


DON'T JUST ACHIEVE  
YOUR GOALS...  
**EXCEED THEM**

# Offer Training

23

Virtual class | Montreal | Quebec | Laval

27 avril 2023



**Versalys first  
le choice for  
businesses, is now**

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

- Public and private training
- Customized training, coaching
- Oneline 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!

Unless otherwise specified, all Office automation courses are offered in virtual classrooms in French and English on all dates. The Classroom trainings are offered on an alternating basis for Montreal, Quebec and Laval according to the legend.

## Office automation



Microsoft	Duration	Rate	Jan. 2023	Feb. 2023	Mar. 2023	April 2023	May 2023	June 2023	July 2023	August 2023	Sept. 2022	Oct. 2022	Nov. 2021	Dec. 2022
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### Windows

Beginner regular	1 D	175 \$	12	-	-	21	-	1	-	4 M	-	6 L	24 Q	-
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### Access

Beginner	2 D	350 \$	23-24	23-24 Q	9-10	6-7 L	11-12	12-13 M	-	17-18 L	-	3-4 M	2-3	-
Intermediare	2 D	350 \$	25-26 M	-	16-17 Q	-	16-17 L	28-29 M	-	30-31 Q	20-21	-	15-16 L	-
Avanced (VBA)	2 D	650 \$	-	-	20-21	17-18	-	-	4-5 M	-	7-8 Q	11-12	-	7-8 L

Access	10 H 15	175 \$	Self-training formula • Licence available for a period of one year • Access to videos and evaluations											
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### Excel

Beginner for professionals	1 D	150 \$	16	17	24	26	11	2	3 31 M	-	5 Q	13	11 22 L	4
Beginner regular	2 D	300 \$	17-18	15-16	7-8	11-12	18-19	14-15 M	6-7 Q	1-2 M	13-14	5-6 Q 23-24 L	23-24 M	13-14 V L
Intermediate	2 D	300 \$	30-31	2-3 27-28	1-2 28-29	13-14	4-5 24-25	7-8 Q 21-22	10-11 M	24-25	5-6 M 14-15 26-27 Q	19-20 L	13-14 M 30-1	5-6 Q 21-22
Avanced (VBA)	2 D	650 \$	26-27	9-10	23-24	27-28 L	30-31	26-27 Q	20-21	7-8 M	28-29 Q	18-19 L	9-10 21-22	19-20 M
Dashboard	2 D	650 \$	24-25	21-22	30-31	25-26	-	19-20 M	26-27	10-11 Q	21-22	25-26 M	7-8	-
Power Pivot	1 D	325 \$	19	13	16	5	29	30	28	3	25	26	6	14
Excel Complex calculation workshop	3 H	275 \$	20 am V - Q	8 am V - M	3 am V - Q	11 am V - M	4 am Q	-	31 am M	-	20 am Q	-	-	15 am L
Excel Pivot table report	3 H	275 \$	20 pm	8 pm	3 pm	11 pm	4 pm	6 pm	31 pm M	4 pm Q	20 pm	17 pm M	28 pm Q	12 pm L

