$ 145	15	28	16	12 23	19&26	7 18	18	5 4&11	24	-	5&12 25	30	15 21&22	28	2 26	
WO-040	Beginner regular	2	\$ 290	22-23	-	10-11	17-18	14-15	-	30-31	-	3-4	6-7	21-22	18-19	8-9	-	3-4	
WO-041	Intermediate	2	\$ 290	30-31	-	23-24	19&26	18-19	3,5,10 &12	24-24	-	11-12	7,14, 21&29 28-29	9&16	15-16	7,9,14 &16 30-31	-	14-15	
WO-042	Avanced	2	\$ 290	4-5	-	-	8-9	-	12-13	-	10-11	-	-	7-8	-	2-3	25-26	24-25	
Word-EF	Word 2010/2013/2016 self-learning training <b>New</b>	17H00	\$ 145	License offered for 1 year - access to videos and step-by-step evaluations															

Microsoft (suite)		Hour(s)	Rate	July 2019	Aug. 2019	Sep. 2019	Oct. 2019	Nov. 2019	Dec. 2019	Jan. 2020	Feb. 2020	March 2020	April 2020	May 2020	June 2020	July 2020	Aug. 2020	Sep. 2020	
<b>Office 365</b>																			
OF-001	Office 365 User	3,5	\$ 90	-	-	20 am	25 am	8 am	4 am	29 am	-	-	-	8 am	2 am	2	-	9 am	
OF-001	Office 365 - eLearning	2	\$ 79	-	-	13 am	18 am	1 pm	18 am	31 pm	12 am	5 am	-	19 pm	23 pm	-	-	30 am	
WT-016	Transition to Office and what's news 2016	1 day	\$ 145	9	-	13-	18	29	-	20	19	-	14	29		10	14	16	
OF-002	One Drive - eLearning	1,5	\$ 79	-	-	30 am	28 am	13 am	11 am	21 am	6 am	3 am	-	4 am	22 am	-	-	8 am	
OF-003	Teams - eLearning	1,5	\$ 79	-	-	30 am	28 am	13 am	11 am	21 am	6 am	3 am	-	4 am	22 am	-	-	8 am	
OF-004	Skype - eLearning	1,5	\$ 79	-	-	30 pm	28 pm	13 pm	11 pm	21 pm	6 pm	3 pm	-	4 pm	22 pm	-	-	8 pm	
OF-005	Yammer - eLearning	1,5	\$ 79	-	-	30 pm	28 pm	13 pm	11 pm	21 pm	6 pm	3 pm	-	4 pm	22 pm	-	-	8 pm	
OF-006	One Note - eLearning	2	\$ 79	-	-	25 am	30 am	-	-	6 am	-	2 pm	-	-	-	-	-	9 pm	

## Computer graphics & Web

Unless otherwise specified, all computer graphics and Web courses are offered simultaneously on the same dates, in French and in English, in Montreal, Quebec, Brossard and Laval.

