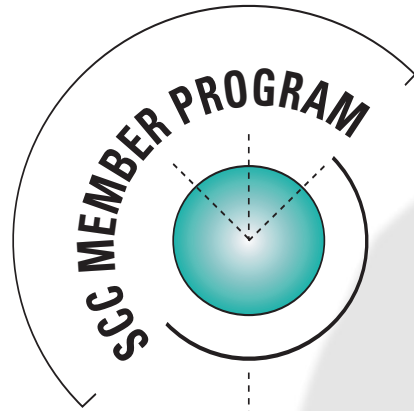


AVE MORE SAY IN HOW CANADIAN AND INTERNATIONAL STANDARDS ARE DEVELOPED • NETWORK WITH OTHERS IN OUR FIELD • LEARN SKILLS THAT WILL GIVE YOU A LEG UP IN THE WORK FORCE • RAISE YOUR COMPANY'S PROFILE • GAIN A REPUTATION FOR BEING A LEADER • DEVELOP CAREER AND BUSINESS OPPORTUNITIES • PROMOTE AWARENESS OF STANDARDIZATION • BRING CANADIAN INTERESTS TO THE INTERNATIONAL STAGE



Standards Council of Canada
Conseil canadien des normes



Training



Canada

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Contact us

The Standards Council of Canada wants to make the registration process for its Training Workshops as simple as possible. Contact us with questions or to find out how to register for a workshop.

Visit us on the World Wide Web at WWW.SCC.CA for:

- Training Workshops Schedule;
- Online registration;
- Complete listing of training workshops;
- More details on the National Standards System and its participants;
- The latest standardization news from Canada and around the world; and
- Information on other SCC programs and services.

For more information on the SCC Training Workshops or the SCC Member Program, contact the Coordinator, Member Program at:

Standards Council of Canada
200-270 Albert Street
Ottawa, ON K1P 6N7

E-mail: members@scc.ca
Telephone: +1 613 238 3222
Fax: +1 613 569 7808

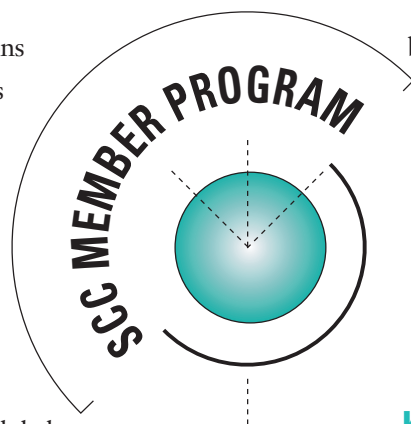
Introduction

SCC and the Member Program TRAINING WORKSHOPS

With over 350 member organizations and 15,000 participants, Canada's National Standards System is a model for the world. The persons and organizations that develop, implement and promote standards make up the National Standards System (NSS). For more than 25 years, the NSS has helped to ensure the safety and performance of products and services, helped to open the global marketplace to Canadians, and made Canada a leader in international standardization.

The Standards Council of Canada (SCC) oversees the NSS, in which some 15,000 individuals take part. Most of these individuals come from industry, government, non-governmental organizations or the general public.

Individuals and the organizations that support their work are of vital importance to the NSS and the SCC. The standardization process is a cost-effective and efficient one because of the volunteer nature of the system. At the SCC, we recognize that our members need support and tools to



be effective participants. The SCC has developed training workshops to address the ever-changing and challenging environment in which our members work. Our goal is to ensure that Canadian interests are presented through a system of well-equipped, knowledgeable and skilled members.

Key Elements of the Training Workshops

- Workshops are designed and presented by Standards Council of Canada staff.
- Workshop participants have diverse backgrounds, expertise and knowledge that enhance the training environment.
- The workshops are interactive and encourage participants to actively participate.
- Workshop participants have the opportunity to provide feedback to ensure the program addresses current needs and issues raised by members.

Course Descriptions

Discover the Standards Council of Canada (SCC)

Purpose of the Workshop

“Discover the Standards Council of Canada” is designed to help the learner develop a more thorough knowledge and understanding of SCC’s mandate and objectives, its role in the National Standards System and its link to international fora.

Who Should Attend

Those who are involved with, or who are members of, Council, Advisory and/or technical committees, subcommittees, task and/or working groups. New members will find this workshop an excellent tool for developing a better understanding of the Standards Council of Canada.

What to Expect

Peer learning, group participation, an interactive course that takes place in a non-threatening, supportive and friendly learner-centered environment.

Information and course content includes practical exercises to reinforce learning.

Workshop Objectives

By the end of the workshop, participants will be able to:

- List the objectives and mandate of the Standards Council of Canada.
- State SCC’s accreditation activities and programs.
- State SCC’s involvement with international forums.
- List the goals of standardization within Canada.
- Identify SCC’s trade initiatives and partners.
- List the Branches and divisions of the SCC.
- Identify the scope of work and responsibilities of SCC Branches and divisions.
- List key Advisory Committees of the SCC.
- Identify National Standards System (NSS) stakeholders and their roles.
- Identify different types of standards.
- State what a Canadian Procedural Document (CAN-P) is and where it is used.
- Define the term consensus and how it is used.

- List criteria in the development of a National Standard.
- Identify SCC’s conformity assessment system.
- Identify SCC’s national, international and regional links.

Duration: 1 day

Attendance requirements: minimum of 15 / maximum of 25

Build a Better Understanding of the International Electrotechnical Commission (IEC)

Purpose of the Workshop

The focus of “Build a Better Understanding of the IEC” is to provide the learner with an overview of the role, responsibilities and structure of the organization and its functions in the development of an international standard.