### Excel (only Virtual Classroom)

Excel Automate a workbook	1 H 30	99 \$	9 am	-	27 am	3 am	-	5 am	12 am	-	19 am	-	17 am	-
Excel Pivot table	1 H 30	99 \$	9 am	-	27 am	3 am	-	5 am	12 am	-	19 am	-	17 am	-
Excel Beginner Part 1	3 H	99 \$	10 am	10 am	13 am	4 am	8 am	9 am	18 am	4 am	18 am	27 am	3 am	5 am
Excel Beginner Part 2	3 H	99 \$	10 pm	10 pm	22 am	24 pm	15 pm	16 am	19 pm	9 pm	18 pm	30 am	23 am	5 pm
Excel Workbook	3 H	99 \$	11 pm	9 pm	13 pm	4 pm	-	9 pm	-	14 am	11 pm	30 pm	3 pm	15 pm
Excel Data base and pivot table	3 H	99 \$	13 am	6 am	22 pm	27 am	-	16 pm	-	15 pm	11 am	16 am	20 am	12 pm
Excel Avanced functions	3 H	99 \$	13 pm	6 pm	-	27 pm	-	23 am	13 am	16 am	12 am	16 pm	20 pm 28 am	11 pm
Excel Charts	3 H	99 \$	11 am	9 am	-	24 am	-	23 pm	13 pm	21 am	-	27 pm	23 pm	8 am
Excel Macro command	3 H	179 \$	27 pm	7 pm	-	21 am	2 am	-	14 am	15 am	6 pm	31 am	17 pm	14 am
Excel VBA 1	3 H	179 \$	-	1 <sup>a</sup> am	-	28 am	3 am	-	17 am	21 pm	6 am	10 am	17 pm	14 pm
Excel VBA 2	3 H	179 \$	-	7 am	-	28 pm	3 pm	-	17 pm	22 pm	12 pm	31 pm	16 am	15 am
Excel The dialog boxes	3 H	179 \$	-	1 <sup>a</sup> pm	-	21 pm	2 pm	-	14 pm	16 pm	14 am	24 pm	16 pm	8 pm

Excel 2010, 2013, 2016, 2019	13 H 10	175 \$	Self-training formula • Licence available for a period of one year • Access to videos and evaluations											
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Legend

L	Laval	M	Montreal	Q	Quebec		Virtual Classroom		In-person training
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Microsoft	Duration	Rate	Jan. 2023	Feb. 2023	Mar. 2023	April 2023	May 2023	June 2023	July 2023	August 2023	Sept. 2022	Oct. 2022	Nov. 2021	Dec. 2022
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### Outlook

Beginner	1 D	175 \$	25	15	22	5	5	7 L	19 M	28	7 Q	26 M	-	7 4 L
Intermediate	1 D	175 \$	17 Q	10	-	7 L - V	5 M 30	-	25	-	26 Q	31 M	3	8 L
Outlook 2010, 2013, 2016, 2019		175 \$	Self-training formula • Licence available for a period of one year • Access to videos and evaluations											

### PowerPoint

Beginner for professionals	1 D	175 \$	-	16 Q - V	8	21 M - V	26	8 L	6 Q	-	-	10 M	-	11 L
Beginner regular	2 D	350 \$	10-11 L - V	-	6-7	-	1-2	5-6 M	-	17-18 Q	5-6 L	-	16-17 M	-
Intermediate	2 D	350 \$	16-17	-	1-2	11-12	-	15-16 M	-	30-31 Q	-	5-6 L	22-23 M	-

### PowerPoint (only Virtual Classroom)

Beginner part 1	3 H	99 \$	5 am	13 am	17 am	20 am	8 am	12 am	24 am	-	13 pm	3 am	7 am	1er pm
Beginner Part 2	3 H	99 \$	6 am	17 am	21 am	20 pm	12 am	22 am	26 am	-	18 am	18 pm	13 pm	12 am
Quickly create a presentation	1 H 30	99 \$	12 am	-	21 pm	-	8 pm	22 pm	24 pm	-	-	18 am	-	22 pm
Use masks	1 H 30	99 \$	12 am	-	21 pm	-	8 pm	22 pm	24 pm	-	-	18 am	-	22 pm
PowerPoint 2010, 2013, 2016, 2019	13 H 10	175 \$	Self-training formula • Licence available for a period of one year • Access to videos and evaluations											

### Project

Beginner	2 D	650 \$	18-19	23-24	22-23	-	16-17 M	8-9 Q	-	8-9 L	14-15	11-12 M	-	14-15 Q
Intermediate	1 D	325 \$	-	14-15	-	27-28	-	28-29 M	-	25 Q	-	27 L	-	19 M
Initiation aux principes de gestion de projets et MS Project	3 D	1 485 \$	-	-	-	-	15 au 17 M	-	-	7 au 9 L	-	-	-	13 au 15 Q
Méthodologie et mise en pratique avec Project 2016	3 H 46	325 \$	Self-training formula • Licence available for a period of one year • Access to videos and evaluations											

