



MEARIE Training 2022

EXECUTIVE & PROFESSIONAL TRAINING ●
TRADES & TECHNICAL TRAINING ●



Profile of The MEARIE Group

The MEARIE Group develops and offers insurance and risk management solutions to the energy sector in Ontario. Thirty-five years into our story, we are one of the most successful reciprocal insurance exchanges in existence today and continue to demonstrate the unity that originally brought us together. Services include: property/casualty insurance, group benefits, credit insurance, human resource services, trades training, executive, professional and management training and a variety of financial and business solutions – all targeted expressly to the energy sector.

Take flight with MEARIE Training



The ringing song of the Prothonotary Warbler – once known as the Golden Swamp Warbler – echoes throughout the swamps of southeastern US and southern Ontario every summer.*

*"Birds of Canada" by David M. Bird. 2010.



C.C. (Charlie) Macaluso
Chief Executive Officer



CEO & Attorney's Message

Dear Valued MEARIE Client:

We are excited to present our suite of 2022 Training Programs. This year represents our 35th anniversary of successful operations. We have a longstanding commitment to providing relevant, high quality training programs to the energy sector and that continues with our plans for 2022. We are pleased to offer you a wide variety of executive, professional and trades & technical course offerings to support you in achievement of your skills and business goals.

We recognize the COVID-19 situation continues to influence our shared business plans/activities. From a training perspective, while our longstanding in-class program offerings may be preferable, we have adapted many of our **2022 Executive Education and Professional & Management courses into virtual and online formats**. Our 2022 calendar provides opportunities for learning in three distinct formats. As always, we source and partner with training experts who work with us to deliver the course programs and content you need. Please refer to our website for the latest information on course offerings, to confirm course dates and if the course is offered virtually, online or in-class.

We will continue to provide the Trades & Technical training programs at our technical training facilities. Extensive health and safety procedures have been implemented to protect our clients, instructors and staff. For more detail on these procedures, please refer to our website.

Executive Education

We continue with our **Chartered Director (C.Dir.) Program** - specifically designed for senior leaders and board members in the energy sector. For senior leaders and board members new to the industry, we offer a strategic overview of the sector.

Professional & Management Training

Given the changes occurring at the OEB and in our sector in general, it is important the workforce has a solid understanding of the regulatory environment. Our **full suite of regulatory and financial services** courses continues. We offer leadership training programs for **Lead Hands, Supervisors and Managers**, and specialized courses on **Collective Bargaining, Managing Performance, and Labour Relations**. We also offer courses designed to improve interpersonal skills and leadership effectiveness such as our new **Personal Leadership Skills** and **Community Engagement Specialist** certificate programs.

Trades & Technical Training

The MEARIE Group's training certificate programs, offered in partnership with Hydro One Network's state-of-the-art training facilities, have become an industry standard. New this year are the **Protection & Control Telecom Levels 1 and 2** programs.

Onsite Training

Increasingly, our clients have embraced onsite training as an effective way to develop their workforce. We offer both in-person and virtual onsite training programs for many of the courses listed on our website. We can also offer customized programs uniquely suited to your specific needs. Please contact us to discuss how we can tailor an onsite program for your organization.

During the year, please consult our mearie.ca/training website for the latest updates on courses and any changes related to COVID. Best wishes for a successful 2022!

C.C. (Charlie) Macaluso
Chief Executive Officer



MEARIE 2022 COVID UPDATE

COVID-19 UPDATE

In 2020, COVID-19 significantly affected MEARIE's ability to offer training programs. To ensure the health and safety of our clients, instructors and support staff, extensive health and safety policies and procedures were implemented at both our Kleinburg Trades and Technical Training facility and our Novotel Training facility. These policies and procedures met with or exceeded governmental requirements. In 2021, MEARIE offered virtual training sessions for all **Executive Education** and **Professional & Management** courses while **Trades & Technical Training** programs continued with the in-class format.

In 2022, and in response to the improving situation regarding COVID, we anticipate offering **in-class training** for our entire suite of **Executive Education** and **Professional & Management** courses. However, we recognize the situation is dynamic and we may need to revert to a virtual format. If a change from the in-class to the virtual format is required, we will provide notification both on the website and to registered participants. **Trades & Technical Training** courses will continue to be offered through the **in-class** format at our technical training facilities.

Additional COVID-19 updates, including vaccination requirements for in-class participants, may be found at mearie.ca/training.



VIRTUAL TRAINING

In addition to our scheduled in-class sessions, we will offer several **virtual options** of our more popular courses. While the format may be different, the course content is the same. **Scheduled virtual courses are marked with a "V" next to the session date. Please refer to each course description in this catalogues or at mearie.ca/training to confirm if a virtual offering is available.**

If you have any questions, please contact us at training@mearie.ca or 905-265-5300.

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EXECUTIVE & PROFESSIONAL TRAINING ●

TRADES & TECHNICAL TRAINING ●

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Professional & Management Training 2022 Schedule At-A-Glance

Registration Information: mearie.ca/training
David Ainslie at 905.265.5320, dainslie@mearie.ca

EXECUTIVE EDUCATION	Sessions	Days	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Regulatory Essentials for LDC Executives & Directors*	1	1					5							
Corporate Secretary Training for LDC Boards	1	1	27											
What Every Director Needs to Know About Industrial Relations NEW	1	1		24										
Strategic Development and Implementation*	On Request	2												

CHARTERED DIRECTOR (C.Dir.) PROGRAM	Sessions	Days	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Module 1 - Accountability and Change	1	2.25			3-5									
Module 2 - Leadership and Strategy	1	2.25			21-23									
Module 3 - Oversight and Finance	1	2.25						2-4						
Module 4 - Effective Governance under Complex Circumstances	1	2.25									29-1			
Module 5 - The Board Simulation	1	2.25												1-3

REGULATORY SPECIALIST CERTIFICATE PROGRAM	Sessions	Days	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Module 1 - Introduction to Economic Regulation	2	2			23-24						21-22			
Module 2 - Cost of Service Re-basing	2	2				20-21						19-20		
Module 3 - Advanced Regulatory Topics	2	2					18-19						16-17	

FINANCIAL MANAGEMENT	Sessions	Days	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Accounting Essentials in a Utility Environment*	2	2				12-13						12-13		
Accounting Essentials in a Utility Environment Refresher	1	1											24	
Regulatory Finance for Non-Accountants*	2	1			31							27		
Collection Certification and Training** UPDATED	Online													

REGULATORY COURSES	Sessions	Days	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Meeting Chapter 5 Filing Requirements UPDATED	1	1	18											
Update on OEB Regulation for Electricity Distributors UPDATED	1	1						9						

* This course is available onsite, minimum number of participants may apply. Contact us for details.

** This course is available online. Enroll anytime. Contact us for more details.

Professional & Management Training 2022 Schedule At-A-Glance

Registration Information: mearie.ca/training
David Ainslie at 905.265.5320, dainslie@mearie.ca

PROFESSIONAL MANAGEMENT TRAINING COURSES	Sessions	Days	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Effective Leadership Skills for Managers*	2	3			2-4							26-28		
Effective Leadership Skills for Supervisors*	1	2					11-12							
Mental Health Leadership***	1	1			2									
Change Management Foundation	1	3				5-7								
Change Management Practitioner (CMP)	1	2					3-4							
Managing Efforts - Getting Results NEW	1	1		16			17							
Project Management UPDATED	1	3					11-13							
Managing Performance in a Union Environment *	4	1		11		12					22		10	
Collective Bargaining Preparation	2	1	13								14			
Understanding the Collective Agreement and Management Rights	1	1			22							19		
DiSC* NEW	2	1		9							14			
Effective Business Writing & Presentations* UPDATED	2	1		24								4		
Leading Teams Virtually* NEW	2	1			3							27		
Managing Customer Relationships*	2	1		10							15			
Creating a Customer Centric Culture*	1	1			31									
Community Engagement 101	1	1				28								
Community Engagement 201	1	1					18							
Community of Practice for Communication Professionals NEW	1	4						2		4		6		2
DiSC** Online NEW	Online													

* This course is available onsite, minimum number of participants may apply. Contact us for details.

