

## CCAA's Skills Development Workshops: 4 days in Slemon Park, PEI.

### ***Do you have more than 5 participants? Ask about our private workshops!***

*Save on travel costs for your large group and have a CCAA-certified instructor come to your organization anywhere in Canada. Our instructor will deliver course material specially tailored to meet your organization's requirements, at a date/time and location of your choice anywhere in Canada. We offer group discounts and other incentives!*

### **QUALITY SYSTEMS AUDITOR (2 DAYS)**

This workshop provides a comprehensive overview of the steps involved in the audit process. Upon completion of this workshop, participants will have a sound understanding of the auditing process which is a key part of a Quality Assurance and Safety Management System and its importance in enhancing operational safety and improving operational performance. (click on the workshop title above for more info)

### **QUALITY ASSURANCE MANAGER (1 DAY)**

This workshop was developed to prepare participants for Transport Canada expectations in accordance with established Occupational Standards. It provides a comprehensive overview of the role and responsibilities of the Quality Assurance Manager. Upon completion of this course, participants will have a sound understanding of the fundamentals of the quality processes and procedures, and key responsibilities of a Quality Assurance Manager. (click on the workshop title above for more info).

### **CORRECTIVE ACTION PLANS (1 DAY)**

This workshop enables participants to develop meaningful and appropriate corrective action plans Upon the successful completion of this workshop, participants will possess a thorough understanding of how to interpret findings, develop corrective actions, determine root causes and develop preventative actions. (click on the workshop title above for more info).

Date	Workshop	Duration (days)	Instructor	Town	Province
17-Sep-18	Quality Systems Auditor	2	Mike Doiron	Slemon Park	PEI
19-Sep-18	Corrective Actions Plan	1	Mike Doiron	Slemon Park	PEI
20-Sep-18	Quality Assurance Manager	1	Mike Doiron	Slemon Park	PEI



## CCAA Workshop Registration Form



### WORKSHOP DETAILS

COURSE NAME	City and Workshop Date	CCAA Partner			Others		
		QTY	PRICE (tax not included)	TOTAL	QTY	PRICE (tax not included)	TOTAL
Quality Systems Auditor	Selmon Park, PEI September 17th & 18 <sup>th</sup> , 2018		\$680.00			\$850.00	
Corrective Actions Plan	Slemon Park, PEI, September 19th, 2018		\$520.00			\$650.00	
Quality Assurance Manager	Slemon Park, PEI September 20th, 2018		\$520.00			\$650.00	

### MAIN CONTACT & PARTICIPANT(S) INFORMATION

Main Contact Person: First Name/ Last Name			
Organization		CCAA Partnership Number	
Organization Address	City	Province	Postal Code
Phone	E-mail		
List of Participant(s): FIRST NAME / LAST NAME and EMAIL ADDRESS			

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**PAYMENT DETAILS**

Credit Card	
<input type="checkbox"/> VISA	<input type="checkbox"/> MasterCard <input type="checkbox"/> American Express
Credit Card Number	Expiry Date
Name of Card Holder	Signature
Billing Address: (If different from the previously stated address on page 1)	

**PLEASE RETURN THE COMPLETED FORM TO:**

Kethy Sosso-Kolle  
 Coordinator, Training & Skills Development  
[ksossokolle@avaerocouncil.ca](mailto:ksossokolle@avaerocouncil.ca)  
 Phone #: (613) 727 8272 x 261

**How did you hear about us?**

- CCAA Regional Representative
- Current Employer
- CCAA Website
- Other

**Check here if you would like to receive the CCAA newsletter or training updates**

**Cancellation Policy:**

50% refund with 7 – 14 days prior notice. Less than 7 days’ notice: no refund; registration fees may be used as credit towards the next available workshop. This credit is valid within 1 year from the time of purchase. There will be no refunds or credit for participants who are absent without prior notice.

CCAA reserves the right to cancel or change workshop dates up to 2 weeks prior due to insufficient registration.

