


2021-22

Offer

Training

Virtual class | Montreal | Quebec | Laval | Brossard



Versalys first
choice for
businesses, is now

**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
- Self-training
- Customized webinaire

versalys

INFORMATION TECHNOLOGY | OFFICE AUTOMATION
COMPUTER GRAPHICS AND WEB | BUSINESS WRITING
SKILL DEVELOPMENT AND ORGANIZATIONAL DEVELOPMENT



A team of 40 experienced instructors are available for your training needs!

Lessons are available **evenings** and **weekends**. Just ask for more information.

Unless otherwise specified, all office automation courses are offered simultaneously, in French and English, in **Montreal, Quebec City, and in a virtual classroom**

Office automation

Microsoft	Duration	Rate	April 2021	May 2021	June 2021	July 2021	August 2021	Sep. 2021	Oct. 2021	Nov. 2021	Dec. 2021	Jan. 2022	Feb. 2022	March 2022
Windows														
Beginner regular	1 j	150 \$	6	12	4	-	24	-	8	25	-	7	25	10
Access														
Beginner	2 j	300 \$	7-8	13-14	-	19-20	26-27	-	4-5	2-3	-	31-1	23-24	3-4
Intermediate	2 j	300 \$	-	24-25	-	29-30	-	20-21	-	15-16	-	20-21	-	17-18
Avanced (VBA)	2 j	530 \$	22-23	25-26	17-18	-	17-18	9-10	12-13	-	8-9	-	10-11	21-22
Access 2010/2013/2016/2019	10 h 15	150 \$	Self-training formula—licence available with access to videos and evaluations for a period of one year.											
Excel														
Beginner for professionals	1 j	150 \$	7 26	11	8	9 16	27	3	15	12 22	9	19	18	25
Beginner regular	2 j	300 \$	5-6 13-14	20-21	3-4	15-16	19-20	13-14	6-7 21-22	4-5 23-24	16-17 21-22	27-28	15-16	7-8
Intermediate	2 j	300 \$	1-2 8-9	6-7 27-28	10-11 15-16	22-23	3-4 24-25	9-10 30-1	19-20	18-19 30-1	7-8 21-22	6-7 13-14	3-4 22-23	1-2 28-29
Avanced (VBA)	2 j	530 \$	29-30	26-27	28-29	13-14	31-1	27-28	5-6 14-15	9-10 25-26	1-2	10-11	9-10	24-25
Dashboard	2 j	590 \$	-	20-21	1-2	27-28	24-25	23-24	7-8	10-11	-	25-26	14-15	30-31
Power Pivot	1 j	295 \$	8	10	22	-	23	2	29	8	14	18	3	16
Excel Complex calculations workshop	3 h	250 \$	16 am	4 am	3 am	22 am	26 am	22am	1 am	12 am	10 am	21 am	8 am	2 am
Excel Pivot table report	3 h	250 \$	16 pm	4 pm	3 pm	22 pm	26 pm	22 pm	1 pm	12 pm	10 pm	21 pm	8 pm	17 pm
Excel Automate a workbook	1 h 30	79 \$	-	14 am	-	14 am	-	22 am	-	18 am	-	7 am	-	23 am
Excel Pivot table	1 h 30	129 \$	-	14 am	-	14 am	-	22 am	-	18 am	-	7 am	-	23 am
Excel Beginner Part 1	3 h	79 \$	-	-	-	22 am	4 pm	20 am	28 am	3 pm	-	6 am	4 pm	11 am
Excel Beginner Part 2	3 h	79 \$	19 am	18 pm	23 pm	22 pm	13 am	20 pm	28 pm	19 am	-	6 pm	11 am	11 pm
Excel Workbook	3 h	79 \$	30 am	25 pm	22 am	21 pm	18 am	16 pm	7 pm	5 am	15 pm	4 am	2 pm	10 am
Excel Data base and pivot table	3 h	129 \$	19 pm	18 am	23 pm	29 am	19 pm	17 am	8 pm	4 am	9 am	5 am	3 am	10 pm
Excel Avanced functions	3 h	79 \$	26 am	1 ^e pm	6 am	11 pm	-	16 am	6 pm	3 am	9 pm	12 am	18 am	4 pm
Excel Charts	2 h	79 \$	8 pm	14 am 31 pm	29 am	28 pm	-	-	27 am	18 am	8 am	18 am	16 am	3 am
Excel Macro command	3 h	129 \$	16 am	10 pm	8 am	7 pm	12 am	10 pm	22 am	17 pm	14 am	19 pm	17 am	18 pm
Excel VBA 1	3 h	129 \$	16 pm	10 am	8 pm	7 am	12 pm	10 am	22 pm	17 am	14 pm	19 am	17 pm	18 am
Excel VBA 2	3 h	129 \$	-	3 am	2 pm	5 am	13 am	13 pm	18 pm	16 am	15 am	17 pm	16 am	2 pm
Excel The dialog boxes	3 h	129 \$	2 am	3 pm	3 am	5 pm	13 pm	14 am	27 pm	18 pm	8 pm	18 pm	16 pm	3 pm
Excel 2010/2013/2016/2019	13 h 10	150 \$	Self-training formula—licence available with access to videos and evaluations for a period of one year.											

