



**WINNIPEG  
ADULT  
EDUCATION  
CENTRE**



# **Micro Credentials 2025**

**MARCH 6 & 7, 2025**



WINNIPEG SCHOOL DIVISION

310 Vaughan Street  
Winnipeg MB R3B 2N8



**Our Website**  
[www.waec.ca](http://www.waec.ca)

# Micro Credentials Overview

The Winnipeg Adult Education Centre will be offering micro credentials to students on **March 6th and 7th, 2025**. The purpose of the micro credentials is to provide students with certifications and training that can lead directly to employment or support the students' post-secondary or training pathway.

Students will have an opportunity to sign up for multiple sessions and obtain multiple certificates over the two days.

WAEC has partnered with community and industry associations including the Winnipeg School Division, YMCA and the Manitoba Tourism Education Council (MTEC) to offer these courses.

## What are Micro Credentials?

Micro credentials are short, focused programs that teach skills required for jobs or community needs. They are recognized by employers and schools and can help you get a job or continue your education.

## Benefits of Micro Credentials

Micro credentials provide opportunities for individuals to quickly obtain new skills and access employment. Key to micro-credential development is partnership and collaboration with employers and industry, to ensure the competencies learners gain are relevant and recognized for employment.

Micro-credentials are an additional option for learners at any stage of their education and career journey to gain skills that meet educational and employment goals.

## To Register for Micro Credentials

Our Micro Credentials sessions will be on March 6th and 7th, 2025. The session is only for our WAEC, APC, and ALC students. There is no cost to students to register for any of the sessions (with the exception of Driver's Education, which has a separate registration and it is currently full).

You will be able to choose from Full Day Sessions, Morning (AM) Sessions, and Afternoon (PM) Sessions.

Prior to accessing the registration form, the recommendation is to review the information below and plan the two days. To register use the QR code.



# Certifications



At the completion of each course, a certificate will be provided that you can include with your resume, portfolio, or upload to myBlueprint for future employment opportunities.



## Emergency First Aid/CPR

Basic one-day course offering lifesaving first aid and cardiopulmonary resuscitation (CPR) skills for the workplace or home. This course meets legislation requirements for provincial/territorial worker safety and insurance boards and includes the latest first aid and CPR guidelines.

**Time:** 8 hrs    **Capacity:** 12 students/session    **Instructor:** Y Winnipeg



## RELATE Training

RELATE (Regulate, Empathy, Learn, Adapt, Team, Experience) is training focused on de-escalation strategies, to acquire the understanding and self-awareness to manage our own stressors and energy levels and to find ways to reduce stressors and restore energy which promote growth, restoration and resilience in order to support the students with their regulation needs. Ideal for students who would like to work in education, health care, day care, support workers and other social service areas.

**Time:** 2.5 hrs.    **Capacity:** 20 students/session    **Instructor:** W. Treleaven, WSD



## Respect in School

Respect in School is an online bullying, abuse, harassment and discrimination prevention training tool, developed for school staff and any individuals who interact with students such as parent volunteers. The certification is required for working in a school environment for all staff. Ideal for students who want to work in education, day-care, or volunteer in a school environment.

**Time:** 2.5 hrs.    **Capacity:** 20 students/session    **Instructor:** WAEC Staff



## General Workplace Safety & Employment Standards

General Workplace Safety introduces participants to Workers' Rights and their employer's responsibilities under the Manitoba Workplace Safety and Health Act. It also covers general workplace hazard categories and personal protective equipment, the importance of reporting workplace injuries, and an introduction to the Workers Compensation Board of Manitoba. Employment Standards will focus on providing information on minimum wages, hours of work and overtime, deductions, vacation, general holidays, unpaid leaves, young employee restrictions, and termination.

**Time:** 2.5 hrs.    **Capacity:** 20 students/session    **Instructor:** Safe Workers of Tomorrow



## Driver's Education

Driver's Education through Manitoba Public Insurance, uses a mix of eLessons, virtual and in-person classes, and in-car learning. Driver Z gives students the tools, knowledge, and confidence to improve their driving ability, reduce risk, and prevent collisions. This is a three day course, March 6, 7, and 14th from 8:30 am - 5:00 pm.