** This course is available online. Enroll anytime. Contact us for more details.

*** This course includes in-class instruction and three online modules. Contact us for more details.



Trades & Technical 2022 Schedule At-A-Glance

To register or for scheduling information please contact:
apprenticeship@HydroOne.com

Trades & Technical Training Courses	Sessions	Days	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Powerline Technician Level I	2	10		27-10, 20-31										
Powerline Technician Level II	2	10	23-3, 6-17											
Powerline Technician Level III	3	10										17-28		21-2, 5-16
Powerline Lineperson Level IV	3	10							4-15	8-19, 22-2				
Powerline Technician Assessment	On request	4												
Powerline Technician Red Seal Program	On request	2												
Underground Cable Person Level I	1	10					9-20							
Underground Cable Person Level II	1	10					30-10							
Underground Cable Person Level III	1	10						13-24						
Meter Technician Level I	6	10	10-21	7-18	14-25			13-24			12-23	31-11		
Meter Technician Level II	6	10	24-4		28-8		9-20			8-19	26-7	14-25		
Meter Technician Level III	6	10		28-11		25-6	30-10			22-2	17-28	28-9		
Metering Technician JET	1	5								6-9				
Substation Electrician Level I	2	15	31-18									31-18		
Substation Electrician Level II	4	10			7-18		2-13				26-7, 17-28			
Substation Electrician Level III*	4	10	A: 10-28		B: 7-16 C: 25-29			B: 6-10 C: 20-24			D: 12-23			
Substation Electrician JET	On request	4												
Electrical Operator Training	Online													
Electrical Operator Training Supervisor	Online													
Protection and Control Level I	4	15	17-21				30-3, 13-17							5-9
Protection and Control Level II	3	10			21-1					15-26			14-25	
Protection and Control Level III	2	10	31-11	28-11										
Protection and Control Telecom Level I NEW	2	5								8-12		3-7		
Protection and Control Telecom Level II NEW	3	5							11-15		12-16	17-21		
Basic Electricity**	1	2					25-26							
Effective Leadership Skills for Lead Hands**	1	2		2-3										
Effective Leadership Skills for Supervisors in Technical Trades*	2	2					25-26						22-23	

* 2 week program, Week 1 and Week 2 scheduled separately at different locations and may not be scheduled consecutively; **This course is available on-site, minimum number of participants may apply, contact us for details NOTE: A selection of e-Learning courses is available online to be taken anytime throughout the year at your convenience. For further information visit: mearie.ca/training

MEARIE CUSTOM PROGRAMS

About MEARIE Professional & Management Training

*The MEARIE Group offers **onsite and custom programs** for LDCs in both **in-person** and **virtual** formats at **your organization's location**. Whether it is offering an existing course from our current catalogue or developing a more extensive, customized offering, MEARIE can provide a program which meets the needs of your organization.*

Our more popular onsite programs include:

Management and Leadership Development

- Effective Leadership Skills for Lead Hands, Supervisors and Managers
- Managing Effort - Getting Results
- Engaging Employees
- Managing Performance in a Union Environment

Regulatory Development

- Regulatory Training
- Introduction to Economic Regulation
- Regulatory Finance for Non-Accountants
- Accounting Essentials in a Regulated Environment

Professional Development

- Managing Client Relationships
- Creating a Customer Centric Culture
- DiSC – self awareness and team building
- Basic Electricity

If you have a training need with requirements specific to your organization, please contact us and we can develop an onsite program for your organization.



MEARIE Executive & Professional 2022 TRAINING



VOICE

Flight call a loud, high
sviit; callnote a loud chip;
song a loud series of
penetrating and internally
rising notes – *tsveet tsveet*
tsveet tsveet tsveet
tsveet tsveet.*

*"Birds of Canada" by
David M. Bird. 2010.

MEARIE EXECUTIVE EDUCATION

About MEARIE Executive Education

Created in 2010, The MEARIE Group Executive Education portfolio has been extremely well received by sector leaders across the province. The MEARIE Executive Education programs provide executive level learning customized for the energy sector.

Partnering with first-class educational institutions and consulting firms, these courses will provide you with the latest management concepts, insights and tools to hone your leadership abilities. This year, we continue our **Chartered Director (C.Dir.) Program**, specifically designed for the energy sector. **What Every Director Needs to Know About Industrial Relations** is now a course designed to help Directors and Senior Management better understand it's strategic importance. **Regulatory Essentials for LDC Executives**, a strategic overview of the energy industry for senior executives and Board members, returns this year along with **Corporate Secretary Training for LDC Boards**.

The MEARIE Group also offers onsite programs, customized to your organizations unique requirements. **Strategic Planning and Implementation**, **Change Leadership**, and **Board Governance – Improving Performance** have all been well received.

These courses have been developed specifically for the sector utilizing highly-rated instructors and subject matter experts. The MEARIE Group Executive Education program will help you and your organization excel in today's dynamic business environment. Introducing our Executive Education Training Partners:



The Directors College is a recognized world leader in board governance training. MEARIE has partnered with The Directors College to offer the university accredited designation of C.Dir., customized to the unique requirements for Executives and Directors in the Energy Sector.



Schulich Executive Education Centre, Schulich School of Business, York University

Schulich is world renown for their business programs, consistently achieving top marks in international rankings and recognition. MEARIE has teamed up with Schulich to provide energy specific programs for Executives in the Energy Sector.




elenchus provides strategic advice and technical support to navigate the complexities of the business and regulatory environments. Elenchus has extensive regulatory experience in the Canadian electricity and natural gas industries.



John T. Dinner Board Governance Services has helped Canadian organizations achieve their business objectives through Board Governance for over 13 years. A recipient of the National Award in Governance, John Dinner uses knowledge from a career spent in the boardroom to help boards and the directors who serve on them achieve excellence in board governance.

Regulatory Essentials for LDC Executives & Directors

In Partnership with: 

Course Summary:

The Ontario electricity sector continues to undergo significant regulatory change, placing ever increasing pressure on Local Distribution Company (LDC) executives and members of LDC Boards of Directors to ensure that regulatory strategy is integrated into overall business solutions. This one-day course will provide a practical understanding of the major regulatory issues, the related risks and responsibilities, as well as an opportunity to network with industry peers about strategic solutions.

Course Outline:

The following topics will be covered:

- Overview of economic regulation in Ontario (e.g.: revenue requirement, Ontario Energy Board (OEB) operations and powers, compliance and enforcement)
- Renewed Regulatory Framework (RRF) and the changing regulatory environment (e.g.: increased regulatory focus on: planning and operations, governance, and performance outcomes)
- Productivity and RRF expectations for LDC performance measurement and continuous improvement
- Incentive Regulation Mechanism: rate setting, regulatory process and strategy
- LDC risks and responsibilities in an evolving regulatory environment
- Good governance in the current regulatory environment
- Sector transformation: emerging trends, risks and opportunities for LDCs
- An open forum discussion to network about issues and strategic solutions

Course content is tailored to address the needs of executives and board directors faced with major regulatory issues. It will include the latest information on the changing regulatory requirements.

The interactive format will include presentation and plenary discussion as well as separate breakout groups for LDC executives and board directors to further focus on the topics most relevant to their respective roles.

Who Should Attend?

This one-day course is designed for executives and board directors of local distribution companies in the Ontario electricity sector. Enrolment is limited to those with significant leadership roles or governance responsibilities in order to focus the classroom discussion on the issues facing LDC executives and boards and thereby generate the most value to participants.

LDC regulatory staff and those interested in more in-depth topic coverage are encouraged to enrol in the Regulatory Specialist Certificate Program.

DATES:	May 5	COST:	\$1,250 + HST Includes materials, assessment tools, breakfast, lunch, and refreshment breaks.
COURSE LENGTH:	1 day	LOCATION:	Novotel Hotel Training Facility, Vaughan

MEARIE EXECUTIVE EDUCATION

Chartered Director (C.Dir.) Program – Energy Sector

In Partnership with:  The Directors College

Course Summary:

The Ontario electricity sector continues to undergo significant change at an increasingly rapid pace. Governance is no different as it's rising to the top of the agenda for a number of key stakeholders including the Ontario Energy Board, IESO and the Ministry of Energy. Effective governance has been identified as key to improving the efficiency and effectiveness of utility performance. Today's LDC Board is increasingly challenged to ensure the proper oversight, governance and structure is in place to capitalize on this change, and to lead the organization toward success in an increasingly complex and regulated business environment.

Partnering with The Directors College, a collaborative agreement between the Conference Board of Canada and the DeGroote School of Business at McMaster University, this program delivers a unique experience that recognizes both sides of directorship – the “technical and structural” (rules-based) side and the “cultural” (principle-based and behavioural) side. Customized to the unique requirements of the energy sector, this industry recognized university accredited designation provides skills, perspectives and tactics to drive value as an effective and successful board member. Successful completion of this program allows participants to use the recognized designation of “C.Dir.”