ALL PUBLIC TRAINING ARE AVAILABLE IN VIRTUAL CLASS

When the time comes, we will offer again dates for classroom training at our different offices.

Legend

B	Brossard	L	Laval	M	Montreal	Q	Quebec		Virtual class		In-person training
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Microsoft	Duration	Rate	April 2021	May 2021	June 2021	July 2021	August 2021	Sep. 2021	Oct. 2021	Nov. 2021	Dec. 2021	Jan. 2022	Feb. 2022	March 2022
Outlook														
Beginner	1 j	150 \$	5	5 31	7	21	-	10	29	25	2	18	18	22
Intermediate	1 j	150 \$	9	-	-	26	18	27	-	5	10	19	-	10
Outlook 2010/2013/2016/2019		150 \$	Self-training formula—licence available with access to videos and evaluations for a period of one year.											
PowerPoint														
Beginner for professionals	1 j	150 \$	21	26	8	6	-	9	14	26	9	21	16	8
Beginner regular	2 j	300 \$	7-8 27-28	12-13	17-18 29-30	19-20	30-31	16-17	14-15	16-17	14-15	4-5	10-11	7-8
Intermediate	2 j	300 \$	15-16	-	3-4	26-27	12-13	-	5-6	25-26	1-2	11-12	16-17	1-2
Beginner part 1	3 h	79 \$	22 am	28 pm	21 am	27 pm	2 am	13 pm	4 am	8 am	3 pm	7 pm	18 am	15 pm
Beginner Part 2	3 h	79 \$	6 pm	12 am	17 pm	23 am	23 pm	28 am	18 pm	12 pm	13 am	21 am	23 pm	31 am
Quickly create a presentation	1 h 30	79 \$	-	12 pm	16 am	-	23 am	-	18 am	-	22 pm	-	23 am	-
Use masks	1 h 30	79 \$	-	12 pm	16 pm	-	23 am	-	18 am	-	22 pm	-	23 am	-
PowerPoint 2010/2013/2016/2019		150 \$	Self-training formula—licence available with access to videos and evaluations for a period of one year.											
Project														
Beginner	2 j	530 \$	19-20	18-19	1-2	7-8		2-3	12-13	18-19	16-17	6-7	23-24	-
Intermediate	1 j	265 \$	2	-	21	-	4	-	28	-	15	21	25	15
Méthodologie et mise en pratique avec Project 2016	3H46	265 \$	Self-training formula—licence available with access to videos and evaluations for a period of one year.											
Visio														
Débutant	1 j	150 \$	12	28	2	5	2	3	22	8	-	24	18	17
Word														
Beginner for professionals	1 j	150 \$	6	31	14	12	23	30	13	30	13	6	17	18
Beginner regular	2 j	300 \$	5-6	20-21	21-22	8-9	9-10	13-14	19-20	11-12	14-15	25-26	2-3	24-25
Intermediate	2 j	300 \$	14-15	27-28	28-29	29-30	19-20	30-1	-	16-17	16-17	19-20	9-10	10-11
Avanced	2 j	300 \$	26-27	6-7	8-9	6-7	30-31	23-24	7-8	23-24	20-21	13-14	8-9	-
Tables	1 h 30	79 \$	2 am	4 pm	7 am	14 pm	19 am	24 pm	19 pm	24 am	23 pm	27 am	-	4 pm
Performing mail merge	1 h30	79 \$	2 am	4 pm	7 am	14 pm	19 am	24 pm	19 pm	24 am	23 pm	27 am	-	4 pm
Styles	3 h	79 \$	7 pm	13 am	16 am	23 pm	23 am	28 pm	20 am	25 pm	22 am	28 pm	-	1° am
Word 2010/2013/2016/2019	7 h 00	150 \$	Self-training formula—licence available with access to videos and evaluations for a period of one year.											
Office														
365/2013/2016/2019	Duration	Rate	April 2021	May 2021	June 2021	July 2021	August 2021	Sep. 2021	Oct. 2021	Nov. 2021	Dec. 2021	Jan. 2022	Feb. 2022	March 2022
Office 365 User	3 h 30	90 \$	-	3 pm 31 pm	-	5 am	-	8 am	26 pm	5 am	7 pm	27 am	9 am	23 am
Transition to Office and what's news 2016	1 j	150 \$	12	28		14	11	15	14	23	10	26	15	-
One Drive	3 h	89 \$	-	5 am	9 am	-	-	1 am	26 am	5 pm	7 am	27 pm	9 pm	23 pm
Teams	3 h	89 \$	-	5 am	9 am	-	-	1 am	27 am	10 am	9 am	20 am	2 am	3 am
Yammer	3 h	89 \$	-	5 pm	9 pm	-	-	1 pm	27 pm	10 pm	9 pm	20 pm	2 pm	3 pm
One Note	1 h 30	79 \$	sur demande											
Office 365 The collaborative work environnement	8 h 30	150 \$	Self-training formula—licence available with access to videos and evaluations for a period of one year.											
Office 2013 essential skills after migration	9 h 50	150 \$												
Office 2016 essential skills after migration	9 h 40	150 \$												