**Time:** 8 hrs

**Capacity:** Full

**Instructor:** Manitoba Public Insurance



## Food Handler's Certificate

The Food Handler's Certificate is a necessary certification for people wanting to work in the food services industry. The topics in the course include Microbiology; Foodborne Illness; Health and Hygiene; Serving and Dispensing; Food Protection; Receiving and Storage and Cleaning and Sanitizing. The certificate is ideal for owners, managers and supervisors of food service establishments in addition to all food service personnel who are responsible for the receiving, preparing and serving of food.

**Time:** 6 hrs.

**Capacity:** 20 students/session

**Instructor:** MTEC and WSD



## Manitoba Service Excellence

With customer expectations increasing and service decreasing, this workshop teaches participants how to deliver consistent, exceptional service. By the end of the workshop you will understand the Domino Effect that your attitude, attention to detail and working as a customer focused team has on the future of your company. You will learn the benefits of having an unhappy customer inform you that they are not satisfied with your product or service, so you have the opportunity to fix it and keep that customer returning to your business! Ideal for students wanting to enter into sales, customer service, tourism and the hospitality industry.

**Time:** 6 hrs.

**Capacity:** 20 students/session

**Instructor:** MTEC



## Manitoba Ambassador and Personal Safety

By the end of this workshop, students will have the knowledge and abilities to be a Manitoba Ambassador by learning about our wonderful Province. You will gain knowledge and be proud of Manitoba and the diverse activities and attractions each region has to offer. You will learn how to use this knowledge of Manitoba to deliver outstanding customer service that is remembered by each visitor, and create a memorable experience and powerful connection for visitors to Manitoba. This session also includes training on Personal Safety and being aware of your surroundings. This session is ideal for students wanting to enter the hospitality and tourism industry as well as students wanting to learn more about Manitoba!

**Time:** 2.5 hrs.

**Capacity:** 20 students/session

**Instructor:** WAEC Staff/MTEC



## Handling Difficult Situations and When You Shouldn't ...

This course was developed in response to the increase in crime impacting the retail, hospitality and tourism industry in Manitoba. This training provides insight into how to manage complex situations and understand when to get help by calling 911. The course was developed with MTEC and the Winnipeg Police Service. In the course there will be a discussion of current criminal activity in Manitoba, guidance on identifying situations warranting police intervention, and ways in which you can remain safe as well as protect the business. This is ideal for if you want to work in retail, hospitality and tourism or are a front-line worker that deals directly with the public.

**Time:** 2.5 hrs. **Capacity:** 20 students/session **Instructor:** WAEC Staff/MTEC



## Clean it Right

The goal of the Clean it Right training is for students to learn about providing a clean environment for the safety of guests, visitors and employees. The training includes a list of common infections and viruses that can be spread by incorrect or poor cleaning and disinfecting or sanitizing. Clean It Right is designed to teach when, where and how frequently cleaning is required to provide a safe environment for customers and employees. There are four modules that are being offered which include:

1. Hotels, Motels and Bed & Breakfasts
2. Restaurants and Food Services
3. Retail Businesses
4. Offices & Service Centres

This course is ideal if you are seeking employment in one of the areas listed above.

**Time:** 2.5 hrs. **Capacity:** 20 students/session **Instructor:** MTEC



## WHMIS (Workplace Hazardous Materials Information System)

WHMIS (Workplace Hazardous Materials Information System) training teaches students how to safely handle, store, and dispose of hazardous materials. Why is WHMIS training important?

- Ensures worker safety by teaching them how to recognize and respond to hazards
- Helps prevent accidents, injuries, and illnesses
- Helps employers comply with legal obligations

This certificate is a legal requirement in Canada for many workplaces.

