

PEER ASSOCIATION COURSE OFFERINGS
January 2025

The information is current at the time of posting. Please let Rishabh Sharma, Technical Services Coordinator if you find any outdated information or have wish to offer other opportunities for consideration.
rsharma@municipalengineers.on.ca

S.NO.	ORGANIZATION	COURSE NAME	MODE OF DELIVERY	COURSE CONTENT	DURATION	PDP HOURS	COURSE LINK
1	AORS	Public Works Leadership Development Program	Offline and Online	The PWLDP has 8 modules which are pre-requisites to the Certified Road Supervisor (CRS) designation. Specified modules are required to qualify for the graduated levels of the Certified Road Supervisor designations (CRS, CRS-Intermediate, and CRS-Senior). 1. Local Government (CRS) 2. Leadership & Supervision (CRS) 3. Customer Service (CRS) 4. Financial Management (CRS-I) 5. Talent Management (CRS-I) 6. Process Management (CRS-S) 7. Continuous Improvement (CRS-S) 8. Communications (CRS-S)	Offered in Spring and Fall One day per module (8AM-5PM)	All modules qualify for 0.7 CEU.	https://aors.on.ca/education/public-works-leadership/
2	AMCTO	Executive Diploma in Municipal Management is a comprehensive, 10-month career development program designed specifically for municipal managers.	Online	The EDMM program distills management needs into 16 curricular topics. The topics are covered across two terms through the following 16 modules (eight modules each term): 1. Public Sector Trends 2. Organizational Behaviour and Leadership 3. Corporate Performance Measurement and Service Delivery Improvement 4. Organizational Financial Management, Integrity, and Governance 5. Public Consultations and Citizen Engagement 6. Intergovernmental Relations 7. Human Resources Law and Labour Relations 8. Strategic Planning for Municipalities 9. Staff-Council Relations 10. Succession Planning and Personnel Change Management 11. Public Communications and Media Relations 12. Building Business Cases 13. Project and Portfolio Management 14. Communication and Listening Skills 15. Staff Performance Management 16. Policy Formulation, Implementation, and Evaluation	Offered in Spring and Fall One/Two days per module (9AM- 2PM)	No Info available	https://www.amcto.com/professional-growth/education-programs/executive-diploma-municipal-management
3	AMCTO	OACA's Primer on Planning Course	Correspondence Only	The first three lessons of the course provide an overview of the land use planning process in Ontario: the main planning instruments, policies and controls are introduced and described, as well as the evolving provincial-local relationship in planning. Particular attention is given to the official plan and the zoning bylaw. The next two lessons represent the central core of the course and provide a detailed examination of the powers, procedures, and practices of committees of adjustment, land division committees, and consent authorities when considering applications for minor variances and consents. Factual situations and descriptions of pertinent case law are used to highlight the issues under discussion. The final lesson deals with the validation of title and issuing a "Validation Certificate" under Section 57 of the Planning Act – what it is and when and how is it used. This course has six assignments and an exam.	Offered in Spring and Fall Material is made available through AMCTO- Connect. This course has six assignments and an exam.	No Info available	https://www.amcto.com/professional-growth/education-programs/oacas-primer-planning-course
4	AMCTO	Parliamentary Meeting Protocol Course	Correspondence Only	The course consists of eight lessons: Lesson 1: The Deliberative Assembly - Types and Rules, Meetings and Sessions Lesson 2: The Conduct of Business in a Deliberative Assembly and Description of Motions in All Classifications Lesson 3: The Main Motion and Quorum Lesson 4: Subsidiary Motions Lesson 5: Subsidiary Motions (continued) Lesson 6: Privileged Motions Lesson 7: Incidental Motions Lesson 8: Motions that Bring a Question Again Before the Assembly	Offered in Spring and Fall Material is made available through AMCTO- Connect. This course has six assignments and an exam.	No Info available	https://www.amcto.com/professional-growth/education-programs/parliamentary-meeting-protocol-course