Using the various tools included with this software as recommended !

Unless otherwise specified, all computer graphics and related courses are offered simultaneously, in French and English, **in Montreal, Quebec City, and in a virtual classroom** on the same dates.

Computer graphics & Web

Adobe	Duration	Rate	April 2021	May 2021	June 2021	July 2021	August 2021	Sep. 2021	Oct. 2021	Nov. 2021	Dec. 2021	Jan. 2022	Feb. 2022	March 2022
Acrobat, Beginner	1 D	265 \$	14	3	10	8	3	9	21	2	1	7	3	-
Acrobat, Intermediate	1 D	265 \$	-	10	11	-	9	-	22	3	-	18	11	21
Illustrator, Beginner	2 D	530 \$	-	17-18	-	6-7	-	-	5-6	18-19	2-3	-	24-25	24-25
Illustrator CC/CS6	8 h 20	265 \$	Self-training formula—licence available with access to videos and evaluations for a period of one year.											
InDesign, Beginner	2 D	530 \$	15-16	13-14	7-8	-	19-20	-	26-27	30-1	16-17	20-21	16-17	29-30
InDesign CC/CS6	9 h 40	265 \$	Self-training formula—licence available with access to videos and evaluations for a period of one year.											
Photoshop, Beginner	2 d	530 \$	-	25-26	-	-	-	15-16	7-8	15-16	9-10	13-14	-	22-23
Photoshop CS6	8 h 20	265 \$	Self-training formula—licence available with access to videos and evaluations for a period of one year.											
Dreamweaver	2 D	530 \$	Sur demande											
Muse	1 D	265 \$	-	11	-	-	11	-	-	8	-	-	10	-
Captivate	3 D	795 \$	-	6-8	-	-	-	27-29	-	-	6-8	-	-	16-18
Microsoft	Duration	Rate	April 2021	May 2021	June 2021	July 2021	August 2021	Sep. 2021	Oct. 2021	Nov. 2021	Dec. 2021	Jan. 2022	Feb. 2022	March 2022
Publisher	1 D	265 \$	-	-	-	-	-	-	28	-	-	12	-	-
Foxit Phantom	Duration	Rate	April 2021	May 2021	June 2021	July 2021	August 2021	Sep. 2021	Oct. 2021	Nov. 2021	Dec. 2021	Jan. 2022	Feb. 2022	March 2022
Foxit Phantom PDF Beginner	1 D	265 \$	-	-	16	-	-	17	29	-	15	-	4	25
Foxit Phantom PDF Intermediate	1 D	265 \$	-	-	23	-	-	24	-	9	-	5	-	-



A partner of choice of Versalys, is a leader in Europe for its learning solutions!

Marketing numérique

5 formations qui offrent des réponses aux exigences du marketing numérique!

