

Office Training Catalog

Computer Security

Computer systems are central to almost every role, which means even a small lapse in security can lead to downtime, data loss, privacy issues, or costly disruption. This course helps learners understand the everyday risks that affect computer security, from unsafe browsing and weak passwords to unauthorized access and careless handling of devices and files.

Learners will explore practical habits that reduce risk, strengthen security awareness, and support safer use of workplace technology. The course is designed to make computer security feel relevant and usable, giving employees the confidence to make better decisions in the digital environments they rely on every day. *SCORM | Updated: 1.2026*

Cybersecurity - AI Slop

AI-generated content is making it easier than ever for attackers to create convincing fake messages, documents, profiles, and websites at scale. This course helps learners understand how so-called “AI slop” is being used to spread misinformation, impersonate trusted sources, and increase the effectiveness of phishing, fraud, and social engineering attacks.

Learners will explore how to recognize low-quality but dangerous AI-generated content, spot red flags, and apply stronger verification habits before clicking, trusting, or sharing. The course gives organizations a timely way to prepare employees for a fast-changing threat landscape where deception is becoming cheaper, faster, and harder to detect. *SCORM | Updated: 1.2026*

Cybersecurity - Basics

Cybersecurity failures often start with ordinary actions like clicking the wrong link, reusing a

password, or ignoring a warning sign. This course provides a practical introduction to cybersecurity by helping learners understand the most common digital threats and the simple but essential habits that reduce risk in everyday work.

Learners will explore core topics such as phishing, password safety, safe browsing, device protection, and general cyber awareness. The course is ideal for building a strong foundation across the workforce so employees can recognize risk earlier, respond more appropriately, and contribute to a stronger overall security posture. *SCORM | Updated: 1.2026*

Cybersecurity - Collaboration and Cloud Hygiene

Cloud platforms and collaboration tools have made work faster and more flexible, but they have also introduced new security risks tied to sharing, storage, permissions, and access. This course helps learners understand how poor cloud hygiene leads to accidental exposure of files, unauthorized access, and preventable security gaps across teams and systems.

Learners will explore safer practices for using shared drives, collaboration tools, cloud storage, links, permissions, and document access. The course helps organizations reduce avoidable exposure by reinforcing the habits employees need when working in environments where information is constantly being shared, edited, and stored online. *SCORM | Updated: 1.2026*

Cybersecurity - Email Threats Unmasked

Email remains one of the most common entry points for cyberattacks because it relies on speed, trust, and human error. This course helps learners understand how attackers use email to trick users into clicking malicious links, opening

infected attachments, sharing credentials, or approving fraudulent requests.

Learners will explore the warning signs of phishing, spoofing, impersonation, and other email-based attacks, along with the practical checks that help prevent mistakes. The course helps organizations strengthen one of the most important lines of defense by making employees better at spotting and stopping threats before they spread. *SCORM | Updated: 1.2026*

Cybersecurity - Emerging Cyber Threats

Cyber threats evolve quickly, and yesterday's awareness is often not enough to deal with today's tactics. This course helps learners stay current by focusing on emerging cyber threats, including new attack methods, shifting patterns in social engineering, and the changing ways cybercriminals exploit users, technology, and fast-moving events.

Learners will explore what is changing in the threat landscape, why attackers adapt so quickly, and how to apply more agile cyber awareness in response. The course is especially useful for organizations that want a workforce that stays alert, informed, and better prepared as cyber risk becomes more dynamic and sophisticated. *SCORM | Updated: 1.2026*

Cybersecurity - Malware Mastery

Malware can enter an organization through email, downloads, compromised websites, infected devices, or unsafe user behavior, and once inside, the damage can spread quickly. This course helps learners understand the major categories of malware, how they operate, and why even a single mistake can create serious operational and financial consequences.

Learners will explore ransomware, spyware, trojans, worms, and other forms of malicious software, along with the behaviors that help

prevent infection in the first place. The course helps strengthen cyber resilience by showing employees how malware spreads, what warning signs to watch for, and how safer habits reduce exposure. *SCORM | Updated: 1.2026*

Cybersecurity - Passwords

Passwords are still one of the most important controls in cybersecurity, yet weak or reused passwords remain one of the easiest ways for attackers to gain access. This course helps learners understand why password discipline matters and how simple mistakes in password creation, storage, and reuse can put accounts, systems, and sensitive information at risk.

Learners will explore strong password practices, passphrases, credential protection, password managers, and the role of multi-factor authentication in strengthening access security. The course helps organizations improve one of the most basic but essential areas of cyber defense by making secure password behavior easier to understand and apply. *SCORM | Updated: 1.2026*

Cybersecurity - When Malware Strikes

Knowing how malware works is important, but knowing what to do when infection is suspected is just as critical. This course helps learners understand the immediate actions to take when malware strikes, including how to reduce spread, report issues quickly, and avoid making the situation worse through delayed response or poor decisions.

Learners will explore the warning signs of infection, common response mistakes, and the role employees play in early detection and escalation. The course helps organizations reduce damage and improve incident response by ensuring employees know that what they do in the first few moments after a suspected malware

event can matter enormously. *SCORM | Updated: 1.2026*

Cybersecurity - Working Remotely

Remote work expands flexibility and productivity, but it also increases cybersecurity risk when employees work across home networks, personal devices, public Wi-Fi, and less-controlled environments. This course helps learners understand the most common security issues tied to remote work and how to protect information, systems, and access points outside the office.