### Visio

Beginner	1 D	175 \$	13	22	27	19	26 M	14	-	29 Q	8	17	8 L	-
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### Word

Beginner for professionals	1 D	175 \$	-	13	20	6	31 L	-	12 M	23	29 Q	13	30 M	20 L
Beginner regular	1 D	350 \$	-	2-3	23-24	3-4	18-19 L	26-27	-	24-25 M	12-13	19-20 Q	14-15	5-6 M
Intermediate	2 D	350 \$	9-10	9-10	13-14	11-12 L	29-30 M	-	27-28 Q	-	27-28 L	-	21-22 M	14-15
Avanced	2 D	350 \$	-	20-21	-	19-20	30-1	24-25 M	-	21-22 Q	21-22	5-6 L	28-29	20-21 M

### Word (only Virtual Classroom)

Tables	1 H 30	99 \$	5 pm	24 am	-	7 am	3 am	2 am	-	3 am	11 pm	19 pm	17 am	19 pm
Performing mail merge	1 H 30	99 \$	5 pm	24 am	-	7 am	3 am	2 am	-	3 am	11 pm	19 pm	17 am	19 pm
Styles	3 H	99 \$	6 pm	23 am	-	5 pm	3 pm	2 pm	-	3 pm	11 am	20 am	17 pm	19 am
Word 2010, 2013, 2016, 2019	7 H	175 \$	Self-training formula • Licence available for a period of one year • Access to videos and evaluations											



### Office 365 2013, 2016, 2019

Office 365 User	3 H 30	149 \$	-	8 am V - M	10 am V - M	-	4 pm V - M	-	13 am V - M	-	25 pm V - M	26 pm V - M	3 am V - M	7 pm V - M
One Drive	3 H		-	6 pm V - M	9 am V - M	13 am V - M	24 am V - M	1 am V - M			Offered in private session according to your needs			
Teams	3 H		-	1 pm V	9 pm V - M	13 pm V - M	24 pm V - M	1 pm V - M			Offered in private session according to your needs			
Teams Intermediate	2 x 3 H	295 \$	-	6-7 am - V	-	25, 26 pm - V	-	12, 13 am - V	-	10, 11 am - V	-	-	23, 24 am - V	-
One Note	3 H		-	7 pm V - M	10 pm V - M	6 pm V - M	26 am V - M	13 pm V - M			Offered in private session according to your needs			
Planner & To Do	3 H		-	1 am V - M	-	6 am V - M	-	-			Offered in private session according to your needs			
Office 365 The collaborative work environnement	8 H 30	175 \$	Self-training formula • Licence available for a period of one year • Access to videos and evaluations											
Office essential skills after migration	9 H 50	175 \$												

# Computer graphics & Web

Using the various tools included with this software as recommended !

Unless otherwise specified, all Computer graphics & Web courses are offered in virtual classrooms in French and English on all dates. The Classroom trainings are offered on an alternating basis for Montreal, Quebec and Laval according to the legend.

Adobe	Duration	Rate	Jan. 2023	Feb. 2023	Mar. 2023	April 2023	May 2023	June 2023	July 2023	August 2023	Sep 2023	Oct 2023	Nov. 2023	Dec. 2023
Acrobat, Beginner	1 D	325 \$	-	3	-	12	-	9	-	3 M	-	31	-	1 L
Acrobat, Intermediate	1 D	325 \$	-	-	27	-	2	-	8	-	-	20 M	-	5 L
Illustrator, Beginner	2 D	625	9-10	-	-	-	-	15-16	Offered in private session according to your needs					
 Illustrator CC/CS6	8 H 20	325 \$	Self-training formula • Licence available for a period of one year • Access to videos and evaluations											
InDesign, Beginner	2 D		-	-	-	-	-	-	Offered in private session according to your needs					
 InDesign CC/CS6	9 H 40	325 \$	Self-training formula • Licence available for a period of one year • Access to videos and evaluations											
Photoshop, Beginner	2 D		-	16-17	-	-	3-4	-	Offered in private session according to your needs					
 Photoshop CS6	8 H 20	325 \$	Self-training formula • Licence available for a period of one year • Access to videos and evaluations											
Dreamweaver	2 D		Offered in private session according to your needs											
Muse	1 D		Offered in private session according to your needs											
Captivate	3 D		Offered in private session according to your needs											
<b>Microsoft</b>														
Publisher	1 D		Offered in private session according to your needs											
<b>Foxit Phantom</b>														
Foxit Phantom PDF Beginner	1 D	325\$	-	15 V	-	-	12 V	-	-	30 V	-	27 V	-	14 V
Foxit Phantom PDF Intermediate	1 D	325 \$	-	-	30 V	-	-	8 V	-	-	20 V	-	8 V	-