Course Outline:

The program consists of five modules, each delivered in 2.25 days. Below is a partial list of topics that will be covered in the five modules:

Module 1 – Accountability and Change

- Understand the roles, responsibilities, legal and fiduciary duties, and accountabilities of the Board
- The role of the Board in a utility/regulated environment as it relates to the Municipal Shareholder, and the relationships to Affiliates and HoldCo Boards
- Discuss Board and Director independence, and how to encourage and contribute to effective interaction

Module 2 – Leadership and Strategy

- Learn how to establish clear corporate strategies with management
- Learn best practices for succession planning, human resource/compensation committees, IT strategy, management performance
- Understand the type of information required to identify, control, and mitigate corporate risk in a utility regulated environment

Chartered Director (C.Dir.) Program – Energy Sector

Module 3 – Oversight and Finance

- Learn how to access and assess financial information using accounting principles and financial/non-financial indicators
- Understand the roles and responsibilities of the Board, audit committee, internal/external auditors, and the oversight role of the Board in managing risk
- Understand the roles of the Regulator, Municipal Shareholders and other stakeholders, and the expectations regarding the Board's governance and oversight responsibilities

Module 4 – Effective Governance Under Complex Circumstances

- Learn how emotional intelligence affects board behaviour and functioning and how to develop efficient, effective and productive interactions
- Understand the links between governance, sustainability, ethical imperatives, innovation, and social responsibility
- Understand the importance of corporate reputation including opportunities, risks and crisis management

Module 5 – The Board Simulation

- Participate as a Board Member at a variety of Board and Committee meetings for a simulated corporation
- Gain personal insight on how your behaviour, and that of others, affects the board's processes and productivity

All sessions are varied and engaging, combining lectures, interactive working sessions, and case studies. Upon completion of the five modules, candidates are required to successfully write an exam to receive their Chartered Director (C.Dir.) designation. Fifty hours over three years of Continued Professional Development (CPD) is required to maintain the designation.

Who Should Attend?

The program is designed for those currently sitting on boards, senior executives who intend to serve on a board, and those who work with boards. Applicants are assessed by The Directors College to determine their suitability for the C.Dir. program.

This course qualifies for 97.5 hours of CPD with HRPA upon successful completion.

NOTE: The option to attend some or all of these sessions virtually at a reduced price is also available. Please contact us at mearie.ca/training or 905-265-5300



DATES:	March 3 – 5 April 21 – 23 June 2 – 4 September 29 – October 1 December 1 – 3	COST:	\$4,970 + HST (modules 1-4), \$5,170 + HST (module 5) Includes accommodations, materials, assessment tools, breakfast, lunch, and refreshment breaks.
COURSE LENGTH:	2.25 days, 5 modules	LOCATION:	White Oaks, Niagara-on-the-Lake

MEARIE EXECUTIVE EDUCATION

Corporate Secretary Training for LDC Boards

In Partnership with:



Course Summary:

During this one-day, intensive and focused session, participants will receive relevant and practical LDC training that will equip them to better understand and deliver on their role as Secretary of the Board.

This course is designed to explicitly recognize and address the specific and unique needs of the LDC industry, providing insight into both the strategic and administrative importance of this position as well as provide relevant insight into emerging trends and best practices. Course material will be covered in a manner that is objective, highly participative and interactive, and practical with a view to relevant application.

Course Outline:

The following topics will be covered:

- Role of the Secretary
- Effective Board and Committee meetings
- Board communications and satisfying Director information needs
- Minute taking strategies and best practices
- Meeting Planning including Annual Meeting of Shareholders

Who Should Attend?

This program will appeal to anyone responsible for planning and managing Board meetings.

DATES:	January 27	COST:	\$1,125 + HST Includes materials, assessment tools.
COURSE LENGTH:	1 day	LOCATION:	Novotel Hotel Training Facility, Vaughan

What Every Director Needs to Know About Industrial Relations – NEW

In Partnership with:  **Oakbridges** INDUSTRIAL
RELATIONS
STRATEGISTS

Course Summary:

Directors, C-Suite and Senior Leaders need to be intimately familiar with the strategic importance of Industrial and Labour Relations. Much more than collective bargaining and managing grievances, participants will learn how Industrial and Labour Relations impact the corporate culture, financial performance and the organization's reputation. Understand why the development of Industrial Relations and Labour strategies will mitigate against the risks inherent in many labour environments, and more importantly how organizations can create shared value - including improved bottom-line performance, and brand and stakeholder value.

This program is facilitated by Oakbridges whose consultants have extensive experience in developing Industrial Relations strategies for organizations.

Course Outline:

- Industrial Relations – what is it and why it matters
- The Risks and Opportunities of effective Industrial Relations
- How Industrial Relations creates stakeholder Shared Value
- Developing and incorporating Industrial Relations into business strategy
- Top 10 Things you should know about Governance of a complex Unionized Environment

Who Should Attend?

Directors, C-Suite and Senior Leaders.

This course qualifies for 6.5 hours of CPD with HRPA upon successful completion.



DATES:	February 24 (V)	COST:	\$850 + HST Includes materials.
COURSE LENGTH:	1 day	LOCATION:	Virtual

Strategic Development and Implementation

In Partnership with:



Course Summary:

Over the next decade, Ontarians will be changing the way they generate, manage and consume electricity, and this will present a huge challenge for organizations. Acting strategically, leading change and implementing new ways of doing business will be required. This onsite course can be tailored to the specific needs, from strategic development through to implementation. Led by industry experts, we can customize a two or three day session for your senior management team. Training will be provided in an interactive format to allow for group discussion.

Course Outline:

The following topics are a suggested outline, and can be tailored to your organization's needs depending on the individual requirements:

Strategic Development

- Foundations of strategic thinking
- Conducting an external scan including SWOT analysis
- Developing and implementing strategic objectives

Strategic Execution and Change Leadership

- Identify where staff are in the transition process and what is needed to move from resistance to commitment
- Change momentum by building a critical mass of converts
- Communicate change with a 4 step strategic influencing process
- Build and execute a successful plan

Influencing and Implementation

- Learn the fundamentals of transformational leadership
- 7 motivational value systems and how to identify and best relate
- Managing conflict, preventing escalation
- Building and developing organizational alignment

Who Should Attend?

This course is designed for senior leadership within the Ontario electric utility sector.

DATES:	On Request	COST:	Call for a quote
COURSE LENGTH:	2 days	LOCATION:	Available onsite only

MEARIE PROFESSIONAL TRAINING

About MEARIE Professional & Management Training

The MEARIE Group is proud to be a provider of quality training programs offered exclusively to the energy sector. We have worked very closely with the developers of these programs to ensure they understand the challenges faced in the industry, and the solutions to these challenges have been incorporated in the training programs.

MEARIE has comprehensive training and development programs for both supervisors and managers. **Effective Leadership Skills for Managers** and **Effective Leadership Skills for Supervisors** have energy sector specific content and are facilitated by industry experts.

Performance management courses consist of **Managing Efforts – Getting Results**, **Managing Performance in a Union Environment** and **Understanding the Collective Agreement and Management Rights**.

We offer **Change Management Practitioner (CMP)**, **Project Management** and **Mental Health Leadership** certification programs. In addition, we offer two new certificate programs. The **Personal Leadership Skills Certificate Program** consists of **DISC**, **Effective Business Writing & Presentations** and **Leading Virtual Teams**. The **Community Engagement Specialist Certificate Program** consists of **Creating a Customer Centric Culture**, **Community Engagement 101** and **Community Engagement 201**.

Our popular **Regulatory Specialist Certificate Program** returns along with **Meeting Chapter 5 Filing Requirements** which has been updated for 2022. **Accounting Essentials in a Utility Environment** has been updated for this year. A one-day refresher for this course is also available. **Regulatory Finance for Non-Accountants** has been enhanced for 2022 and will help employees looking to improve their understanding of finance. **Collection Certification and Training** is available online.

Our Professional & Management Training courses offer tailor-made, industry relevant solutions for our clients. Competitively priced, our Professional & Management Training courses are delivered by experts in their fields and are designed to drive organizational performance through a well-trained work force.

Most of our courses are available onsite at your facility. **Leadership Skills for Engaging Others During Change** is ideal in developing a more cohesive, forward thinking and results oriented team. **Managing Customer Relationships** is one of our most popular onsite programs, for both outside workers and in-house staff. Call us for more information.

MEARIE PROFESSIONAL TRAINING

Our Professional & Management Training Partners



elenchus provides strategic advice and technical support to navigate the complexities of the business and regulatory environments. Elenchus has extensive regulatory experience in the Canadian electricity and natural gas industries.



Self Management Group is a leader in talent management solutions, partnering clients worldwide to help them attract, select, retain and develop top potential employees.



Pearl Street Communications is managed by Curt Hammond. As President and Chief Listening Officer, Curt has over 15 years of experience in the LDC and renewable energy sectors. An accomplished facilitator and trainer, Curt can help you learn new skills, build consensus and identify new opportunities.



LifeWorks and **Queen's University** provide industry leading programs on improving mental health in the workplace. In partnership with the Anti-stigma Research Chair and Faculty of Health Science at Queen's University, LifeWorks have introduced the Workplace Mental Health Leadership™ certificate program, the first of its kind in Canada.



TidalShift is an international award-winning provider of Change Management, Project Management, and Leadership learning and development programs. TidalShift has extensive experience in the energy sector.



Oakbridges specializes in the broader field of Industrial Relations, developing custom strategies that go beyond traditional day-to-day Labour Relations and collective bargaining planning.