Adobe		Day(s)	Rate	July 2019	Aug. 2019	Sep. 2019	Oct. 2019	Nov. 2019	Dec. 2019	Jan. 2020	Feb. 2020	March 2020	April 2020	May 2020	June 2020	July 2020	Aug. 2020	Sep. 2020
AD-020	Acrobat, Beginner	1	\$ 250	-	7	9	22	-	10	-	4	-	-	1 <sup>er</sup>	18	-	7	10
AD-021	Acrobat, Intermediate	1	\$ 250	-	22	20	-	1	11	-	14	25	-	14	19	-	18	-
AD-018	Illustrator, Beginner	2	\$ 500	-	-	26-27	-		5-6	-	25-26	-	-	21-22	-	-	-	-
AD-016	InDesign, Beginner	2	\$ 500	-	20-21	-	24-25	-	3-4	-	11-12	-	16-17	-	10-11	-	19-20	-
AD-014	Photoshop, Beginner	2	\$ 500	10-11	-	-	10-11	26-27	-	23-24	-	26-27	-	26-27	-	8-9	-	-
AD-017	Dreamweaver	2	\$ 500	-	-	24-25	-	14-15	-	-	-	30-31	-	-	-	-	-	-
AD-022	Muse	1	\$ 250	-	-		21	-	-	22	-	-	-	8	-	-	-	-
AD-023	Captivate	3	\$ 750	-	-	-	7-9	-	-	-	19-21	-	-	13-15	-	-	-	-
Microsoft		Day(s)	Rate	July 2019	Aug. 2019	Sep. 2019	Oct. 2019	Nov. 2019	Dec. 2019	Jan. 2020	Feb. 2020	March 2020	April 2020	May 2020	June 2020	July 2020	Aug. 2020	Sep. 2020
MS-024	Publisher	1	\$ 250	-	8	-	23	-	-	21	-	-	2	-	-	-	7	-
PDF Xchange		Day(s)	Rate	July 2019	Aug. 2019	Sep. 2019	Oct. 2019	Nov. 2019	Dec. 2019	Jan. 2020	Feb. 2020	March 2020	April 2020	May 2020	June 2020	July 2020	Aug. 2020	Sep. 2020
PX-001	Editor Beginner	1	\$ 250	-	26 Q	19 M	31 M	-	13 Q	-	5 M	24 M	9 Q	-	12 M	-	-	18 M
PX-002	Editor Intermediate	1	\$ 250	-	8 M	-	-	7 Q	-	9 M	-	-	10 Q	-	17 M	-	-	25 M

Unless otherwise specified, all Information technology courses are offered on the same dates, in French and in English, in Montreal, Quebec and Virtual class.

Microsoft Certifié		Day(s)	Rate	July 2019	Aug. 2019	Sep. 2019	Oct. 2019	Nov. 2019	Dec. 2019	Jan. 2020	Feb. 2020	March 2020	April 2020	May 2020	June 2020	July 2020	Aug. 2020	Sep. 2020	
<b>Business Intelligence &amp; SQL Server</b>																			
10985	Introduction to SQL Databases	3	1575 \$	-	-	-	7-9	-	16-18	-	-	9-11	-	19-21	-	-	11-13	-	
10986	Updating Your Skills to SQL Server 2016	3	1575 \$	-	12-14	-	23-25	-	-	13-15	-	2-25	-	-	1-3	-	25-27	-	
10987	Performance Tuning and Optimizing SQL Databases	4	2100\$	9-12	-	3-6	-	12-15	-	-	3-6	-	14-17	-	-	7-10	-	8-11	
20778	Analysing Data With Power BI	3	1575 \$	-	7-9	-	-	-	-	7-9	-	18-20	-	26-28	-	-	18-20	-	
20461	Querying Microsoft SQL Server 2014	5	2625 \$	15-19	-	23-27	-	-	2-6	-	24-28	-	-	4-8	-	27-31	-	-	
20761	Querying Data with Transact-SQL	5	2625 \$	-	19-23	-	-	4-8	-	27-31	-	-	6-10	-	15-19	-	31-4	-	
20762	Developing SQL Databases	5	2625 \$	-	-	9-13	18-22	-	-	-	10-14	-	20-24	-	-	13-17	-	14-18	
20764	Administering a SQL Database Infrastructure	5	2625 \$	-	-	16-20	25-29	-	-	-	17-21	-	27-1	-	-	20-24	-	28-2	
20765	Provisioning SQL Databases	5	2625\$	-	12-16	-	28-1	-	-	20-24	-	-	30-3	-	8-12	-	-	21-25	
20767	Implementing a SQL Data Warehouse	5	2625 \$	15-19	-	23-27	-	-	9-13	-	-	2-6	-	11-15	-	-	3-7	-	
<b>Exchange Server</b>																			
20341	Core Solutions of Microsoft Exchange Server 2013	5	2625 \$	-	19-23	-	-	-	-	6-10	-	-	20-24	-	-	13-17	-	-	
20345-1	Administering Microsoft Exchange Server 2016	5	2 625 \$	-	-	16-20	-	11-15	-	-	3-7	-	-	11-15	-	-	17-21	-	
20345-2	Designing and Deploying Microsoft Exchange Server 2016	5	2 625 \$	15-19	-	23-27	-	-	16-20	-	-	9-13	-	-	8-12	-	-	14-18	
<b>Management Solution</b>																			
20703	Administering System Center Configuration Manager and Intune	5	2 625 \$	29-2	-	-	7-11	-	-	6-10	-	-	20-24	-	-	27-31	-	-	
<b>Sharepoint</b>																			
55199	SharePoint 2016 End User Training	3	1575 \$	-	26-28	-	-	13-15	-	-	5-7	-	-	13-15	-	-	19-21	-	
20339-1	Planning and Administering SharePoint 2016	5	2626 \$	-	-	9-13	-	-	16-20	-	-	9-13	-	-	8-12	-	-	14-18	
20331	Core Solutions of Microsoft SharePoint Server 2013	5	2625 \$	-	-	16-20	-	-	-	-	-	-	-	-	-	-	-	-	
20332	Advanced Solutions of Microsoft SharePoint Server 2013	5	2625 \$	-	-	23-27	-	-	-	-	-	-	-	-	-	-	-	-	
55033	Sharepoint 2013 site collection and site administration	5	2625 \$	-	19-23	-	-	-	-	-	-	-	-	-	-	-	-	-	
55035	SharePoint Server 2013 for the Site Owner/Power User	2	1050 \$	-	-	-	-	11-12	-	-	3-4	-	-	11-12	-	-	17-18	-	
Note 1	Training available in virtual class at all dates mentioned																		