Offert à Montréal, Québec et en Classe virtuelle en français



Osmosia joint l'équipe des collaborateurs de Versalys en élargissant ainsi l'offre.

Spécialisée en Webmarketing, Osmosia accompagne les entreprises à développer, optimiser, et déployer leur stratégie Web tant au niveau organisationnel que sur l'ensemble des plateformes de communication. Avec son volet formation, l'entreprise est reconnue pour son aisance à transmettre des solutions adaptées, pratiques et concrètes afin que les organisations puissent les intégrer dans leurs opérations quotidiennes. Ces formations sont aussi offertes sur mesure.

Marketing Numérique	Duration	Rate	April 2021	May 2021	June 2021	July 2021	August 2021	Sep. 2021	Oct. 2021	Nov. 2021	Dec. 2021	Jan. 2022	Feb. 2022	March 2022
Planifier une refonte de site Web	1 j	445 \$	1	10	-	-	-	29						
Stratégie de marketing numérique	2 j	890 \$	-	-	-	-	26-27	-						
Stratégie et planification de contenu Web	1 j	445 \$	-	17-18	-	-	30	-						
Rédaction Web	2 j	890 \$		11-12	-	-	10-11	-						
Stratégie Médias sociaux	1 j	445 \$	-	-	-	-	-	27						

(F) disponible en français seulement

All our trainings are available in private.

The contents can be adapted to the reality of your organization.

Classes can be given in your environment, in our classrooms or in a virtual classroom.

Legend

B	Brossard	L	Laval	M	Montreal	Q	Quebec		Virtual class		In-person training
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A team of 15 IT specialists share their practical knowledge and pedagogical skills with our clients.

Unless otherwise specified, all IT courses are offered simultaneously, in French and English, in Montreal, Quebec City, and in a virtual classroom on the same dates.

Information Technology

Microsoft Certifié	Duration	Rate	April 2021	May 2021	June 2021	July 2021	August 2021	Sep. 2021	Oct. 2021	Nov. 2021	Dec. 2021	Jan. 2022	Feb. 2022	March 2022
Business Intelligence & SQL Server														
10985	Introduction to SQL Databases	3 j	1 605 \$	-	19-21	-	13-15	-	-	-	8-10	-	24-26	-
10986	Updating Your Skills to SQL Server 2016	3 j	1 605 \$	-	4-6	-	26-28	-	29-1	-	15-17	-	-	9-11
10987	Performance Tuning and Optimizing SQL Databases	4 j	2 140 \$	6-9	-	14-17	-	23-26	-	-	16-19	-	-	1-4
20778	Analysing Data With Power BI	3 j	1 605 \$	-	18-20	-	28-30	-	-	13-15	-	20-22	-	-
20761	Querying Data with Transact-SQL	5 j	2 675 \$	12-16	-	-	5-9	-	13-17	-	1-5	-	17-21	-
20762	Developing SQL Databases	5 j	2 675 \$	-	17-21	-	-	2-6	-	-	-	6-10	-	28-4
20764	Administering a SQL Database Infrastructure	5 j	2 675 \$	26-30	-	-	5-9	-	20-24	-	-	6-10	-	14-18
20765	Provisioning SQL Databases	5 j	2 675 \$	-	31-4	-	-	9-13	-	-	-	13-17	-	-
20767	Implementing a SQL Data Warehouse	5 j	2 675 \$	-	-	-	12-16	-	-	4-8	-	13-17	-	21-25
Exchange Server														
20345-1B	Administering Microsoft Exchange Server 2016/2019	5 j	2 675 \$	-	-	7-11	-	-	13-17	-	29-3	-	-	21-25
20345-2B	Designing and Deploying Microsoft Exchange Server 2016 /2019	5 j	2 675 \$	12-16	-	-	5-9	-	-	-	-	-	3-7	-
Management Solution														
20703	Administering System Center Configuration Manager and Intune	5 j	2 675 \$	-	3-7	-	-	9-13	-	18-22	-	-	10-14	-
Sharepoint														
55199	SharePoint 2016 End User Training	3 j	1 605 \$	-	-	7-9	-	-	7-9	-	22-26	-	-	2-4
20339-1	Planning and Administering Sharepoint	5 j	2 675 \$	-	-	-	19-23	-	-	-	-	6-10	-	-
55252	Introduction to Sharepoint 2016	1	1 605 \$	-	-	10	-	-	10	-	12	-	-	25
Windows														
10982	Supporting and Troubleshooting Windows 10	5 j	2 675 \$	-	31-4	-	-	23-27	-	25-29	-	-	31-4	-
20694	Virtualizing Enterprise Desktops and Apps	5 j	2 675 \$	-	-	14-18	-	-	20-24	-	-	6-10	-	-
Windows Server														
WS-011T00	Windows server 2019 Administration	5 j	2 675 \$	-	-	7-11	-	-	13-17	-	22-26	-	-	22-25
20740	Installation, Storage, and Compute with Windows Server 2016	5 j	2 675 \$	19-23	-	-	26-30	-	-	4-8	-	-	31-4	-
20741	Networking with Windows Server 2016	5 j	2 675 \$	-	-	14-18	-	-	20-24	-	-	6-10	-	-
20742	Identity with Windows Server 2016	5 j	2 675 \$	-	10-14	-	-	9-13	-	-	1-5	-	-	7-11
10961	Automating Administration with Windows PowerShell	5 j	2 675 \$	5-9	-	-	19-23	-	-	-	-	-	3-7	-
10969	Active Directory Services with Windows Server	5 j	2 675 \$	-	31-4	-	-	23-27	-	-	29-3	-	24-28	-
20744	Securing Windows server 2016	5 j	2 675 \$	-	-	7-11	-	-	13-17	-	-	13-17	-	28-4
50255	Rôles et comportements des GPO (Group Policy Object)	5 j	2 675 \$	19-23	-	-	5-9	-	-	25-29	-	-	24-28	-
Azure														
AZ-104T00	Microsoft Azure Administrator	4 j	2 140 \$	6-9	-	-	-	-	7-10	-	-	-	11-14	-
AZ-300T00	Microsoft Azure Architecture and Technologies	5 j	2 675 \$	-	31-4	Sur demande								