Durham College Corporate Training Services (CTS) has been delivering client-focused results-driven training solutions for over 30 years. With professional trainers whom are industry experts, CTS is an established provider of innovative training solutions.




International Centre for Professional Collections is run by Tim Paulsen, the founder and managing director, who has delivered highly rated accounts receivable focused programs in more than 20 countries over the last 15 years. Tim is the author of "Paid in Full", "Tipping the Scales" and "Platinum Negotiations".



NAVIGANT is a premiere market research and advertising firm covering the global energy transformation, practicing clear, actionable advice helping clients with their business needs.

Regulatory Specialist Certificate Program

In Partnership with: 

MEARIE's Regulatory Specialist Certificate program is unique in the province. It begins with a review of the principles of economic regulation, building up to an in-depth understanding of how and why regulation is implemented in Ontario using case studies on specialized topics. The program is provided in three discrete two-day modules. It will be of interest to staff from all functional areas and levels of the organization, as well as to those interested in pursuing a career in the energy sector. The three modules are:

- Introduction to Economic Regulation (Module 1)
- Cost of Service Re-basing (Module 2)
- Advanced Regulatory Topics (Module 3)

Participants can register for one or more of the two-day modules, and those who successfully complete all three modules will receive MEARIE's Regulatory Specialist Certificate.

Introduction to Economic Regulation (Module 1)

Course Summary:

This two-day module will provide participants with a practical working knowledge and understanding of the theory of regulation and how it is applied to Local Distribution Companies (LDC) in Ontario. This module will focus on the Ontario Energy Board's (OEB) legislative mandate, its policies and priorities and review its processes so that participants will have an in-depth understanding of Ontario's complex regulatory environment. The facilitators will use practical examples to clarify the OEB's practices.

Course Outline:

The following topics will be covered:

- Fundamentals of economic regulation in Ontario: purpose of economic regulation and regulatory principles, Ontario's legislative and regulatory environment, roles and responsibilities of Ontario's regulatory agencies
- Understanding OEB processes, methods and practices: policy consultations and Directives, Orders, Licenses and Codes
- The changing regulatory environment: an overview of the Renewed Regulatory Framework (RRF) with a focus on productivity and continuous improvement expectations for LDCs in Ontario
- The Regulatory Cycle: RRF Incentive Regulation Mechanism, business and regulatory planning, rate making, reporting and compliance, and current challenges

Who Should Attend?


This course is designed for staff from all functional areas and levels of the organization, as well as to those interested in pursuing a career in the energy sector.



DATES:	March 23 - March 24 Sept 21 - Sept 22 (V)	COST:	\$2,175 + HST Includes materials, assessment tools, breakfast, lunch, and refreshment breaks.
COURSE LENGTH:	2 days	LOCATION:	Virtual or Novotel Hotel Training Facility, Vaughan

MEARIE PROFESSIONAL TRAINING

Regulatory Specialist Certificate Program

In Partnership with: 

Cost of Service Re-basing (Module 2)

Course Summary:

This two-day module is designed to provide a thorough overview of cost of service applications. Participants will review the interests and expectations of intervenors and Ontario Energy Board (OEB) staff through a focused review of Cost of Service (COS) applications. Topics will include Load Forecasting, Cost Allocation and Rate Design, Chapter 5 Filing Requirements and other areas of interest related to current minimum filing requirements. Throughout this module, the role of written evidence, numerical data, diagrams and special studies will be reviewed and discussed. The facilitators will highlight the practical aspects of the OEB processes using examples drawn from applications and provide “lessons learned” through their experiences in navigating the regulatory processes.

Course Outline:

The following topics will be covered:

- Cost of Service Applications:
- Filing Requirements,
- Operating Expenses (OM&A) and Capital Investments,
- Load Forecast (including CDM adjustment) and the Revenue Requirement,
- Cost Allocation and Rate Design,
- Deferral and Variance Accounts
- The session will also provide participants with some of the soft skills that are so important when dealing with regulatory issues, such as explaining the “story” or “narrative” behind the LDC and the application, and targeting key messages to stakeholders, ratepayers and Board staff.


Who Should Attend?

This course is designed for staff from all functional areas and levels of the organization, as well as to those interested in pursuing a career in the energy sector. It is beneficial to complete Module 1 but it is not a prerequisite.



DATES:	April 20 - April 21 Oct 19 - Oct 20 (V)	COST:	\$2,175 + HST Includes materials, assessment tools, breakfast, lunch, and refreshment breaks.
COURSE LENGTH:	2 days	LOCATION:	Virtual or Novotel Hotel Training Facility, Vaughan

Regulatory Specialist Certificate Program

In Partnership with: 

Advanced Regulatory Topics (Module 3)

Course Summary:

Local Distribution Companies (LDC) have to continually adapt to new and evolving government policies and regulatory requirements. This two-day module explores the issues and some of the creative solutions available to address them. It includes Incentive Regulation Mechanism (IRM) and other regulatory applications, and builds on the materials covered in Modules 1 and 2, to provide participants with an in-depth understanding of regulatory issues facing LDCs today. The module uses case studies to further develop participants' expertise and relies on practical exercises to advance their understanding.

Course Outline:

The subject matter addressed in this module will be based on current and anticipated issues facing LDCs. Topics to be included:

- Incentive Regulation Mechanism (IRM) Chapter 3 filings
- The purpose and use of deferral and variance accounts
- Recent decisions impacting LDC's and the future direction of electricity regulation
- Evolving Renewed Regulatory Framework expectations for customer engagement, performance measurement and continuous improvement
- LDC opportunities, risks and responsibilities, including: corporate governance and integrating regulatory and business strategy
- Participants are encouraged to contact Elenchus in advance if there are specific topics of interest.

Who Should Attend?


This course is designed for staff from all functional areas and levels of the organization, as well as to those interested in pursuing a career in the energy sector. It is beneficial to complete Module 1 and 2.



DATES:	May 18 - May 19 Nov 16 - Nov 17 (V)	COST:	\$2,175 + HST Includes materials, assessment tools, breakfast, lunch, and refreshment breaks.
COURSE LENGTH:	2 days	LOCATION:	Virtual or Novotel Hotel Training Facility, Vaughan

MEARIE PROFESSIONAL TRAINING

Accounting Essentials in the Utility Environment

In Partnership with: 

Course Summary:

The energy sector continues to undergo significant change placing ever increasing pressure on the regulatory and financial requirements of Local Distribution Companies (LDC). This two-day course will provide a practical working knowledge and understanding of the major accounting issues faced in today's rate-regulated environment.

Course Outline:

The following topics will be covered:

- An overview of the current Ontario Energy Board (OEB) environment, its impact and requirements
- Structure for regulatory accounting and reporting requirements
- How to stay on side with the Affiliate Relationships Code
- The purpose and use of deferral and variance accounts
- Capital asset accounting and budgeting
- Revenue and cost of power accounting
- Compliance and enforcement processes
- An open forum discussion

This course will include the latest information on the Affiliate Relationships Code, Accounting Procedures Handbook, the impact of the OEB's Renewed Regulatory Framework, updates on the OEB's Reporting and Regulatory Record Keeping requirements, recent accounting guidance and regulatory compliance

Who Should Attend?

This two-day course will benefit employees in a finance role who have a basic or introductory education in accounting. It would also provide value to any senior accounting staff new to the utility sector.



DATES:	April 12 - April 13 Oct 12 - Oct 13 (V)	COST:	\$2,175 + HST Includes materials, assessment tools, breakfast, lunch, and refreshment breaks.
COURSE LENGTH:	2 days	LOCATION:	Virtual or Novotel Hotel Training Facility, Vaughan

Accounting Essentials in a Utility Environment – Refresher

In Partnership with: 

Course Summary:

This one day course is similar in nature to the full two-day accounting essentials course but with a focus on recent changes to the regulatory accounting environment. Like the two day course, it continues to provide a practical working knowledge and understanding of some of the major accounting issues faced in today's rate-regulated environment.

Course Outline:

The following topics will be covered:

- An overview of recent changes to the Ontario Energy Board (OEB) environment
- Recent updates related to the Accounting Procedures Handbook
- An update on the OEBs Renewed Regulatory Framework for Electricity
- Recent OEB compliance and enforcement findings
- An open forum discussion

Who Should Attend?


This one-day course is a refresher course and is specifically intended for those with accounting experience or who have previously taken the full Accounting Essentials course but would like more information on recent changes in the industry.



DATES:	November 24 (V)	COST:	\$1,125 + HST Includes materials, assessment tools, breakfast, lunch, and refreshment breaks.
COURSE LENGTH:	1 day	LOCATION:	Virtual

MEARIE PROFESSIONAL TRAINING

Regulatory Finance for Non-Accountants

In Partnership with: 

Course Summary:

This course provides an overview of the regulatory process to show how utility operations and finance need to interrelate in order to meet a Local Distribution Company's (LDC) regulatory requirements. The course also provides a basic understanding of current issues faced in today's rate-regulated environment.