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Microsoft Certifié		Day(s)	Rate	July 2019	Aug. 2019	Sep. 2019	Oct. 2019	Nov. 2019	Dec. 2019	Jan. 2020	Feb. 2020	March 2020	April 2020	May 2020	June 2020	July 2020	Aug. 2020	Sep. 2020	
<b>Windows</b>																			
10982	Supporting and Troubleshooting Windows 10	5	2625 \$	29-2	-	-	21-25	-	-	13-17	-	-	6-10	-	-	13-17	-	-	
20695	Deploying and Managing Windows 10 Using	5	2625 \$	-	-	9-13	-	-18-22	-	-	10-14	-	-	25-29	-	-	17-21	-	
20697	<b>Implementing and managing Windows 10</b>	5	2625 \$	-	19-23	-	-	4-8	-	-	3-7	-	-	11-15	-	-	3-7	-	

<b>Windows Server</b>																			
20740	Installation, Storage, and Compute with Windows Server 2016	5	2625 \$	-	-	16-20	28-1	-	-	20-24	-	-	13-17	-	-	6-10	-	-	
20741	Networking with Windows Server 2016 -	5	2625 \$	15-19	-	23-27	-	11-15	-	-	17-20	-	-	-	1-5	-	-	14-18	
20742	Identity with Windows Server 2016 -	5	2625 \$	29-2	-	-	-	25-29	-	-	24-28	-	-	4-8	-	-	24-28	-	
20743	Upgrading Your Skills to MCSA: Windows Server 2016	5	2625 \$	-	19-23	-	-	-	2-6	-	-	9-13	-	-	1-5	-	-	21-25	
10961	Automating Administration with Windows PowerShell	5	2625 \$	-	-	9-13	-	-	16-20	-	-	2-6	-	-	8-12	-	-	28-2	
10969	Active Directory Services with Windows Server	5	2625 \$	15-19	-	23-27	-	-	9-13	-	-	16-20	-	-	15-19	-	-	14-18	
10974	Deploying and Migrating Windows Servers	3	1575 \$	-	7-9	-	15-17	-	-	29-31	-	-	6-8	-	-	15-17	-	-	
20410	Installing and Configuring Windows Server 2012	5	2625 \$	29-2	-	9-13	-	-	2-6	-	-	23-27	-	-	1-5	-	31-4	-	
20744	Securing Windows server 2016 - <b>Nouveauté</b>	5	2625 \$	-	-	-	-	-	9-13	-	-	2-6	-	-	15-19	-	-	28-2	
50255	Rôles et comportements des GPO (Group Policy Object)	5	2625 \$	-	19-23	-	-	4-8	-	-	3-7	-	27-1	-	-	20-24	-	-	