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

## Coaching Option

Access - Excel - Word  
PowerPoint - Outlook  
Adobe

When the needs are specific, it is sometimes necessary to be accompanied in order to properly evaluate the solutions available to you. The coaching option is a wise choice to benefit from the expertise of our office automation / computer graphics trainers. With the support of the coach, you will be able to determine the right work method, the right tools to use and complete your learning in order to take charge of your project with confidence.



I want to receive information



# Information Technology



A team of IT specialists share their practical knowledge and pedagogical skills with our clients.

Unless otherwise specified, all IT courses are offered in virtual classrooms in French and English on all dates. The Classroom trainings are offered on an alternating basis for Montreal, Quebec and Laval according to the legend.

Microsoft Certified		Duration	Rate	Jan. 2023	Feb. 2023	Mar. 2023	April 2023	May 2023	June 2023	July 2023	August 2023	Sep 2023	Oct 2023	Nov. 2023	Dec. 2023
AZ-104 T00	Azure Administrator	4 D	2 140 \$	-	-	20-23	-	-	13-16	-	-	19-22	-	-	5-8
AZ-305 T00	Azure Architecture and Technologies *	4 D	2 140 \$	-	-	-	4-7	-	-	4-7	-	-	4-7	-	-
AZ-500	Azure Security Technologies *	4 D	2 140 \$	-	-	14-17	-	-	5-8	-	-	11-14	-	-	5-8
MS-500	Managing Office 365 Identities and Services MS-500T00*	4 D	2 140 \$	-	-	-	-	22-26	-	-	-	-	17-21	-	-
MD-100T00	Windows client	5 D	2 675 \$	-	-	-	-	-	-	17-21	-	-	-	20-25	-
MD-101T00	Managing Modern Desktops *	5 D	2 675 \$	-	-	-	24-28	-	-	-	28-1	-	-	-	11-15
SC-200	Security Operations Analyst*	4 D	2 140 \$	-	-	-	-	-	19-23	-	-	5-8	-	-	-
SC-300	Identity and Access Administrator*	4 D	2 140 \$	-	-	-	-	30-2	-	-	-	-	10-14	-	-
PL-200	Power Platform Functional Consultant	4 D	2 140 \$	-	-	-	-	-	-	24-27	-	-	-	7-10	-
PL-300	Power BI Data Analyst	3 D	1 605 \$	-	-	-	24-26	-	-	-	23-25	-	-	-	5-7
PL-400	Power Platform Developer *	3 D	1 605 \$	-	-	-	-	15-17	-	-	7-9	-	-	29-1	-

## Security computer science Where are you?

If we told you that:

- Today, more than 85% of computer breaches in organizations are caused by human elements.
- Canadians lost more than \$230 million to online fraud in 2021, according to the Canadian Anti-Fraud Centre.
- 78% of Canadian businesses have been victims of a cyberattack successful in 2020, according to a report by CyberEdge group.