Information Technology



Unless otherwise specified, all IT courses are offered simultaneously, in French and English, **in Montreal, Quebec City, and in a virtual classroom** on the same dates.



Kereon has been a partner of Versalys for over 15 years.

Active for more than 15 years, Kéréon has established itself as a choice provider of information security training in Quebec and elsewhere in the world. Whether you need an information security certificate, want to perfect your detection and defence techniques or need an introduction to information security, Kéréon provides quality services and education by information security professionals. All services are provided in an appropriate environment, in virtual format or in your own offices, designed to meet your requirements. **Training is available in virtual classroom.**

Security

	Duration	Rate	April 2021	May 2021	June 2021	July 2021	August 2021	Sep. 2021	Oct. 2021	Nov. 2021	Dec. 2021	Jan. 2022	Feb. 2022	March 2022
CISSP® (Certified Information Systems Security Professional)	5 D	3 150 \$												
CEH® v10	5 D	3 550 \$												

On request

On request

For virtual classroom registration the \$ 2750 rate will apply. Visit the Security category of our website for other training available.



Recognized for their responsiveness (constant updating) and the quality of their equipment for over 10 years, Ahead Technology is a major player in the field and the company is regularly consulted for their expertise. With the most comprehensive equipment on the market, their equipment far exceeds requirements. The experience of their instructors allows them to replace theory with exercises, real-life examples and knowledge transfer. Their clients are located in North America, Europe and Asia. They provide excellence through quality services, partnerships and focusing on their customers.

Ahead Technology has been a partner of Versalys for over 15 years.

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ITIL®

	Duration	Rate	April 2021	May 2021	June 2021	July 2021	August 2021	Sep. 2021	Oct. 2021	Nov. 2021	Dec. 2021	Jan. 2022	Feb. 2022	March 2022
ITIL® 2011 Foundation Certification Program*	3 D	1 725 \$	-	-	1-3	-	-	14-16	-	-	8-10	-	-	16-18
ITIL® V4 Foundation Certification Program*	3 D	1 725 \$	13-15	-	-	13-15	-	-	20-22	-	-	19-21	-	-
ITIL® 4 Awareness for Decision Makers	1 D	495 \$	-	27	-	-	26	-	-	25	-	-	24	-
ITIL® 4 Foundation Bridging Certification Program *	1 D	495 \$	-	-	17	-	-	23	-	-	7	-	-	-
ITIL® 4 Overview (Non-certificate Program)	1 D	495 \$	7	-	-	19	-	-	6	-	-	22	-	-
ITIL® 2011 Service Strategie certification Program	3 D	2 826 \$	-	-	8-9	-	-	21-23	-	-	1-3	-	-	23-25
ITIL® 2011 Servition Transition certification Program	3 D	2 826 \$	-	25-27	-	-	3-5	-	-	17-19	-	-	2-4	-
ITIL® 2011 Service Operation Certification Program	3 D	2 826 \$	20-22	-	-	6-8	-	-	27-29	-	-	12-14	-	-
ITIL® 2011 Continual Service Improvement Certification Program	3 D	2 826 \$	-	18-20	-	-	10-12	-	-	24-26	-	-	9-11	-