Course Outline:

The following topics will be covered:

- An overview of the Ontario Energy Board (OEB) environment, its impact, requirements and rate-setting methods
- An overview of financial requirements and accounting in a rate-regulated industry
- An overview of how rate base and revenue requirement are determined
- An overview of capital asset accounting and budgeting
- An open forum discussion

Who Should Attend?

This course is intended to explain rate-regulated accounting and the financial aspects of the electricity industry in Ontario to those who are not accounting specialists or those who have little or no accounting background. The course is beneficial for those who need a basic understanding of the regulatory process and for those who will be supporting a cost of service application.



DATES:	March 31 October 27 (V)	COST:	\$1,250 + HST Includes materials, assessment tools, breakfast, lunch, and refreshment breaks.
COURSE LENGTH:	1 day	LOCATION:	Virtual or Novotel Hotel Training Facility, Vaughan

Collection Certification and Training – UPDATED

In Partnership with:



Course Summary:

The payment collection process can be challenging at the best of times. However, with proper training this process can be significantly less stressful and considerably more effective. Successful graduates of the **Collections Certification and Training (CCAT)** program will learn the skills to better manage the entire collection process, from contacting and communicating effectively with customers to actually collecting on past due accounts. This program provides various tools and techniques to ensure the collection services of your organization are effective while maintaining high levels of customer satisfaction within a regulated environment.

This unique and tailored program on accounts receivable has been developed by experts at the International Centre for Professional Collections.

Course Summary:

This self-paced online program contains five modules:

1. Introduction to 'professional' collections, guidelines, and rules
2. Writing effective letters and email
3. Master telephone collection techniques
4. Overcoming excuses and delays
5. Negotiation techniques.

Each module includes videos, assignments and testing.

Who Should Attend?

Accounts receivable personnel, Billing Supervisors, Credit Managers and Collections Managers.

DATES:	Online	COST:	\$115 + HST Includes materials
COURSE LENGTH:	5 modules	LOCATION:	Online

MEARIE PROFESSIONAL TRAINING

Meeting Chapter 5 Filing Requirements – UPDATED

In Partnership with: 

Course Summary:

A significant feature of the OEB's Renewed Regulatory Framework (RRF) is the requirement that distributors prepare for review, as part of rate filings, a Distribution System Plan (DSP). These requirements are spelled out in Chapter 5 of the OEB's Filing Requirements. This one-day course provides a guide to these requirements, drawing on lessons learned from the DSPs reviewed by the OEB to date.

The following topics will be covered:

- How the DSP relates to the RRF, the OEB's emphasis on the outcome-based approach of the framework, in particular
- The Capital Expenditure Plan
- The asset management process
- The incorporation of the OEB's guidance on the smart grid
- Customer engagement and stakeholder consultation requirements
- Tips for more effective applications

Who Should Attend?

The course will be of interest to any LDC staff who are involved with system planning, asset management and regulatory affairs.



DATES:	January 18	COST:	\$995 + HST Includes materials.
COURSE LENGTH:	1 day	LOCATION:	Virtual

Update on OEB Regulation of Electricity Distributors – UPDATED



In Partnership with:

Course Summary:

This one-day program is designed to keep both graduates of the Regulatory Specialist Certificate Program and other LDC staff current on the OEB's evolving regulatory practices and procedures for COS and IRM applications. It will provide an update on changes to the Board's filing guidelines as well as practical "lessons learned" from OEB decisions and the experience of other LDCs during the year. Expected future developments in OEB regulation will also be examined so participants can prepare for future additional requirements that are being considered. Participants will have an opportunity to share their experiences, discuss recent decisions and explore emerging issues.

Course Outline:

The topics will be selected based on changes that have been implemented by the OEB, policy issues being considered and recent precedent-setting decisions.

Who Should Attend?

Any LDC staff from all functional areas and levels of the organization interested in keeping abreast of the evolving regulatory environment.



DATES:	June 9	COST:	\$495 + HST Includes materials, assessment tools, breakfast, lunch, and refreshment breaks.
COURSE LENGTH:	1 day	LOCATION:	Virtual

MEARIE PROFESSIONAL TRAINING

Effective Leadership Skills for Managers

In Partnership with:



Course Summary:

In today's highly competitive and changing energy sector, organizations need employees to be ready and able to perform to the fullest! Effective Middle Management in today's Energy Sector is specifically designed to deliver the key skills Managers need to succeed. Managing from the middle requires an array of skills that are uniquely suited to meeting the demands of a broad range of stakeholders. The program is designed as a highly interactive working session. Significant discussion focuses on each participant's issues and the challenges they face within their own organizations. Participants will leave the workshop with a specific workplace application plan which helps ensure the effective integration of these newly acquired skills and techniques.

Course Outline:

The following topics will be covered with practical hands-on exercises specific to both the Energy Sector and the particular concerns and interests of each participant.

1. Introduction to Managing in the 21st Century

- Issues and challenges within the Ontario Energy Sector
- Understanding the evolution of management
- Using the "system" model of organization planning to diagnose, isolate and manage problems

2. Self-management, the First Principle of Effectiveness

- Personality and self-knowledge
- The new science of managing stress, emotion and influencing others

3. Leadership, the Second Principle of Effectiveness

- Managing "things", leading people
- Business Planning and Performance Management (a defined process)

- Dialogue talk for engaging employees
- Using "One Minute Manager" to focus employee performance
- Techniques for handling difficult people

4. Change and Transformation

- Using the S.P.I.N. technique to link action priorities to key issues
- Overcoming resistance and locking in new habits for optimum performance
- Process Mapping

5. Workplace Action Plan

- Final S.P.I.N discussion and documentation

Who Should Attend?

New managers and those who have been in these positions without any formal training. The workshop is also appropriate as an introduction to those employees who are high potential management candidates.

This course qualifies for 19.5 hours of CPD with HRP upon successful completion.



DATES:	March 2 - March 4 October 26 - October 28	COST:	\$2,595 + HST Includes materials, assessment tools, breakfast, lunch, and refreshment breaks.
COURSE LENGTH:	3 days	LOCATION:	Novotel Hotel Training Facility, Vaughan

Effective Leadership Skills for Supervisors

In Partnership with:



Course Summary:

With the challenge of sector uncertainty and constant change for employees in the energy sector, LDCs need Supervisors willing and able to deliver the services expected by a broad range of stakeholders. Effective Supervision for Energy Sector Leaders is specifically designed to deliver the key skills Supervisors need to keep employees engaged and focused on key priorities. The program is designed as a highly interactive working session. Through the workshop, participants describe, discuss and develop solutions to resolve real, everyday issues and challenges. Each participant leaves the workshop with a specific workplace application plan, which helps ensure the effective integration of these newly acquired skills and techniques.

Course Outline:

The following topics will be covered with practical hands-on exercises specific to both the energy sector and the particular concerns and interests of each participant.

- 1. Introduction to Supervising in the 21st Century**
 - Ontario Energy Sector issues that impact Supervisors
 - The “system” model of organization, planning and management
- 2. Self-management, the First Principle of Personal Effectiveness**
 - Personality, self knowledge
 - The new science of managing stress and emotions
 - Time management and work priorities
- 3. Planning, Organizing and Communicating**
 - Issues and impact(s) of supervising bargaining unit employees
 - Building and sustaining effective teamwork
 - Techniques for handling difficult people
 - Managing “Up”, working more effectively with senior managers
- 4. Workplace Action Commitment**
 - Self coaching and workplace action priorities

Who Should Attend?

New supervisors and those who have been in these positions without any formal training. Likewise, the workshop is appropriate as an introduction to those employees who are high potential supervisory candidates.

This course qualifies for 13.0 hours of CPD with HRP upon successful completion.



DATES:	May 11 - May 12	COST:	\$1,995 + HST Includes materials, assessment tools, breakfast, lunch, and refreshment breaks.
COURSE LENGTH:	2 days	LOCATION:	Novotel Hotel Training Facility, Vaughan

MEARIE PROFESSIONAL TRAINING

Mental Health Leadership

In Partnership with:



Course Summary:

Supportive work environments where sound wellness strategies are reinforced create healthy behaviors which keep employees motivated and engaged. Addressing mental health issues in the workplace has increased focus for many organizations. The benefits are extensive including reduced absenteeism and employee turnover, and increased productivity and employee engagement. Organizations can no longer ignore the associated risks and increased costs of poor mental health.