Explore solution





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	Jan. 2023	Feb. 2023	Mar. 2023	April 2023	May 2023	June 2023	July 2023	August 2023	Sep 2023	Oct 2023	Nov. 2023	Dec. 2023
ITIL® V4 Foundation Certification Program*	3 D	1 850 \$	-	19-21	-	-	-	13-15	-	-	19-21	-	-	5-7
ITIL® 4 Awareness for Decision Makers	1 D	495 \$	-	-	25	-	-	-	4	-	-	4	-	-
ITIL® 4 Overview (Non-certificate Program)	1 D	495 \$	-	6	-	-	10	-	-	2	-	-	16	-
ITIL® 4 Specialist: Create Deliver and Support (CDS) Certification Program	3 j	2 826 \$	-	-	-	-	-	6-8	-	-	26-28	-	-	19-21
ITIL® 4 Strategist: Direct Plan and Improve (DPI) Certification Program	3 j	2 826 \$	-	-	-	-	-	-	26-28	-	-	3-5	-	-
ITIL® 4 Specialist: Drive Stakeholder Value (DSV) Certification Program	3 j	2 826 \$	-	-	-	-	-	-	-	23-25	-	-	22-24	-

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



Malicis est partenaire de Versalys depuis plus de 5 ans.

Malicis est une firme de référence en consultation des technologies de l'information. L'équipe de Malicis est composée des meilleurs experts CITRIX dans le domaine de l'infrastructure virtuelle.

Citrix <sup>F</sup>	Duration	Rate	Jan. 2023	Feb. 2023	Mar. 2023	April 2023	May 2023	June 2023	July 2023	August 2023	Sep 2023	Oct 2023	Nov. 2023	Dec. 2023
Citrix Xendeskop/Xen App 7.x - Administration et gestion des applications	5 D	3 500 \$												On request
Citrix Xendeskop/Xen App 7.x - Installation & configuration	5 D	3 500 \$												On request

<sup>F</sup> Available in french only

# Personal efficiency



Over the last 10 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!

IMPROOV Program	Duration	Rate	Jan. 2023	Feb. 2023	Mar. 2023	April 2023	May 2023	June 2023	July 2023	August 2023	Sep 2023	Oct 2023	Nov. 2023	Dec. 2023
OneNote like aa PRO Hybrid Formula - Virtual classroom and online content	2 x 1 h 30	297 \$	-	-	3, 10 am	15, 22 pm	-	9-16 pm	30-6 am	-	-	-	-	-
Self-training - Oneline content only		197 \$	Access 1 year from the date of activation											
Outlook like a PRO Hybrid Formula - Virtual classroom and online content	3 x 1 h 30	697 \$	-	11, 18, 25 am	22, 29, 6 am EN 10, 17, 24 am EN	1, 8 am EN 5, 12, 19 am	12-19-26 am	8-15-22 am	22, 29, 5 am	26-3-10 am	-	-	-	-
Self-training - Oneline content only		197 \$	Access 1 year from the date of activation											
Teams like a PRO Hybrid Formula - Virtual classroom & oneline content	2 x 1 h 30	297 \$	-	6, 13 pm	23, 30 pm EN	6, 13 am	-	14, 21 am	9, 16 am	20, 27 am	-	-	-	-
Self-training - Oneline content only		197 \$	Access 1 year from the date of activation											
Efficace like a Pro Hybrid Formula - Virtual classroom & oneline content	5 x 2 h	1497 \$	-	-	1, 8, 15, 22, 29 am	-	26, 29, 16, 23 am	-	11, 18, 25, 2, 9 pm	-	-	-	-	-

# 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. *\*Also available face-to-face on request*

For everyone	Duration	Rate	Jan. 2023	Feb. 2023	Mar. 2023	April 2023	May 2023	June 2023	July 2023	August 2023	Sep 2023	Oct 2023	Nov. 2023	Dec. 2023
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## Business Writing

