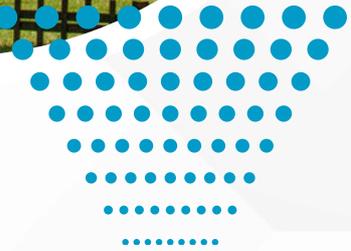




**WINNIPEG
ADULT
EDUCATION
CENTRE**



Micro Credentials 2026

MARCH 12 & 13, 2026



WINNIPEG SCHOOL DIVISION

310 Vaughan Street
Winnipeg MB R3B 2N8



Our Website
www.waec.ca

Micro Credentials Overview

The Winnipeg Adult Education Centre (WAEC) will be offering micro credentials to students on **March 12th and 13th, 2026**. 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, business and industry associations including:

- Winnipeg School Division
- YMCA
- Manitoba Public Insurance
- Manitoba Tourism Education Council (MTEC)
- Film Training Manitoba & MadLib Casting and Film
- Cambrian Credit Union
- Safe Workers of Tomorrow
- Canadian Mental Health Association
- Support from the Province of Manitoba, Workforce Development and Training through the Business, Mining, Trade and Job Creation Department.

▶ What are Micro Credentials

Micro credentials are short, focused programs that teach skills required for jobs or community needs. 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 12th and 13th, 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:

- Two Day Sessions
- Full Day Sessions
- Morning (AM) and Afternoon (PM) Sessions.

Prior to accessing the registration form, the recommendation is to review the information below and plan the two days.

Register using the QR code.



Certifications



Half Day Sessions



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:** 24 students/session **Instructor:** Safe Workers of Tomorrow



Understanding Mental Health in the Workplace

Students will learn about the importance of mental health at work and strategies for maintaining work/life balance. This session includes tips for identifying employees who may be struggling, how to start a conversation about mental health at work, and practical exercises you can use every day to look after your mental health.

Time: 2.5 hrs. **Capacity:** 24 students/session **Instructor:** Canadian Mental Health Association



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:** 24 students/session **Instructor:** WAEC Staff



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:** 24 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:** 24 students/session **Instructor:** WAEC/Manitoba Tourism Education Council



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/Restaurants and Food Services
2. Retail Businesses/Offices & Service Centres

This course is ideal if you are seeking employment in one of the areas listed above. The WHMIS certification is recommended with Clean it Right.

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:** 24 students/session **Instructor:** MTEC and WSD

1 Day Sessions



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.

Note: One session is appropriate for CLB Level 4-5 (20 students max, for this session)

Time: 6 hrs. **Capacity:** 24 students/session **Instructor:** MTEC, Food & Beverage Assoc. and WSD



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 **Instructors:** Y Winnipeg/WAEC



Customer Service Excellence Manitoba

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:** 28 students/session **Instructor:** MTEC



2 Day Sessions

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 12, 13, and 20th from 8:30 am - 5:00 pm.

To signup for the course pickup the form at Guidance and register at MPI.

Time: 8 hrs **Capacity:** 24 **Instructor:** Manitoba Public Insurance

Film Training – Set Orientation and Safety Awareness, Working as an Extra and WHMIS

This credential introduces learners to essential film-set expectations through Set Orientation and Safety Awareness training. Participants gain an understanding of the filmmaking process, set etiquette, communication practices, and day-to-day procedures used across departments. Safety components focus on recognizing potential hazards, using protective equipment, locating emergency resources, and properly reporting unsafe conditions to help ensure the wellbeing of all cast, crew, and third parties.

Learners also receive hands-on industry exposure through *Working as an Extra: Intro to Background Performing* with MadLib Casting, where they learn how to access paid background roles, navigate on-set interactions, and build casting profiles. Because background work is a common entry point to other film careers—including camera, set design, and acting—this experience helps open pathways into the industry. The credential also includes free WHMIS training, which, along with Safety Orientation and Safety Awareness, is required for working on unionized film sets such as those under ICG 669.

Time: 6 hrs (2 days) **Capacity:** 20 **Instructors:** Film Training Manitoba/MadLib Casting and Film Service/WAEC

Nonviolent Crisis Intervention

Nonviolent Crisis Intervention (NCI) Training teaches how to prevent and calm medium- to high-risk behaviour using safe and respectful strategies. The program helps participants learn how to recognize early signs of escalation and respond in ways that keep everyone safe.

The training covers key CPI tools, including the Crisis Development Model, which explains four steps for managing a crisis, and the Decision-Making Matrix, which helps choose safe responses based on the level of risk. Participants also learn about what can cause certain behaviours, including the effects of trauma and how the brain reacts during a crisis—for both the person in distress and the responder. This certification is used in education, health care and community based service programs.

Time: 8 hrs **Capacity:** 24 **Instructor:** Winnipeg School Division Staff



Cambrian Member Service Representative

This certification is to provide students an introduction into banking and an understanding of the Member Services Representatives (MSR) role at the Cambrian Credit Union.

In this certification, students will learn about assisting members with their banking needs and identifying solutions that simplify their finances. Key responsibilities include answering questions, completing transactions, identifying member needs and matching them with products/services or proactively connecting members with other staff. The MSR is the first line of support as members work toward their financial goals.

To apply for this certification, discuss with your math teacher if it is a good fit for you.