* Are you interested in self-training? Contact your Director of Business Development.



Malicis has been a partner of Versalys for over 5 years.

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

	Duration	Rate	April 2021	May 2021	June 2021	July 2021	August 2021	Sep. 2021	Oct. 2021	Nov. 2021	Dec. 2021	Jan. 2022	Feb. 2022	March 2022
Citrix Xendeskop/Xen App 7.x - Administration et gestion des applications ^F	5 D	3 500 \$												
Citrix Xendeskop/Xen App 7.x - Installation & configuration ^F	5 D	3 500 \$												

On request

On request

(F) Available in French only

Project Management



GPBL is a partner of Versalys for over 15 years.

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.

Gestion de projet*	Duration	Rate	April 2021	May 2021	June 2021	July 2021	August 2021	Sep. 2021	Oct. 2021	Nov. 2021	Dec. 2021	Jan. 2022	Feb. 2022	March 2022
Gestion des coûts de projets (F)	2 d	990 \$	-	-	-	-	-	-	-	-	-	-	-	-
Managing Project Risks	2 d	990 \$	-	-	-	-	-	-	-	-	1,2,8 et 9 am 10 et 17	-	-	-
Initiation aux principes de gestion de projets et MS Project (F)	3 d	1 485 \$	-	-	-	-	-	-	-	-	-	-	-	-
Project Management Methodology	2 d	990 \$	-	-	-	-	-	-	-	-	-	19-20	-	16-17
Gestion de projet - techniques et concepts de base	4 x 3 h	990 \$	12-14-19 et 22 pm	-	7-9-14 et 17 pm	-	-	-	-	10-11-17 et 18 am	1,2,8 et 9 am	-	9,10,16 et 17 am	-
Integrated Project Management Methodology – IPMM	4 d	1 980 \$	-	-	-	-	-	-	-	17,18,24 et 25 pm 30 nov., 7, 14 et 21 déc.	1,2,8 et 9 pm	-	-	-
PMP Certification Preparation (approach RMC)	5 d	2 475 \$	-	-	-	-	-	-	-	-	-	-	-	-
■ (F) available in French only														

Personal efficiency



improov is a registered trademark of Fetch capital Humain, a partner of Versalys

Over the last 9 years, our team has helped more than 30,000 people recover over 1,798,000 hours in efficiency. We provide non-traditional training. Discover our hybrid formula by attending in-class courses with online content, or self-train using our videos and online tools. This is how you can recover up to two hours of efficiency per day!

Programme IMPROOV	Duration	Rate	April 2021	May 2021	June 2021	July 2021	August 2021	Sep. 2021	Oct. 2021	Nov. 2021	Dec. 2021	Jan. 2022	Feb. 2022	March 2022
OneNote Like a PRO Hybrid Formula	3 h 30	297 \$	Upcoming											
2 x 1 h 30	297 \$	-	4, 18 am	-	6, 20 am	-	14, 28 am	21, 28 pm	23, 30 am	-	27, 3 pm	7, 14 am	21, 28 am	4, 11 am
En ligne seulement - auto formation		197 \$	Video clips available at all times for a period of 1 year with the purchase of a license											
Outlook Like a PRO Hybrid Formula	1 j	697 \$	Upcoming											
3 x 1 h 30	697 \$	5, 12, 19 am	6, 13, 20 am	3, 10, 17 am	15, 22, 25 am	12, 19, 26 am	10, 17, 24 am	5, 12, 19, am	2, 9, 16 am	1, 8, 15 am	13, 20, 27 am	1, 8, 15 am	17, 24, 3 am	3, 10, 17 am
En ligne seulement - auto formation		297 \$	Video clips available at all times for a period of 1 year with the purchase of a license											
Teams Like a PRO Hybrid Formula	3 h30	297 \$	Upcoming											
2 x 1 h30	297 \$	15, 29 am	3, 17 am	14, 28 am	8, 22 am	3, 17 am	8, 22 am	6, 13 pm	17, 24 am	6, 13 am	18, 25 am	3, 10 am	17, 24 am	8, 15 am
En ligne seulement - auto formation		197 \$	Video clips available at all times for a period of 1 year with the purchase of a license											
iPhone Like a Pro	Available in hybrid formula and in self-training				Visit our website to see the details									
Google Like a Pro														
Efficient Like a Pro														