Courriel : Acroître l'efficacité de ses messages * AT-006	3 h 30	250 \$	-	-	-	11 pm V	-	1 <sup>er</sup> am V	11 pm V	31 am V	-	5 pm V	9 am V	14 pm V
Prise de notes, compte rendu et procès-verbal Writing Effective Meeting Minutes	1 j	495 \$	18-19 pm V	21 M	14-15 pm V	4 Q	24-25 am V	14-15 am V	12-13 am V	29-30 am V	-	3-4 am Fr pm En	7-8 am V	12-13 am V
Concevoir une documentation technique	1 j	495 \$	19 L	-	27-28 pm V	-	18-19 am V	-	11-12 am V	-	11-12 pm V	-	22-23 am V	-
Rédiger des textes concis * AT-004	3 h 30	250 \$	25 am V	28 pm V	-	12 am V	30 pm V	27 pm V	-	22 am V	26 pm V	-	1 <sup>er</sup> am V	5 pm V
Optimiser la révision de ses écrits * AT-008	3 h 30	250 \$	26 am V	-	1 <sup>e</sup> pm V	13 am V	31 pm V	28 pm V	-	23 am V	27 pm V	-	2 am V	6 pm V
Réviser les principales règles de grammaire * AT-002	3 h 30	250 \$	25 pm V	28 am V	-	12 pm V	30 am V	27 am V	-	22 pm V	26 am V	-	1 <sup>er</sup> pm V	5 am V
Démystifier l'accord du participe passé * AT-001	3 h 30	250 \$	26 pm M	-	1 <sup>e</sup> am V	13 pm V	31 am V	28 am V	-	23 pm V	27 am V	-	2 pm V	6 am V
Respecter les conventions typographiques * AT-003	3 h 30	250 \$	18 am V	22 am V	30 pm V	-	24 pm V	29 am V	-	24 pm V	28 am V	31 pm V	-	7 am V
Rapport : apprendre à bien structurer sa démarche * AT-007	3 h 30	250 \$	19 am V	22 pm V	30 am V	-	25 pm V	29 pm V	-	24 am V	28 pm V	31 am V	-	7 pm V
Grammaire anglaise	2 j	890 \$	-	24-27 am V	-	-	22-25 pm V	-	-	-	19 au 22 am V	-	-	18 au 12 pm V

(F) available in French only



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

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.

## Skill development and organizational development



Virtual Class-Room and In-person training	Duration	Rate	Jan. 2023	Feb. 2023	Mar. 2023	April 2023	May 2023	June 2023	July 2023	August 2023	Sep 2023	Oct 2023	Nov. 2023	Dec. 2023
Actualisation des habiletés de gestion	2 j	990 \$	-	-	-	-	17 et 18 MTL	-	-	-	-	4 et 5 MTL	-	-
Agir avec souplesse dans l'ambiguïté	1 j		Upcoming dates											
Animer efficacement une réunion virtuelle	1 h 30	149 \$	-	-	16 am	-	-	13 am	-	-	-	3 am	-	-
Apprendre à gérer son stress et son énergie (pour tous)	2 h 30	225 \$	26 am	-	14 am	-	-	1 am	-	-	-	-	2 am	-
Authenticité en management	30 h	3 195 \$	-	-	-	-	-	-	-	-	-	Start of new cohort Oct 4 (fr)		
Communiquer et collaborer pour accroître la synergie	2 x 2 h 30		Offered in business, available on request											
Conjuguer performance et distance	2 h	195 \$	24 pm	-	-	17 pm	-	-	11 am	-	-	-	8 am	-
Déléguer pour développer et responsabiliser	2 x 2 h 30	450 \$	-	7, 14 pm	-	-	4, 11 am	-	-	25 et 29 am	-	5 et 12 am	15 et 22 am	-
Déployer des pratiques d'innovations en gestion	2 x 2 h 30	450 \$	-	-	23, 30 pm	-	-	1, 8 am	-	-	-	-	-	-
	1 j	495 \$	-	-	-	-	-	-	-	-	-	-	-	-
Développer sa capacité à réagir avec agilité face à l'ambiguïté	2 h 30	225 \$	-	8 am	-	-	18 am	-	-	30 am	-	-	-	5 pm
Exceller en service-client (clientèle externe)	2 x 2 h 30	450 \$	-	-	23, 30 am	20, 27 am	-	7, 14 am	-	-	-	-	-	-
Formation de formateurs	2 x 2 h 30	495 \$	-	15, 22 pm	-	-	-	-	-	-	-	-	-	-
Former et accompagner dans l'action   Coaching technique	2 x 2 h 30		Offered in business, available on request											
Gérer la civilité dans les équipes de travail	2 x 2 h 30		Offered in business, available on request											
Gérer les comportements dysfonctionnels en milieu de travail	2 x 2 h 30		Offered in business, available on request											
Gérer le temps et les priorités (pour employés)	2 x 2 h 30	450 \$	-	-	14, 18 pm	-	-	1, 8 am	-	-	-	-	8 et 15 am	-
Gérer les priorités en contexte de turbulence	2 h 30	225 \$	19 am	-	-	4 am	-	-	-	29 am	-	-	7 pm	-
Gérer son équipe en mode hybride	2 h	195 \$	-	8 am	-	-	1 <sup>e</sup> am	-	-	-	22 am	-	-	-
Gérer votre temps comme un pro	2 x 2 h 30	450 \$	-	2, 9 am	-	-	2, 16 pm	-	-	-	-	-	-	-