Learners will explore device security, connection safety, file handling, account protection, and remote work habits that support stronger cyber hygiene. The course helps organizations reduce distributed-work risk by giving employees clear, practical guidance for staying secure wherever work happens. *SCORM | Updated: 1.2026*

Privacy & Data Protection (PIPEDA/GDPR/FOIPPA)

Privacy obligations are growing more complex, and organizations are increasingly expected to handle personal information with care, transparency, and consistency across multiple legal frameworks. This course helps learners understand the core principles of privacy and data protection through the lens of major regulations such as PIPEDA, GDPR, and FOIPPA.

Learners will explore what personal information is, how it should be collected, used, stored, shared, and protected, and why privacy compliance is both a legal and reputational issue. The course helps organizations reduce risk, strengthen trust, and build a workforce that treats personal information with the level of care modern compliance demands. *SCORM | Updated: 1.2026*

Respectful Workplace / Diversity & Inclusion (DEI)

A respectful workplace does more than reduce complaints. It creates the conditions for stronger collaboration, better morale, and higher performance. This course helps learners understand how respect, inclusion, and professional conduct shape workplace culture and why organizations perform better when employees feel safe, valued, and treated fairly.

Learners will explore inclusive behavior, bias awareness, respectful communication, and the everyday actions that either strengthen or weaken workplace culture. The course helps organizations reinforce a more inclusive environment while giving employees practical guidance on what respectful conduct looks like in real interactions. *SCORM | Updated: 1.2026*

Stress Management & Mental Health Awareness

Stress and mental health challenges affect focus, energy, communication, safety, and performance, yet many employees are not given practical tools to understand or manage them. This course helps learners build awareness around stress and mental health by showing how pressure builds, how it appears at work, and why early recognition matters.

Learners will explore coping strategies, warning signs, mental health awareness, and supportive habits that improve resilience and well-being. The course helps organizations address an issue that directly affects productivity and culture while giving employees useful tools they can apply before stress becomes burnout or disengagement. *SCORM | Updated: 1.2026*

Teamwork & Collaboration

Strong teamwork does not happen automatically, especially when people work across departments, locations, priorities, and personalities. This

course helps learners understand what effective collaboration looks like and why trust, communication, accountability, and shared purpose are essential to strong team performance.

Learners will explore how to contribute more effectively to group work, reduce friction, and strengthen cooperation in ways that improve both results and workplace culture. The course helps organizations reinforce better collaboration while giving employees a clearer understanding of how their daily behavior affects the success of the team. *SCORM | Updated: 1.2026*

Time Management & Productivity

In busy workplaces, productivity is rarely just about effort. It depends on how well people manage priorities, interruptions, focus, and time. This course helps learners understand the practical habits that improve output and reduce the stress that comes from reacting to everything at once without a clear plan.

Learners will explore prioritization, planning, task management, and techniques for staying focused in fast-moving environments. The course helps employees become more organized and effective while giving organizations a practical way to strengthen execution, reduce inefficiency, and improve daily performance. *SCORM | Updated: 1.2026*

WHMIS 2015 / GHS (Canada)

Hazardous products can only be handled safely when workers understand the labels, symbols, and safety information that come with them. This course helps learners build practical awareness of WHMIS 2015 and the Globally Harmonized System so they can identify chemical hazards, understand product information, and respond more safely in the workplace.

Learners will explore WHMIS labels, pictograms, safety data sheets, worker rights, and the practical meaning of hazard communication in day-to-day work. The course supports compliance while helping organizations make chemical safety more understandable, more usable, and more effective for employees across Canadian workplaces. *SCORM | Updated: 1.2026*

Workplace Hazard Awareness

Many workplace incidents begin with a hazard that was present but not recognized, reported, or controlled in time. This course helps learners build general hazard awareness by focusing on how to spot unsafe conditions, understand common risks, and take appropriate action before a minor issue becomes an injury, incident, or operational problem.

Learners will explore hazard recognition, reporting, risk awareness, and the role employees play in maintaining a safer workplace. The course is ideal for reinforcing foundational safety thinking across a broad workforce and helping organizations strengthen the everyday awareness that prevention depends on. *SCORM | Updated: 1.2026*

Workplace Stress

Workplace stress can affect judgment, communication, attendance, morale, and performance long before it becomes obvious to others. This course helps learners understand how stress develops in work settings, how it shows up in behavior and performance, and why it needs to be addressed proactively rather than normalized.

Learners will explore the sources of workplace stress, the warning signs to look for, and practical strategies that support better coping, communication, and resilience. The course helps organizations take a more informed approach to

one of the most common and least addressed performance and wellness issues in the workplace. *SCORM | Updated: 1.2026*

Workplace Violence & Harassment Prevention

Violence and harassment create serious personal, cultural, and legal risk in any organization, especially when employees do not understand what to watch for, how to respond, or where to report concerns. This course helps learners understand the behaviors, warning signs, and responsibilities connected to both workplace violence and harassment prevention.

Learners will explore prohibited conduct, reporting expectations, early intervention, and the actions employees and leaders can take to maintain a safer and more respectful work environment. The course helps organizations strengthen compliance, reduce exposure, and reinforce a workplace culture where harmful behavior is recognized early and addressed appropriately.

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