<b>Azure</b>																			
AZ-103	Microsoft Azure Administrator - <b>New</b>	4	2100\$	-	-	-	-	12-15	-	-	4-7	-	-	12-15	-	-	18-21	-	
AZ-300	Microsoft Azure Architecture and Technologies - <b>New</b>	5	2625\$	-	-	23-27	-	-	-	6-10	-	16-20	-	-	1-5	-	-	14-18	



Kereon has secured one of the leading positions in Information Security Training both locally and around the world. We master what we teach and are solely dedicated to the Information Security world. To this day, more than 5000 professionals and over 200 organisations have attended our classes or have used our instructor services since 2009. Kereon offers public classes in Montreal and Quebec City and can give your team a private course anywhere in the world.

<b>Security</b>																			
SE-002	CISSP® (Certified Information Systems Security Professional)	5	3 150 \$	-	-	23-27 M	-	-	9-13 Q	-	17-21 M	-	-	25-29 M	-	-	-	-	
SE-008	CEH® v10	5	3 550 \$	-	-	16-20 M	-	-	-	-	3-7 M	-	-	-	8-12 Q	-	-	14-19 M	
Note 1	Training available in virtual class at all dates mentioned																		

Itil®		Day(s)	Rate	July 2019	Aug. 2019	Sep. 2019	Oct. 2019	Nov. 2019	Dec. 2019	Jan. 2020	Feb. 2020	March 2020	April 2020	May 2020	June 2020	July 2020	Aug. 2020	Sep. 2020
IT-012	ITIL® 2011 Overview Course	1	\$ 495	9	-	3	15	-	-	21	-	-	14	-	-	7	-	-
IT-014	ITIL® 2011 Foundation Program Certification Program	3	\$ 1725	10-12	-	4-6	-	-	9-11	-	-	17-19	-	-	3-5	-	-	-
IT-030	ITIL® V4 Foundation Program Certification Program <i>New</i>	3	\$ 1725	-	-	-	16-18	27-29	-	22-24	-	-	15-17	-	-	8-10	-	-
IT-016	ITIL® 2011 Operational Support and Analysis (OSA) Certification Program	5	\$ 3875	-	-	16-20	-	-	-	6-10	-	-	-	4-8	-	-	-	28-2
IT-017	ITIL® 2011 Release, Control and Validation (RCV) Certification Program	5	\$ 3875	-	-	9-13	-	-	-	13-17	-	-	-	11-15	-	-	-	21-25
IT-018	ITIL® 2011 Service Offerings and Agreements (SOA) Certification Program	5	\$ 3875	29-2	-	-	-	18-22	-	-	-	2-6	-	-	-	13-17	-	-
IT-019	ITIL® 2011 Planning, Protection and Optimization (PPO) Certification Program	5	\$ 3875	15-19	-	23-27	-	-	-	20-24	-	-	-	18-22	-	-	-	14-18
IT-020	ITIL® 2011 Managing Across the Lifecycle (MALC) certification	5	\$ 3875	-	19-23	-	-	-	2-6	-	-	-	20-24	-	-	-	3-7	-
IT-021	ITIL® 2011 Service Strategy Certification Program	3	\$ 2826	-	12-14	-	-	4-6	-	-	10-12	-	-	-	8-10	-	-	-
IT-023	ITIL® 2011 Service Transition Certification Program	3	\$ 2826	-	26-28	-	-	-	11-13	-	-	-	27-29	-	-	-	12-14	-
IT-024	ITIL® 2011 Service Operation Certification Program	3	\$ 2826	22-24	-	-	-	11-13	-	-	-	24-26	-	-	-	20-22	-	-
IT-025	ITIL® 2011 Continual Service Improvement certification Program	3	\$ 2826	-	7-9	-	-	-	16-18	-	-	-	6-8	-	-	-	26-28	-



Malicis is the reference in information technology consulting firms.  
The Malicis team is composed of the top CITRIX experts in the field of virtual infrastructure