# Skill development and organizational development



Pour accéder au contenu, cliquez directement sur le titre de la formation ou sur l'icône classe virtuelle selon votre intérêt.

Formations offertes par Groupe CFC

Virtual Class-Room and In-person training	Duration	Rate	Sept. 2022	Oct. 2022	Nov. 2021	Dec. 2022	Jan. 2023	Feb. 2023	Mar. 2023	April 2023	May 2023	June 2023	July 2023	August 2023
Gestion hybride : adapter ses pratiques à la nouvelle réalité	2 x 2 h 30	450 \$	-	1, 8 pm	-	-	10, 17 pm	-	-	22 et 29 pm	-	-	22 et 29 am	-
	1 jour	495 \$	-	-	-	-	-	-	-	-	-	-	-	-
Gestionnaire courageux	2 x 2 h 30	450 \$	-	-	-	-	-	14, 21 pm	-	-	-	-	-	-
Gestionnaire de gestionnaires	2 x 2 h 30	450 \$	-	-	14, 21 pm	-	10, 17 am	-	-	-	-	5 et 12 am	-	-
Gestion du stress : soutenir son équipe tout en maintenant le cap pour soi-même le cap pour soi-même	3 h		Offered in business, available on request											
Intelligence émotionnelle dans le milieu de travail	2 j	-	-	-	-	-	-	-	-	-	-	25 et 26 MTL	-	-
	2 x 2 h 30	450 \$	-	-	9, 16 am	-	18 et 30 pm	21 et 28 am	-	-	-	-	14 et 21 pm	-
La reconnaissance comme levier de performance durable	2 h 30	225 \$	-	2 am	-	4 am	-	20 am	-	-	-	11 am	-	-
La civilité dans le milieu de travail, c'est non négociable	2 h 30		Offered in business, available on request											
Leader et pensée stratégique	2 x 2 h 30	450 \$	18-25 am	-	-	13, 27 am	-	-	-	-	7 et 14 am	-	-	6 et 13 am
Leadership sans autorité formelle	2 x 2 h 30	450 \$	18, 25 am	-	-	6, 13 pm	-	-	-	22 et 29 am	-	-	-	5 et 12 pm
	1 j	495 \$	-	-	-	-	-	-	-	-	-	-	-	-
Managing your Teams Remotly	2 h		Offered in business, available on request											
Manceuvrer avec agilité dans le changement	2 x 3 h	450 \$	-	-	14, 21 am	-	24, 31 pm	-	5 et 12 am	-	-	-	16 et 23 pm	-
Maximiser la collaboration au sein de son équipe	2 x 2 h 30		Offered in business, available on request											
Mobilisation d'équipe et leadership	3 x 2 h	495 \$	17, 24, 31 am	-	-	-	9, 16, 23 am	-	-	-	-	-	-	-
	2 j	990 \$	-	-	-	-	-	6 et 7 MTL	-	-	-	-	-	-
Négocier et influencer pour gagner ensemble	2 h 30	450 \$	-	23 pm	-	-	30 am	-	-	-	27 am	-	-	-
Passer de collègue à patron	2 x 3 h	450 \$	-	16, 23 am	-	-	4, 11 am	-	-	17 et 24 am	-	-	2 et 9 am	-
	2 j	495 \$	-	-	29, 30 Mtl	-	-	-	-	-	-	-	-	-
Performer en mode hybride	1 h 30	149 \$	-	-	14 pm	-	16 am	-	6 am	-	-	-	22 am	-
Persuasion et communication d'influence		450 \$	-	-	15, 22 am	-	-	6, 13 am	-	-	-	11 et 18 am	-	-