Business Writing



In our everyday work, writing short or long texts can be a challenge in one or more aspects. Our experts in written communication offer workshops to focus on helping you develop the skills you need.

For everyone	Duration	Rate	April 2021	May 2021	June 2021	July 2021	August 2021	Sep. 2021	Oct. 2021	Nov. 2021	Dec. 2021	Jan. 2022	Feb. 2022	March 2022
Business Writing														
Prise de notes, compte rendu et procès-verbal ^F	1 j	495 \$	7-8 am V	19-20 am V	16-17 am V	14-15 am V	-	13-14 pm V	6-7 am V	10-11 pm V	1-2 am V	12-13 pm V	23-24 am V	16-17 pm V
Concevoir une documentation technique ^F	1 j	495 \$	21 V	27 V	-	12-13 pm V	-	2-3 am V	-	9-10 pm V	-	20-21 am V	-	28-29 pm V
Grammaire anglaise	2 j	890 \$	-	6-7 V	-	12-13 V	-	6 au 9 pm V	-	22 au 25 am V	-	-	8 au 11 pm V	-
Démystifier l'accord du participe passé ^F	3 h 30	250 \$	16 am V	21 am V	-	7 am V	-	16 am V	13 am V	3 am V	8 am V	20 am V	10 am V	9 am V
Réviser les principales règles de grammaire ^F	3 h 30	250 \$	16 pm V	-	-	7pm V	-	16 pm V	13 pm V	3 pm V	8 pm V	20 pm V	10 pm V	9 pm V
Respecter les conventions typographiques ^F	3 h 30	250 \$	9 am V	-	15 am V	-	-	30 am V	14 am V	4 am V	9 am V	15 am V	16 am V	23 am V
Rédiger des textes concis ^F	3 h 30	250 \$	21 am V	26 am V	-	8 am V	-	15 am V	20 am V	17 am V	15 am V	19 am V	9 am V	10 am V
Rapport : apprendre à bien structurer sa démarche ^F	3 h 30	250 \$	21 pm V	-	-	8 pm V	-	15 pm V	20 pm V	17 pm V	15 pm V	19 pm V	9 pm V	23 pm V
Optimiser la révision de ses écrits ^F	3 h 30	250 \$	9 pm V	27 am V	15 pm V	-	-	30 pm V	14 pm V	4 pm V	9 pm V	15 pm V	16 pm V	10 pm V
■ ■ (F) available in French only														

Skill development and organizational development



For over 50 years, Groupe CFC has been recognized in Quebec as the gold standard for developing the skills of executives and professionals at all levels. We provide our clients with a range of training courses focused on today's issues, including counselling, corporate training, custom learning programs, coaching or public sessions.



Conseil
Formation
Coaching

In collaboration with CFC Group for over 5 years, Versalys is proud to promote this wide range of courses.

Virtual Classroom	Duration	Rate	April 2021	May 2021	June 2021	July 2021	August 2021	Sep. 2021	Oct. 2021	Nov. 2021	Dec. 2021	Jan. 2022	Feb. 2022	March 2022
In times of turbulence														
Managing your Teams Remotly	2 h	195 \$	-	-	10 am	-	-	Upcoming						
Remote Work Performance	1 h 30	149 \$	-	25 pm	-	-	-							
■ ■ Visit our website for other training available.														

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IT and office automation
training for over 35 years.

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a Versalys

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strengths and expertise with those
of choice partners, Versalys offers a
wide range of approaches to develop
complementary skills

NOVACONCEPT

The creative team
that works miracles
in developing skills
through technology.

documens

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high quality bilingual
content
for all our products.

CFC | Conseil
Formation
Coaching

Believes in human
organizations, bold, creative
and authentic leaders and
committed teams.