Time: 8 hrs

Capacity: 12

Instructor: Cambrian Credit Union



Micro Credentials Schedule for March 12, 2026

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	Emergency First Aid/CPR	8:30 am - 5:00 pm	8 hrs.	206
4	Nonviolent Crisis Intervention Training (2 day session)	8:30 am - 4:30 pm March 12 and 13	7.5 hrs.	104
5	Respect in School	8:50 - 11:25 am	2.5 hrs.	302 Library
6	Respect in School	12:25 - 3:00 pm	2.5 hrs.	302 Library
7	General Workplace Safety/Employment Standards	8:50 am - 11:25 am	2.5 hrs.	301
8	Driver's Education	8:30 am - 3:30 pm March 12, 13 and 20	6.5 hrs.	105
9	Food Handler's Certificate	9:00 am - 4:00 pm	6.5 hrs.	203
11	Food Handler's Certificate	9:00 am - 4:00 pm	6.5 hrs.	204
12	Food Handler's Certificate (CLB 4-5)	9:00 am - 4:00 pm	6.5 hrs.	209
12	Manitoba Customer Service Excellence	9:00 am - 4:00 pm	6.5 hrs.	202
13	Film Training (Set Orientation/Safety Awareness) (2 day session)	8:50 am - 3:05 pm	6 hrs.	205
14	Manitoba Ambassadors/Personal Safety	8:50 am - 11:25 am	2.5 hrs.	303
15	Manitoba Ambassadors/Personal Safety	12:25 - 3:00 pm	2.5 hrs.	303
16	Handling Difficult Situations	8:50 am - 11:25 am	2.5 hrs.	1
17	Handling Difficult Situations	12:25 - 3:00 pm	2.5 hrs.	1
18	Cambrian Credit Union Member Representative Training (2 day session)	8:50 am - 3:30 pm	6 hrs.	311
19	Clean it Right - Hotels, Motels, and B & Bs/Restaurants and Food Services	8:50 am - 11:45 am	3 hrs.	304
20	Clean it Right - Retail Businesses/Offices and Service Centres	12:30 - 3:15 pm	3 hrs.	304
21	WHMIS	8:50 am - 11:25 am	2.5 hrs.	306
22	WHMIS	12:25 - 3:00 pm	2.5 hrs.	306

Micro Credentials Schedule for March 13, 2026

Session	Program Description	Time	Duration	Room
23	Emergency First Aid/CPR	8:30 am - 5:00 pm	8 hrs.	106
24	Emergency First Aid/CPR	8:30 am - 5:00 pm	8 hrs.	107
25	Emergency First Aid/CPR	8:30 am - 5:00 pm	8 hrs.	206
4	Nonviolent Crisis Intervention Training (2 day session)	8:30 am - 4:30 pm March 12 and 13	7.5 hrs.	104
26	Respect in School	8:50 - 11:25 am	2.5 hrs.	302 Library
27	Respect in School	12:25 - 3:00 pm	2.5 hrs.	302 Library
28	General Workplace Safety/Employment Standards	8:50 am - 11:25 am	2.5 hrs.	301
8	Driver's Education	8:30 am - 3:30 pm March 12, 13 and 20	6.5 hrs.	105
29	Food Handler's Certificate	9:00 am - 4:00 pm	6.5 hrs.	203
30	Food Handler's Certificate	9:00 am - 4:00 pm	6.5 hrs.	209
31	Manitoba Customer Service Excellence	9:00 am - 4:00 pm	6.5 hrs.	202
13	Film Training (Set Orientation/Safety Awareness) (2 day session)	8:50 am - 3:05 pm	6 hrs.	205
32	Manitoba Ambassadors/Personal Safety	8:50 am - 11:25 am	2.5 hrs.	303
33	Manitoba Ambassadors/Personal Safety	12:25 - 3:00 pm	2.5 hrs.	303
34	Handling Difficult Situations	8:50 am - 11:25 am	2.5 hrs.	1
35	Handling Difficult Situations	12:25 - 3:00 pm	2.5 hrs.	1
18	Cambrian Credit Union Member Representative Training (2 day session)	8:50 am - 3:30 pm	6 hrs.	311
36	Clean it Right - Hotels, Motels, and B & Bs/Restaurants and Food Services	8:50 am - 11:45 am	3 hrs.	304
37	Clean it Right - Retail Businesses/Offices and Service Centres	12:30 - 3:30 pm	3 hrs.	304
38	WHMIS	8:50 am - 11:25 am	2.5 hrs.	306
39	WHMIS	12:25 - 3:00 pm	2.5 hrs.	306
40	Mental Health in the Workplace	8:50 am - 11:25 am	2.5 hrs.	204
41	Mental Health in the Workplace	12:25 - 3:00 pm	2.5 hrs.	204

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?



Micro Credential Checklist

Registration Checklist

1. Review the course booklet and decide on the certifications you would like to sign up for.



2. Scan the QR code and select your courses.

3. Once you hit submit, check your email. If you do not receive a confirmation email, see Jennifer in the library.

Micro Credentials Hints & Tips

Ensure you come to school early so you can find your session and check in with the instructor. If you are unsure of where to go check in with the teachers in the Student Lounge.

Bring a notebook so you can take notes and write down contact information for the presenters.

Lunch will be available in the Student Lounge both days.

Thank you to our Partners

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



WINNIPEG SCHOOL DIVISION