Developed in partnership with LifeWorks and Queen's University, the **Workplace Mental Health Leadership™** certificate program is the first of its kind in Canada. Upon successful completion of the program, participants will receive a university certificate from Queen's University. Grounded in adult learning principles, the practical framework and leadership skills aligns with evidence-based and industry best practices including The Mental Health Commission of Canada's National Standard for Psychological Health and Safety in the Workplace. The one day classroom session and three online modules will facilitate increased:

- Awareness of the importance of a mentally healthy workplace
- Accountability for a safe and healthy workplace
- Recognition of the factors that influence a mentally healthy workplace
- Capacity to respond to potential health issues, improving the likelihood of a better outcome

This certification program explores the relevant legal and ethical concerns, and supports the development of empathetic, solution-focused leadership skills which can be transferred to a variety of professional settings and situations.

Course Outline:

The program consists of three modules. Modules One and Two each have a ½ day instructor led in-class session and an online companion component. These two in-class sessions are combined into a one day workshop. Module Three is offered online. The online module components may be completed in sequence within six months. A multiple choice exam must be successfully completed at the end of each online module prior to proceeding to the next module. Below is a description of the topics covered in the three modules:

Module 1 – Introduction to a Mentally Healthy Workplace

Introduction to Mental Health in the Workplace provides an overview of the topic from a health and business perspective, including:

The following topics will be covered:

- The importance of good mental health
- Understanding the leader's role and business case for promoting a mentally healthy workplace
- An exploration of common mental health problems and observable warning signs
- The impact of negative stereotypes and stigma
- Strategies for supporting mental health and resiliency

Mental Health Leadership

Module 2 – The Leader’s Role in Early Intervention, Recovery and Return to Work

This module drills down to take a more in-depth look at the leader’s role and accountability for addressing behaviour and performance issues where mental health issues may be present. Leaders will be encouraged to develop practical skills for:

- Addressing behaviour and performance issues
- Balancing the needs of the employee, team and business

The module will consider some of the legal, business and human considerations, such as accommodation, to support performance during the recovery and return to work periods.

Module 3 – Promoting a Mentally Healthy Workplace

Based on the national Standard for Psychological Health and Safety in the Workplace, this module provides leaders with foundational leadership practices to promote a mentally healthy workplace. Leaders will be encouraged to consider some of the factors, as well as their scope of influence over workplace behaviours, norms and practices that contribute to a mentally healthy workplace.

The blended program format combines the convenience of e-Learning with the support of the instructor led interactive workshop. Participants will have access to module coursework, readings, assessment tools and knowledge assessments. Upon successful completion of the three modules, including examinations for each module, participants will receive a certificated from Queen’s University in **Workplace Mental Health Leadership™**.

Who Should Attend?

This program is designed for Frontline leaders (managers and supervisors), human resource professionals and anyone responsible for managing employee performance.

This course qualifies for 11.5 hours of CDP with the HRP upon successful completion.



DATES:	March 2	COST:	\$1,295 + HST Includes materials, assessment tools, breakfast, lunch, and refreshment breaks.
COURSE LENGTH:	1 day	LOCATION:	Novotel Hotel Training Facility, Vaughan

MEARIE PROFESSIONAL TRAINING

Change Management Certification Program (CMP)

In Partnership with:



Course Summary:

The energy sector is changing rapidly! Disruptive technologies, evolving customer expectations and the emergence of new market entrants are causing major transformational change. LDCs now need leaders qualified to manage and lead teams through these changes. Learning how to capitalize on incremental or transformational changes in quickly diversifying and regulatory complex environments requires sophisticated change management strategies and skills.

Partnering with TidalShift and APMG International, participants can earn the **Change Management Foundation Certification™**, and the internationally recognized designation of **Change Management Practitioner™ (CMP)**. Change Management Foundations will help you understand how you deal with change as an individual, as a member of a team/organization and as a leader. Upon successful completion of this course, candidates are eligible to participate in the Change Management Practitioner course, which focuses on understanding how to apply and tailor change management guidance in a given organizational change situation. Both courses are customized to the unique requirements of the LDC sector.

Course Outline

The program consists of two courses, Change Management Foundation (three days) and Change Management Practitioner (two days). Below is a partial list of topics that will be covered in the two modules:

Change Management Foundation Certification™

Performance outcomes include:

- Preparing individuals for change
- Assessing organizational change readiness and change impact
- Leading organizational change
- Engaging stakeholders for successful change
- Preparing for the **APMG International Change Management Foundation™** exam

Learning Objectives include:

- Understand how individuals learn and why many may resist change
- Understand how to build an effective change team
- Understand the stakeholder engagement process and the role of appropriate communication
- Understand the various approaches to plan, implement and sustain organizational change
- Understand how to assess change impact/readiness and deal with resistance

The course text book, **The Effective Change Manager's Handbook** is provided in advance. Mandatory pre-reading of this text book is required prior to attending the course. As the course text book will be sent directly to you upon registration, it is recommended enrolling in this course as soon as possible to allow sufficient time to review the material. Daily homework assignments and practices exams will be provided. Approximately two hours of study is recommended each evening of the course. The **APMG Change Management Foundation™** exam is taken at the end of the course on the third day. Successful completion of this exam will allow participants to enrol in the advanced course, **Change Management Practitioner™**.

Change Management Certification Program (CMP)

Change Management Practitioner™ (CMP)

This two day program focuses on understanding how to apply and tailor change management guidance in a given organizational change situation, and how change management fits into the project management environment. This course will further develop the knowledge learned in the **Change Management Certification™** course.

Performance outcomes include:

- Developing individuals' learning to enable change
- Managing change within the project environment
- Delivering sustainable change
- Preparing for the **APMG International Change Management Practitioner** exam

Learning Objectives include:

- Understand the key principles in defining what is required for all involved in a change initiative
- Understand the project environment in which change is governed and delivered
- Understand the organizational “levers”, adoption approaches, and reinforcing systems typically used to sustain change

Participants in this course are required to have successfully completed the **Change Management Foundation Certification™** course. Daily homework assignments and practices exams will be provided. Approximately two hours of study is recommended each evening of the course. The **APMG Change Management Practitioner™** exam is taken at the end of the course on the second day. Successful completion of the exam.

Upon successful completion of the two courses and final exam, candidates will receive their **APMG International Change Management Practitioner™** (CMP) designation. This course qualifies for 35 hours of CPD from PMI towards the PMP designation upon successful completion.

Who Should Attend?

This program is designed for anyone involved in project planning, and anyone involved in leading, managing, or supporting change initiatives, particularly those in organizations where change is being planned or taking place.

This course qualifies for 35 hours of CPD with HRPA upon successful completion.



DATES:	CMF – April 5 - April 7 CMF – May 3 - May 4	COST:	\$3,475 + HST Includes materials, assessment tools, breakfast, lunch, and refreshment breaks.
COURSE LENGTH:	3 days and 2 days	LOCATION:	Virtual or Novotel Hotel Training Facility, Vaughan

MEARIE PROFESSIONAL TRAINING

Managing Efforts - Getting Results – NEW

In Partnership with:



Course Summary:

This one-day program helps managers and supervisors develop their coaching skills, improving their ability to gain commitment, develop and better manage their team, focus on key efforts that maximize results, and most importantly learn a coaching system that creates a high-performance culture.

Participants will also receive a comprehensive, detailed and individualized psychometric report which helps them better understand how they relate to their team and how they can build on their natural leadership and coaching strengths. The online questionnaire will need to be completed one week prior to the course to better leverage the learnings during the session.

This program is customized to tackle the real-world challenges LDC managers face with their teams and helping them to become better managers.

Course Outline:

The following topics will be covered:

- Learn the “Managing Effort” system, a coaching approach that develops self-managers
- Understand the difference between coaching and coaxing
- Understand how to coach for internal motivation
- Learn a process for gaining commitment
- Learn how to assign responsibility and hold employees accountable
- Learn strategies for developing and retaining high effort performers
- Understand and build on your natural leadership/coaching strengths and how to leverage them within the team

Who Should Attend?

Anyone who would like to improve their coaching skills.

This course qualifies for 6.5 hours of CPD with HRPA upon successful completion.



DATES:	February 16 May 17	COST:	\$995 + HST Includes comprehensive psychometric report, materials, assessment tools.
COURSE LENGTH:	1 day	LOCATION:	Virtual

Project Management – UPDATED

In Partnership with:



Introduction:

Whatever your role in a project, it is important to be familiar with best practices in project management to ensure you can effectively participate in the project work and increase the likelihood of the project's success.

This course is designed to provide the tools, knowledge and practical examples in using a flexible, efficient project management process to successfully manage a project from initiation to completion. Special emphasis is placed on initiation and planning. Participants apply techniques for gathering, analyzing, and clearly communicating essential information specific to each step. Realistic challenges typically encountered are discussed. This processes and models learned in this program map to best practices and international project management standards. Upon completion of this course, participants are eligible to write the Certified Project Coordinator (CPC) exam from PMAC.