**Time:** 2.5 hrs. **Capacity:** 20 students/session **Instructor:** MTEC and WSD



# Micro Credentials Schedule for March 6, 2025

Session	Program Description	Time	Duration	Room
1	Emergency First Aid/CPR	8:30 am - 5:00 pm	8 hrs.	106
2	Emergency First Aid/CPR	8:30 am - 5:00 pm	8 hrs.	107
3	RELATE Training	8:50 am - 11:25 am	2.5 hrs.	202
4	RELATE Training	12:25 - 3:00 pm	2.5 hrs.	202
5	Respect in School	12:25 - 3:00 pm	2.5 hrs.	203
6	Respect in School	8:50 am - 11:25 am	2.5 hrs.	Library
7	Respect in School	12:25 - 3:00 pm	2.5 hrs.	Library
8	General Workplace Safety/Employment Standards	8:50 am - 11:25 am	2.5 hrs.	204
9	Driver's Education	March 6, 7, and 14	8 hrs.	105
10	Food Handler's Certificate	8:30 am - 3:30 pm	6 hrs.	209
11	Food Handler's Certificate	8:30 am - 3:30 pm	6 hrs.	206
12	Manitoba Service Excellence	8:30 am - 3:30 pm	6 hrs.	104
13	Manitoba Ambassadors/Personal Safety	8:50 am - 11:25 am	2.5 hrs.	301
14	Manitoba Ambassadors/Personal Safety	12:25 - 3:00 pm	2.5 hrs.	301
15	Manitoba Ambassadors/Personal Safety	8:50 am - 11:25 am	2.5 hrs.	303
16	Manitoba Ambassadors/Personal Safety	12:25 - 3:00 pm	2.5 hrs.	303
17	Handling Difficult Situation	8:50 am - 11:25 am	2.5 hrs.	205
18	Handling Difficult Situation	12:25 - 3:00 pm	2.5 hrs.	205
19	Handling Difficult Situation	8:50 am - 11:25 am	2.5 hrs.	203
20	Clean it Right - Hotels, Motels, and B & Bs	8:50 am - 11:25 am	2.5 hrs.	311
21	Clean it Right - Restaurants and Food Services	12:25 - 3:00 pm	2.5 hrs.	311
22	WHMIS	8:50 am - 11:25 am	2.5 hrs.	306
23	WHMIS	12:25 - 3:00 pm	2.5 hrs.	306

# Micro Credentials Schedule for March 7, 2025

Session	Program Description	Time	Duration	Room
24	Emergency First Aid/CPR	8:30 am - 5:00 pm	8 hrs.	106
25	Emergency First Aid/CPR	8:30 am - 5:00 pm	8 hrs.	107
26	RELATE Training	8:50 am - 11:25 am	2.5 hrs.	202
27	RELATE Training	12:25 - 3:00 pm	2.5 hrs.	202
28	Respect in School	8:50 am - 11:25 am	2.5 hrs.	203
29	Respect in School	12:25 - 3:00 pm	2.5 hrs.	203
30	General Workplace Safety/Employment Standards	8:50 am - 11:25 am	2.5 hrs.	204
9	Driver's Education	March 6, 7, and 14	8 hrs.	105
31	Food Handler's Certificate	8:30 am - 3:30 pm	6 hrs.	206
32	Manitoba Ambassadors/Personal Safety	8:50 am - 11:25 am	2.5 hrs.	301
33	Manitoba Ambassadors/Personal Safety	12:25 - 3:00 pm	2.5 hrs.	301
34	Manitoba Ambassadors/Personal Safety	8:50 am - 11:25 am	2.5 hrs.	303
35	Manitoba Ambassadors/Personal Safety	12:25 - 3:00 pm	2.5 hrs.	303
36	Handling Difficult Situation	8:50 am - 11:25 am	2.5 hrs.	209
37	Handling Difficult Situation	12:25 - 3:00 pm	2.5 hrs.	209
38	Handling Difficult Situation	8:50 am - 11:25 am	2.5 hrs.	104
39	Handling Difficult Situation	12:25 - 3:00 pm	2.5 hrs.	104
40	Clean it Right - Retail Businesses	8:50 am - 11:25 am	2.5 hrs.	311
41	Clean it Right - Offices and Service Centres	12:25 - 3:00 pm	2.5 hrs.	311
42	WHMIS	8:50 am - 11:25 am	2.5 hrs.	306
43	WHMIS	12:25 - 3:00 pm	2.5 hrs.	306

# How to Plan for Micro Credential Days

When determining which Micro Credentials you would like to sign up for, consider the following questions:

- What micro credentials might support my career goals?
- How would a certification support me in applying for jobs?
- Which micro credential has something that I would like to learn more about?
- Which certification would make an employer take notice of my resume?
- How would one of the certifications offered help me understand more about my rights and safety in my job?



*Thank you to our Partners*



Manitoba Business, Mining, Trade and Job Creation  
**Manitoba Adult Literacy Training Initiative**