CITRIX		Day(s)	Rate	July 2019	Aug. 2019	Sep. 2019	Oct. 2019	Nov. 2019	Dec. 2019	Jan. 2020	Feb. 2020	March 2020	April 2020	May 2020	June 2020	July 2020	Aug. 2020	Sep. 2020	
CIT-002-01	Citrix Xendeskop/Xen App 7.x - Administration et gestion des applications	5	\$ 3500	-	-	16-20													coming soon
CIT-002-02	Citrix Xendeskop/Xen App 7.x - Installation & configuration	5	\$ 3500																

LEGEND	B	Brossard	Q	Quebec
	L	Laval	V	Virtual class
	M	Montreal		

# Project management

Unless otherwise specified, all Project management courses are offered on the same dates, in French and in English, in Montreal, Brossard, Quebec and Laval.



Dedicated to improving the performance of organizations and individuals and thanks to a team of experienced PMP certified trainers, GP BL provides training in organizational project management that can be specifically applied to participants' activities, in-line with PMI standards and best practices. GP BL strives to pass along real life experience and to promote the transfer of knowledge.

Project management*		Day(s)	Rate	July 2019	Aug. 2019	Sep. 2019	Oct. 2019	Nov. 2019	Dec. 2019	Jan. 2020	Feb. 2020	March 2020	April 2020	May 2020	June 2020	July 2020	Aug. 2020	Sep. 2020
GP-014	Managing Project Costs (f)	2	\$ 990	-	-	18-19	-	-	-	-	-	12-13	-	-	-	-	-	-
GP-015	Managing Project Risks	2	\$ 990	-	-	-	30-31	-	-	-	-	-	6-7	-	-	-	-	-
GP-016	Introduction to Project Management Principles with Microsoft Project (f)	3	\$ 1485	3-5	-	30-2	-	18-20	-	8-10	-	-	7-9	-	-	-	-	-
GP-010	Abbreviated Project Management Methodology (AP MM)	2	990 \$	-	27-28	-	28-29	-	2-3	-	27-28	-	-	27-28	-	-	-	-
GP-013	Integrated Project Management Methodology (IP MM)	4	1980 \$	-	-	9-10 23-24	-	-	-	13-14 27-28	-	-	-	-	-	-	-	-
GP-012	PMP Certification Preparation (approch RMC)	5	2475 \$	-	-	-	-	4-8	-	-	-	-	20-24	-	-	-	-	-

(f) Available in French only

\*Get your PDU through our accredited partners



# Personal efficiency

**BONUS** Access to online content included with all\* the courses offered in the room  
*\*except the com-001*



Here's how to recover up to 2 hours in efficiency per day!

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You are offered non-traditional training either by attending classes in person or online