Who Should Attend

Those who are involved with, or are currently Chairs, Committee Officers or members of, Advisory committees, CNC/IEC, Canadian Subcommittees for the International Electrotechnical Commission (CSC/IEC), technical committees, subcommittees or working groups. New members will find this workshop an excellent tool for developing a better understanding of the International Electrotechnical Commission.

What to Expect

Peer learning, group participation, an interactive course that takes place in a non-threatening, supportive and friendly learner-centered environment.

Information and course content includes practical exercises to reinforce learning.

Workshop Objectives

By the end of the workshop, participants will be able to:

- Identify the key components of the International Electrotechnical Commission (IEC) structure.
- State the responsibilities of the Council, the Council Board and Executive Committee.
- List the functions of the Standardization Management Board.
- List the objectives and mandate of the SCC.
- Define the scope of both a technical committee and a subcommittee.
- List the functions of the Conformity Assessment Board.
- Identify National Standards System (NSS) stakeholders and their roles.
- Identify the role of the Joint Technical Committee on Information Technology.
- State the definition of an international standard.
- Define the term consensus used in the international arena.
- List the development stages of an IEC standard.
- Describe the key process of each development stage of an IEC standard.
- List the different types of IEC publications.
- Identify the linkages between the SCC and IEC.
- Identify IEC's international and regional partners.

Duration: 1 day

Attendance requirements: minimum of 15 / maximum of 25

Build a Better Understanding of the International Organization for Standardization (ISO)

Purpose of the Workshop

“Build a Better Understanding of the ISO” will provide the learner with an overview of the role, responsibilities and structure of the organization and its functions in the development of an international standard.

Who Should Attend

Those who are involved with, or who are currently Chairs, Committee Officers or members of, Advisory committees, CNC/ISO, Canadian Advisory Committee for the International Organization for Standardization (CAC/ISO), technical committees, subcommittees, or working groups. New members will find this workshop an excellent tool for developing a better understanding of the International Organization for Standardization.

What to Expect

Peer learning, group participation, an interactive course that takes place in a non-threatening, supportive and friendly learner-centered environment.

Information and course content includes practical exercises to reinforce learning.

Workshop Objectives

By the end of the workshop, participants will be able to:

- Identify the key components of the International Organization for Standardization (ISO) structure.
- State the responsibilities of the Council, the Central Secretariat and the Technical Management Board.
- List the objectives and mandate of the SCC.
- Define the scope of both technical committees and technical advisory groups.
- Identify National Standards System (NSS) stakeholders and their roles.
- Identify the role of the Joint Technical Committee on Information Technology.
- State the need for international standardization.
- Define the term consensus and how it is used in the international arena.
- List the development stages of an ISO standard.
- Describe the key process of each development stage in an ISO standard.
- Identify the linkages between the SCC and ISO.
- Identify ISO's international and regional partners.
- List the different types of ISO publications.

Duration: 1 day

Attendance requirements: minimum of 15 / maximum of 25

Working in Teams

Purpose of the Workshop

“Working in Teams” will help learners to develop the basic skills required to successfully work in teams.

Who Should Attend

Those who are involved with, or who are members of, Council, Advisory and/or technical committees, subcommittees, task and/or working groups. New members will find this workshop an excellent tool for developing a better understanding of working in teams, facilitating and reaching consensus.

What to Expect

Peer learning, group participation, an interactive course that takes place in a non-threatening, supportive and friendly learner-centered environment.

Information and course content includes practical exercises to reinforce learning.

Workshop Objectives

By the end of the workshop, participants will be able to:

- Understand the need to apply a set of Team Practices to achieve objectives.
- Apply the “Team Effectiveness Model” when meeting together.
- Identify and negotiate the different roles/objectives of various stakeholders in the process.
- Apply consensus building skills to create a common position that is supportable by different partners.
- Facilitate group processes to achieve a sustainable consensus.
- Apply all of the above skills in a case study.

Duration: 1 day

Attendance requirements: minimum of 15 / maximum of 25

Web-Based Applications in Action

Purpose of the Workshop

“Web-Based Applications in Action” will help learners gain a basic understanding of the electronic tools and services available from SCC to support their work and increase their effectiveness.

Who Should Attend

Those who are involved with, or who are members of, Council, Advisory and/or technical committees, subcommittees, task and/or working groups. Participants will find this hands-on workshop an excellent way to become more familiar with SCC’s electronic tools.

What to Expect

Hands-on computer learning. Peer learning, group participation, an interactive course takes place in a non-threatening, supportive and friendly learner-centered environment.

Information and course content includes practical exercises to reinforce learning.

Workshop Objectives

By the end of the workshop, participants will be able to:

- Learn to register and login to SITESCAPE Forum.
- Modify their SITESCAPE Forum profile information.
- Navigate in SITESCAPE Forum using various navigational options.
- Create a personal summary for their Forum work area.
- Learn to use the SITESCAPE Forum Toolbar Features.
- Access entries from the Forum Work Areas.
- Access entries from the SITESCAPE Forum email notifications.
- Post, modify and delete entries in SITESCAPE Forum.
- Identify the SITESCAPE Forum Help options.
- Learn about SCC’s online services and how they function.
- Learn how to use and search the SCC’s databases.

Duration: Half day

Attendance requirements: minimum of 8 / maximum of 15

All courses are offered at an introductory level.