Légende

M	Montréal	O	Orford	Q	Québec	STP	St-Paulin		Classe virtuelle		Formation en présentiel
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Virtual Class-Room and In-person training	Duration	Rate	Sept. 2022	Oct. 2022	Nov. 2021	Dec. 2022	Jan. 2023	Feb. 2023	Mar. 2023	April 2023	May 2023	June 2023	July 2023	August 2023
Programme Gestionnaire 3.0 - Actualiser ses pratiques à la réalité d'aujourd'hui	8 X 1 h 30	Offered in business, available on request												
Rédaction : stratégies et techniques d'écriture	2 x 2 h 30	Offered in business, available on request												
Renforcer son rôle-conseil	3 x 2 h 30	525 \$	-	-	14, 21, 4 am	-	30, 6, 20 am	-	-	-	-	-	1, 8 et 15 pm	-
	2 j	990 \$	-	20, 21 Mtl	-	-	-	-	-	-	-	-	-	-
Réussir dans son rôle de leader-coach (niveau 1)	2 x 2 h 30	450 \$	-	-	22, 29 am	-	17, 25 pm	-	-	-	-	-	-	5 et 12 am
Remote Work Performance	1 h 30	149 \$												
Sens politique et pouvoir d'influence (niveau 1)	2 x 2 h 30	450 \$	-	-	14, 21 am	29, 4 am	11, 18 am	6, 13 am		24 et 31 am			1 et 9 am	
	2 j	1 125 \$	-	-	-	15, 16 MTL	-					11 et 12 MTL		
Sens politique et action stratégique (niveau 2)	2 x 2 h 30 + 1 x 2 h	450 \$	-	-	-	4, 12 am 19 m	-	-	-	-		28 pm, 4 et 12 am	-	-
Techniques innovantes en animation (niveau 3)	3 x 0,5 j	Offered in business, available on request												

Lean Six Sigma	Durée	Prix	Jan. 2023	Fév. 2023	Mar. 2023	Avril 2023	Mai 2023	Jun 2023	Juillet 2023	Août 2023	Sept. 2023	Oct. 2023	Nov. 2023	Déc. 2023
Introduction Lean Six Sigma Ceinture blanche	1 j	525 \$	-											Upcoming dates
Lean Six Sigma Ceinture jaune	4 x 3 h 30	1 050 \$	-											Upcoming dates
Lean Six Sigma Ceinture verte	5 j	3 150 \$	-											Upcoming dates

Conference and Workshop	Duration	Rate	Sept. 2022	Oct. 2022	Nov. 2021	Dec. 2022	Jan. 2023	Feb. 2023	Mar. 2023	April 2023	May 2023	June 2023	July 2023	August 2023
Conférence - L'approche client : passer de la satisfaction à l'engagement	1 h 30	Offered in business, available on request												
Conférence : Élever son leadership par le développement de la pensée stratégique	1 h 15													
Conférence : Avoir des employés heureux et engagés, au-delà de la machine à expresso	2 h 30													
Atelier - Conflit au travail : retrouver le calme au coeur de la tempête	2 h 30													
Conférence - Apprendre à naviguer dans les eaux du changement	1 h 15													
Conférence - Guide de suivie pour une bonne santé émotionnelle au travail	1 h 15													



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