Course Outline:

Participants will learn how to:

- Understand and apply the terminology and processes of modern project management
- Learn the tools and techniques of a flexible project planning model to effectively develop a complete and accurate project plan
- Apply project management techniques to facilitate communication, decision making, and problem solving in a project.
- Learn how to manage a project from initiation to completion

Credits:

This course qualifies for 21 hours of CPD from PMI towards the PMP designation upon successful completion.



Who Should Attend?

- Individuals with current or future assigned project management responsibilities.
- Project Managers responsible for managing small, medium or large projects.
- Project leads or team members working on sub-projects of larger projects.
- Project clients, sponsors, and other stakeholders who contribute to projects.

Length:

3 days – 7.5 hours each

DATES:	May 11 - May 13	COST:	\$1,950 + HST Includes materials, assessment tools, breakfast, lunch, and refreshment breaks.
COURSE LENGTH:	3 days	LOCATION:	Novotel Hotel Training Facility, Vaughan

MEARIE PROFESSIONAL TRAINING

Managing Performance in a Unionized Environment

In Partnership with: 

Course Summary:

Operating and managing in the busy electricity sector sometimes results in Managers and Supervisors not having sufficient training on how to successfully apply Management Rights in the workplace. Without this training, both the employee and the company are exposed to the potential of managing decisions with negative implications. The Manager/Supervisor risks losing respect from the team, confusion regarding performance issues and a loss of confidence. This one-day program is designed to provide Supervisors and Managers with the tools needed to fully represent the interests of the employer, deal respectfully and in accordance with the collective agreement, and work through the steps of successful investigations.

Course Outline:

The following topics will be covered:

- The principles of 'Management Rights'
- The roles of the employee, supervisor and union
- How to undertake and lead investigations and interviews
- Culpable versus non-culpable conduct
- The concept of 'Just Cause'
- How to step through the progressive discipline process
- The importance of managing employees' performance fairly and consistently in a unionized environment

Who Should Attend?

This program is structured for management employees who have direct and/or indirect supervision of unionized employees, and/or anyone in an HR capacity.

This course qualifies for 6.5 hours of CPD with HRPA upon successful completion.



DATES:	February 11 (V) April 12 September 22 (V) November 10	COST:	\$850 + HST Includes materials, assessment tools.
COURSE LENGTH:	1 day	LOCATION:	Virtual or Novotel Hotel Training Facility, Vaughan

Collective Bargaining Preparation

In Partnership with:  **Oakbridges** INDUSTRIAL RELATIONS STRATEGISTS

Course Summary:

A collective agreement working for both management and its employees is essential. This one-day program helps management bargaining teams prepare for collective bargaining, with an emphasis on the preparation activities required prior to the actual negotiations. Understand the business objectives, knowledge and information gathering regarding potential union issues, financial preparation, identifying potential “language” issues, business continuity plans, contingency strategies, and preparing mandates for executive approval. Participants will gain a better understanding of all the stages of bargaining preparation.

This program is facilitated by Oakbridges, whose consultants have extensive experience in preparing and leading organizations with their labour negotiations.

Course Outline:

- The Steps to Preparation
- Roles on Bargaining and Support Teams
- Union Issues
- Getting an Approved Mandate
- Prepare Contingency Plans
- Handy Preparation Checklist

Who Should Attend?

Anyone involved in or supporting the bargaining process.

This course qualifies for 6.5 hours of CPD with HRPA upon successful completion.



DATES:	January 13 September 14 (V)	COST:	\$850 + HST Includes materials, assessment tools.
COURSE LENGTH:	1 day	LOCATION:	Virtual or Novotel Hotel Training Facility, Vaughan

MEARIE PROFESSIONAL TRAINING

Understanding the Collective Agreement and Management Rights

In Partnership with:  **Oakbridges** INDUSTRIAL
RELATIONS
STRATEGISTS

Course Summary:

Understanding basic management rights with a collective agreement is essential for Managers and Front-Line Supervisors. This one-day program takes participants through the clauses of a typical collective agreement, how to understand and interpret these clauses, how to avoid establishing unwanted precedents, how to avoid erosion of rights, and how to eliminate undesirable past practices.

This program is facilitated by Oakbridges, whose consultants have extensive experience in preparing and leading organizations with their labour negotiations.

Course Outline:

- Management Rights and Union Rights
- Management Rights and Scope Clause in a Collective Agreement,
- How Management Rights are eroded
- What happens when your Practices are not the same as your Collective Agreement language?
What can you do?

Who Should Attend?


Anyone involved in managing in a union environment and anyone interpreting a collective agreement (example payroll, finance)

This course qualifies for 6.5 hours of CPD with HRPA upon successful completion.



DATES:	March 22 October 19 (V)	COST:	\$850 + HST Includes materials, assessment tools.
COURSE LENGTH:	1 day	LOCATION:	Virtual or Novotel Hotel Training Facility, Vaughan

Personal Leadership and People Skills Certificate Program – NEW

In Partnership with: 

MEARIE offers a **Personal Leadership and People Skills Certificate** that includes 3 separate courses. We start with a personalized **DiSC** assessment that helps one with self-awareness, communication skills and team building. Communication skills are further enhanced with **Effective Business Writing & Presentations**. **Leading Virtual Teams** is perhaps one of the more difficult skills to master and certainly relevant in today's business environment. Successful completion of all three courses will be recognized with a **Personal Leadership and People Skills** certificate.

DiSC - NEW

Course Summary:

Have you ever wondered why it's difficult to click with certain types of people? This Everything DiSC Workplace session will not only help explain why but will provide you with the tools and insights to build stronger relationships in the workplace. Better understand your approach to work, your communication style and how you tackle challenges. Used by fortune 500 companies, government agencies, HR professionals and education institutions for nearly 50 years, the DiSC program has helped over 40 million people better understand the behaviour types of colleagues, build stronger teams, improve workplace productivity and expand managerial capabilities.

Course Outline:

1. Completion of pre-workshop online assessment (questionnaire to be completed prior to session)
2. Overview the four fundamental DiSC styles
3. How your DiSC style impacts you and your relationships with others
4. How DiSC and emotional intelligence (EQ) work together to strengthen your leadership skills
5. Learning how to stretch beyond our comfort zone.

Resource tools include:

- A personalized and comprehensive DiSC profile
- Insights and learning opportunities created specifically for you
- Guide to building better relationships in the workplace
- An overview of your EQ strengths

Prerequisites

None

Who Should Attend?

Anyone who works in a team environment.

NOTE: This DiSC program is also available online. See the MEARIE website for details.

DiSC is also offered as an onsite program and is ideal for building stronger teams.

Contact MEARIE at mearie.ca/training for more details.

This course qualifies for 6.5 hours of CPD with HRP upon successful completion.



DATES:	February 9	COST:	\$575 + HST includes materials, assessment tools, breakfast, lunch, and refreshment breaks
COURSE LENGTH:	1 day	LOCATION:	Novotel Hotel Training Facility, Vaughan

MEARIE PROFESSIONAL TRAINING

Effective Business Writing & Presentations – UPDATED

In Partnership with: 

Course Summary:

Communicating clearly and effectively is a skill – one that is increasingly valued by organizations. Effective communication saves time and money and eliminates the risk of mistakes. Listening, writing and talking are the three primary communication tools we use to connect, lead and support our teams. Building on our learnings from DiSC, this course explores how different communications styles can impact decision making, adoption of change and collaboration. This course offers practical tips and tools to strengthen your writing, improve your listening and be more confident with your speaking skills in person or online.

Course Outline:

The course includes interactive learning, examples of “good” and “poor” communication, reference workbooks and teaching resources. The following topics will be covered:

- Choosing the right method of communication
- Developing core messages to suit different communication needs
- Five rules for very strong business writing (active writing, writing tight, the verb-noun syndrome, etc.)
- Understanding and working with human communication styles – the ASK (Auditory, Sight, Kinesthetic) principle
- Owning the podium by leveraging your writing skills to create great presentations

Prerequisites

Completing DiSC is very helpful in understanding and developing your communication style.

Who Should Attend?

Anyone who needs to improve their communication skills.

This course qualifies for 6.5 hours of CPD with HRP upon successful completion.



DATES:	February 24 October 4 (V)	COST:	\$595 + HST Includes materials, breakfast, lunch and refreshment breaks.
COURSE LENGTH:	1 day	LOCATION:	Virtual or Novotel Hotel Training Facility, Vaughan

Leading Teams Virtually – NEW

In Partnership with:



Course Summary:

The pandemic has shown teams can be successful in a virtual setting, it just requires new ways of thinking and creativity to support and engage team members. Effective leaders in a virtual setting can draw on their in-person skills and need to build awareness and new tools to maximize team member engagement. Leaders of virtual teams need to ensure that all members are fully contributing AND feel a part of the collective success. This course will provide instruction with practical examples on the best ways to support, connect and engage your virtual team.