5	OSPE	Certified Professional in Engineering Management (CPEM) This is not a course but a Certification Program		<p>The Certified Professional in Engineering Management (CPEM) is jointly offered in Canada by the Ontario Society of Professional Engineers (OSPE) and the American Society for Engineering Management (ASEM). This is NOT a course. This certification is designed to recognize experienced professionals who are seeking to validate with a professional certification their skills, knowledge, and experience in the management of technical operations. If you are a Professional Engineer in Canada, this is the certification for you.</p> <p>The focus of this application is to document the candidate has the requisite background for approval to sit for the examination. The CPEM Certification is valid for three years and requires verification of continuing education for renewal.</p> <p>Once you receive your membership info from ASEM, you will have access to Training Materials, such as the Engineering Management Body Of Knowledge or EMBOK – a digital downloadable version of the EMBOK. You can choose to order a print copy as well. The exam is based on the EMBOK.</p>	Exam is held twice an year.	No Info available	https://ospe.on.ca/event/certified-professional-in-engineering-management-cpem/
6	OSPE	Writing that Sells: Technical Proposals & Pitches Certificate Course	Online	<p>Learning Outcomes</p> <p>Identify and implement the elements of strong proposals Articulate your strengths and status in your market niche Differentiate proposal styles Learn when and how to case studies and pitch decks, and the identify elements that make them effective Explore persuasive and engaging language for proposals Develop tools to elevate the quality of your proposal submissions Activities Reading Assignments Interviews with proposal-writing experts Discussion groups Final project with individual feedback from instructor</p>	This is an e-learning offering available to students on-demand. There is no start and end date.	10 CPD Hours	https://ospe.on.ca/event/e-learning-program-writing-that-sells-technical-proposals-pitches-certificate-course/
7	Loyalist College	Managing & Leading in a Municipal Environment (ML) Designed for existing leaders, this program offered high-level executive leadership skills for today's Municipal Leadership.		<p>Core Modules (Compulsory)</p> <ul style="list-style-type: none"> • Self-Managed Leadership – 2 days • Leading Change and Organizational Renewal – 2 days • Critical Thinking, Problem-Solving, and Decision Making – 1 day • Leading & Optimizing Performance – 1 day • Managing in a Unionized Environment – 1 day • Interviewing and Selecting Staff – 1 day • 3A's of Leadership and Authority – Level 1 – 2 days • Legal Issues – 1 day • Giving Performance-Related Feedback – 1 day <p>Elective Modules (Choose 3 days)</p> <ul style="list-style-type: none"> • Intro to LEAN Six Sigma – 1 day • 3 As of Leadership & Authority – Level 2 – 1 day • Conflict Resolution – 1 day • Leadership through Continuous Improvement – 1 day • Mental Health in the Workplace & Mental Distress – 1 day • Crucial Conversations – 1 day • Writing with Power and Purpose (Part 1) – 1 day • Project Management – 2 days • Behavioral Based Time Management – 1 day 	This 15-day + program consists of 12 core/compulsory days and 3 elective training days.	No Info available	https://loyalisttraining.com/workshops/what-we-offer/municipal-programs/
8	Loyalist College	Bridges to Leadership Designed for early leaders or those who aspire to lead, this program offered an introduction to leadership and building the foundation for high-performance leadership.		<p>Core Modules (Compulsory)</p> <ul style="list-style-type: none"> • The Dynamix® Profile-1 day • Planning your Career Development – 1 day • Human Resource Essentials-1 day • Coaching for Change using Communication– 1 day • Writing with Power and Purpose – Part 1 – 1 day • Building an Effective Work Team – 1 day • Customer Service – 1 day • Exploring Labour-Management Relations – 1 day • 3A's of Leadership and Authority – Level 1 – 2 days <p>Elective Modules (Choose 2)</p> <ul style="list-style-type: none"> • Presentation Skills – 2 days • Dealing with Multiple Generations in the Workplace – 1 day • Maximizing your Delegation Skills – 1 day • Writing With Power and Purpose (Part 2) – 1 day • Facilitation Skills for Project and Team-Based Environments – 2 days • Behavioral Based Time Management – 1 day • Mental Health in the Workplace & Mental Distress – 1 day • Conflict Resolution – 1 day • Crucial Conversations – 1 day • Project Management – 2 days • Presentation Skills – 2 days • Giving Performance Related Feedback – 1 day 	This 12-day + program consists of 10 core/compulsory days and 2 elective training days.	No Info available	https://loyalisttraining.com/workshops/what-we-offer/municipal-programs/

9	OGRA	Introduction to Contract Law Course	Offline	<p>Workshop Content</p> <ul style="list-style-type: none"> • Formation of a contract including offer, acceptance, consideration, capacity and legality • Factors affecting the contractual relationship including mistake, misrepresentation, duress, undue influence, conditional contracts, privity of contract and assignment • The end of the contractual relationship including performance, breach, discharge by agreement, frustration, remedies for breach of contract • The court system including adjudication and alternative dispute resolution • The 3 most common types of contracts • How to read, interpret and administer the contract • Parts of a typical contract • Performance bonds, warranties, & letters of credit • Liability and insurance • The best ways of dealing with substandard performance problems • Ethics in the workplace and your relationship with contractors 	1 day course in person	The Engineering Institute of Canada awards 7 Professional Development Hours to this workshop.	https://goodroads.ca/courses/2022-introduction-to-contract-law-course/
10	OGRA	Advanced Contract Law Course	Offline	<p>Workshop Content</p> <ul style="list-style-type: none"> • Review of basic contract law principles and terms • The tendering process • Liquidated damages and penalties • Contract performance and variations • Ethical considerations and relationships • Being called as a witness 	1 day course in person	The Engineering Institute of Canada awards 7 Professional Development Hours to this workshop.	https://goodroads.ca/courses/2022-advanced-contract-law-course/
11	OGRA	Conflict Dispute Resolution Course	Offline	<p>Workshop Content</p> <ul style="list-style-type: none"> -Best/worst negotiators and strategies -Why being tough doesn't always work (but neither does being the "nice guy") -Understanding the nature of disagreement and conflict -Constructive and destructive uses of conflict -The most common negotiating styles -The negotiating process revealed -Tactful handling of disagreement and dialogue -Specific techniques for offers, counter-offers, and counter-tactics -How to persuade without being too aggressive -Building for long-term relationships -Conflict is healthy: constructive methods for ensuring a win/win outcome -Dealing with the politics of conflict -Dealing with those who refuse to negotiate -How to determine the contractor's best alternative to a negotiated agreement 	2 day course in person	The Engineering Institute of Canada awards 14 Professional Development Hours to this workshop.	https://goodroads.ca/courses/2022-conflict-dispute-resolution-course/