Personal efficiency		Day(s)	Rate	July 2019	Aug. 2019	Sep. 2019	Oct. 2019	Nov. 2019	Dec. 2019	Jan. 2020	Feb. 2020	March 2020	April 2020	May 2020	June 2020	July 2020	Aug. 2020	Sep. 2020
COM-001	Optimize your time with Outlook*	1	\$ 380	23 M 31 Q	22 M	17 M 24 Q	8 M 10 Q	5 M	10 M	9 M 14 Q	4 M	10 M	7 M 9 M	12 M	9 M	7 M 9 Q	4 M	8 M
COM-004	Outlook like a PRO –Module 2 / Advanced management of e-mails	0,5	\$ 239	-	6 am 13 am Q	10 am M	8 pm 10 pm Q	5 pm M	10 pm M	9 pm 14 pm Q	4 pm M	10 pm M	7 pm M	12 pm M	9 pm M	7 pm 9 pm Q	4 pm M	8 pm M
COM-005	OneNote like a PRO - <b>New</b>	0,5	\$ 297	-	6 pm 13 pm Q	10 pm M	-	7 am M	-	21 am 15 am Q	-	12 am M	10 am Q	14 am M	-	14 am 10 am Q	-	15 am M
COM-P	Outlook like a PRO - <b>New</b>	1	\$ 697	23 M 31 Q	22 M	17 M 24 Q	8 M 10 Q	5 M	10 M	9 M 14 Q	4 M	10 M	7 M 9 M	12 M	9 M	7 M 9 Q	4 M	8 M
COM-PA	Outlook, Project manager advanced workshop - <b>New</b>	0,5	\$ 297	-	-	12 am	-	-	17 pm	-	-	19 am	-	-	3 pm	-	-	15 am
COM-006	iPhone like a PRO - <b>New</b>	0,5	\$ 297	-	-	23 pm M	-	-	3 am M	-	-	3 am M	-	-	2 AM M	-	-	3 am M
COM-011	GOOGLE like a PRO - <b>New</b>	1	\$ 697	-	28 M	18 Q	-	21 M	12 Q	-	11 M	24 Q	-	6 M	11 Q	-	27 Q	16 M
COM-014	Efficiency like a PRO - <b>New</b>	1	\$ 1497	-	29 M	3 Q	3 M	-	5 M	16 Q	-	5 M	-	7 M	-	8 Q	-	10 M
COM-004a	Outlook like a PRO - module 1/ Introduction Module to task and calendar - webinar	1,5	\$ 139	-	9 pm	-	-	-	17 am	-	-	-	21 pm	-	-	-	20 pm	-
COM-004b	Outlook comme un PRO – module 2 / Advanced management of e-mails - webinar	1,5	\$ 139	-	20 am	-	-	21 am	-	-	-	25 pm	-	-	-	16 am	-	-
OT-003a	OneNote comme un PRO – OneNote like a PRO – Better time management with OneNote – webinar	1,5	\$ 139	-	23 am	-	-	-	17 pm	-	-	-	5 am	-	-	-	20 am	-

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Leadership, management, communication, corporate culture, soft skills		Day(s)	Rate	July 2019	Aug. 2019	Sep. 2019	Oct. 2019	Nov. 2019	Dec. 2019	Jan. 2020	Feb. 2020	March 2020	April 2020	May 2020	June 2020	July 2020	Aug. 2020	Sep. 2020
/f393	Enhancing Management Skills - <b>New</b>	2	\$ 990	-	-	-	-	26-27 M	-	-	-	-	27-28 M	-	-	-	-	-
/f201	From Colleague to Boss - <b>New</b>	2	\$ 990	-	-	-	22-23 M	-	-	-	-	-	-	5-6 M	-	-	-	-
/f074	Preventing and Resolving Conflicts - <b>New</b>	1	\$ 495	-	-	-	28 M	-	-	-	-	31 M	-	-	-	-	-	-
/f317	Performance Leadership : Evaluate Performance Continuously - <b>New</b>	1	\$ 495	-	-	-	-	12 M	-	-	-	-	-	28 M	-	-	-	-
/f090	Managing your Time like a Pro - <b>New</b>	1	\$ 495	-	-	-	-	5 M	-	-	-	-	22 M	-	-	-	-	-
/f186	Effective Communicator - <b>New</b>	2	\$ 990	-	-	-	-	11-12 M	-	-	-	-	6-7 M	-	-	-	-	-
/f318	Agile Handling of Change - <b>New</b>	1	\$ 495	-	-	-	-	-	-	16 M	-	-	21 M	-	-	-	-	-
/f313	To Each his Colour (for Managers) - <b>New</b>	1	\$ 495	-	-	-	22 M	-	-	-	-	-	3 M	-	-	-	-	-
/f208	Emotional Intelligence at the Workplace - <b>New</b>	2	\$ 990	-	-	-	-	18-19 M	-	-	-	-	-	7-8 M	-	-	-	-
/f390	Reinforcing your Advisory Role - <b>New</b>	2	\$ 990	-	-	-	-	-	-	21-22 M	-	-	-	-	-	1 <sup>er</sup> -2 M	-	-
/f312	To Each his Colour (for Employees) - <b>New</b>	1	\$ 495	-	-	-	-	-	-	24 M	-	-	-	-	-	1 <sup>er</sup> M	-	-

LEGEND

- B Brossard
- L Laval
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- Q Quebec
- V Virtual class

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