Course Outline:

The course includes interactive learning modules, based on new and evolving best practices that have developed since the start of the pandemic. We will talk about the hard and soft skills need to grow your team and stay focused on outcomes. The course will include engaging conversations, a reference workbook and teaching resources.

The following topics will be covered:

- Understanding how the needs of virtual and in-person teams are similar and different
- Why clear values and vision are even more important to virtual teams
- How to ensure your virtual culture is just as strong as your in person
- How to watch and use verbal and nonverbal communications virtually
- How virtual leadership is more than just running good on-line meetings
- Practical tips and tools to make meetings and regular check-ins more engaging and productive
- An introduction to online tools to help make your virtual team communications and meetings more effective

A note about technology. This course is not a technology how-to course in any one specific meeting platform.

We will be referencing a variety of online practices and tools that will be applicable to most virtual meeting platforms.

Prerequisites

Nothing formally required. Completing DiSC assessment tool is very helpful in understanding and developing your communication style and how it impacts on your personal approach to online engagement.

Who Should Attend?

Anyone who wants to increase their effectiveness and impact while leading virtual or hybrid teams.

This course qualifies for 6.5 hours of CPD with HRP upon successful completion.



DATES:	March 3 (V) October 27 (V)	COST:	\$575 + HST Includes materials, assessment tools, breakfast, lunch, and refreshment breaks
COURSE LENGTH:	1 day	LOCATION:	Virtual

MEARIE PROFESSIONAL TRAINING

Managing Customer Relationships

In Partnership with: 

More customers and clients than ever are stressed by today's economic and social pressures. For many, this stress shows itself in aggressive, hostile, threatening and rude behaviour to LDC staff, most notably those in Customer Service. This course looks at the main causes of customer stress; provide strategies for dealing with exceptionally poor customer behaviour; shows how to use language, listening and questioning skills to maintain control of customer conversations and reduce the stress involved in dealing with difficult people. Ideal for frontline staff and those who manage them; and for all those at an LDC who come into contact with customers on a regular basis. One of the most highly requested courses in the MEARIE curriculum.

Course Outline:

The following topics will be covered:

- Understanding customers begins with understanding yourself – where do you shine and where may you struggle when dealing with other people
- The four factors driving customer behaviour today: technology, immediacy, economy and loss of control – how to pick up signals from customers about what is driving their behavior and how to respond appropriately
- The eight critical customer concerns and how to deal with them
- The implications of Bill 168 when dealing with aggressive or hostile customers
- The concept of “customer pain” and how to recognize it and alleviate it
- How to use listening and questioning skills to diffuse difficult situations
- Ten key principles of “neutral language” when working with customers
- The “dark side” and “light side” of customer relationships, and how to avoid “crossing over”
- Some key principles for working together better within the customer service team

Who Should Attend?

Anyone who works directly with customers and clients, including Supervisors and Managers.

This course qualifies for 6.5 hours of CPD with HRP upon successful completion.



DATES:	February 10 September 15 (V)	COST:	\$545 + HST Includes materials, assessment tools, breakfast, lunch, and refreshment breaks.
COURSE LENGTH:	One day	LOCATION:	Virtual or Novotel Hotel Training Facility, Vaughan

Community Engagement Specialist Certificate Program – NEW

In Partnership with: **pearl street** 
COMMUNICATIONS

MEARIE offers a **Community Engagement Specialist Certificate**. **Creating a Customer Centric Culture** provides the foundation. **Community Engagement 101** introduces the concept of community engagement and how to create and implement an effective program. **Community Engagement 201** expands on these concepts, discusses best practices and provides additional tools and resources. Successful completion of all three courses will be recognized with a **Community Engagement Specialist** certificate.

Creating a Customer Centric Culture (Module 1)

Overview:

Other than technology itself, nothing is changing faster in business than the customer service discipline. Technology has transformed choice and choice has transformed the customer-supplier relationship, disrupting former notions of who the customer is, what s/he expects and demands, how s/he should be serviced and what that means for organizations. Forbes magazine recently wrote that any organization that fails to recognize this huge shift in customer service standards will ultimately fail- and sooner, rather than later.

This course focuses on those significant changes and how to develop a genuine customer-centric culture that allows you to respond and adapt effectively to them so that your organization can survive, grow and prosper in the years to come.

Audience:

- Senior and middle management in all disciplines
- Those directly responsible for customer service development

What You Will Learn:

- The five major trends shaping customer service today
- A redefined concept of who the customer is
- What customer-centric culture is and how to build it.
- Techniques for building relationships in the new world of customer service
- Practical, pragmatic steps to have everyone on staff focused on customer service.

Course Outline:

- Who is the customer? Everyone but me
- The seven key customers in your organization
- The key characteristics of today's customer or client
- Staying customer-relevant in a social media world.
- The difference between job function and job essence in customer service
- What being customer-centric really means
- The seven key steps required to build a customer-centric culture
- The impact of diversity, inclusion, multiculturalism and privacy on customer service.



DATES:	March 31	COST:	\$565 + HST Includes materials, assessment tools.
COURSE LENGTH:	1 day	LOCATION:	Virtual or Novotel Vaughan Training Centre

Community Engagement Specialist Certificate Program – NEW

In Partnership with: 

Community Engagement 101: How to (Really) Engage Your Community (Module 2)

Course Summary:

Communities are evolving socially, demographically and economically. Customer expectations are also undergoing significant change. LDCs have an important role in understanding this change, how it shapes communities and how to ensure their role as responsible corporate citizens. This thought provoking session will help participants to recognize and manage customer expectations, better understand what is meant by successful “community engagement”, and ensure their LDC is recognized as a responsible and committed corporate citizen.

Course Outline:

1. The evolving community and how LDCs can adapt
2. Benefits, rewards and risks of community engagement in an LDC context
3. The difference between marketing, public relations and community engagement.
4. Four key strategies for creating and implementing an effective Community Engagement program
5. Key steps required to educate and motivate staff to be true LDC community ambassadors

Resource tools include:

- Benchmarks and examples of community engagement programs
- The IAP2 spectrum of engagement and how it works
- Practical tools to build strong partnerships with other organizations
- Tip sheets on how to think about internal engagement to educate and motivate staff
- Planning templates and exercises

Prerequisites

None

Who Should Attend?

Anyone involved in communications, public relations, marketing, regulatory or human resources.

This course qualifies for 6.5 hours of CPD with HRPA upon successful completion.



DATES:	April 28	COST:	\$675 + HST Includes materials, assessment tools, breakfast, lunch, and refreshment breaks.
COURSE LENGTH:	1 day	LOCATION:	Novotel Hotel Training Facility, Vaughan

Community Engagement Specialist Certificate Program – NEW

In Partnership with: The logo for Pearl Street Communications features the text 'pearl street' in a blue sans-serif font, with 'COMMUNICATIONS' in a smaller, orange sans-serif font below it. To the right of the text is a circular icon containing a stylized blue and yellow figure.

Community Engagement 201: Partnerships and Best Practices (Module 3)

Course Summary:

This session will help participants develop a deeper understanding of how a meaningful community engagement strategy can support the regulated and non-regulated businesses of Ontario LDCs. This content has been specifically designed for MEARIE clients and includes a quick refresher of our Introduction to Community Engagement. We will focus on exploring best practices for community engagement in a post-COVID world and will explore the benefits and risks of good engagement, how to set clear goals, and how to manage internal and external partner expectations. Conversations will include the importance of clear 'why', finding and working with internal and external partners, and tool sets to help evaluate program success.

Course Outline:

- A brief review of content covered in CE101
- Establishing clear and authentic community engagement goals
- Understanding and addressing internal barriers to real engagement
- Understanding the difference between inward and outward looking activities
- Building internal support for more and better engagement
- Building real-time (formative) and end-of-project (summative) evaluation processes

Resource tools include:

- CE101 review
- Talking points to build internal support
- Checklist for successful external partnerships
- Practical engagement tools and tactics including the Engagement Triangle
- Evaluation tools
- Online resources

A high-level introduction to the online engagement tool BangTheTable.com will be presented, and how tools like this can support and expand current Community Engagement efforts.

Prerequisites

Community Engagement 101.

Who Should Attend?

Team members for regulated and non-regulated LDC businesses involved in planning and executing community engagement.

This course qualifies for 6.5 hours of CPD with HRPD upon successful completion.



DATES:	May 18	COST:	\$675 + HST Includes materials, assessment tools, breakfast, lunch, and refreshment breaks.
COURSE LENGTH:	1 day	LOCATION:	Novotel Hotel Training Facility, Vaughan

MEARIE PROFESSIONAL TRAINING

Community of Practice for Communication Professionals – NEW

In Partnership with: 

Course Summary:

The LDC sector is full of skilled and talented people who care greatly about their work. Limited time and organizational resources, however, means many communication professionals are unable to access the latest in marketing knowledge and best practices. MEARIE is excited to announce the **Community of Practice for Communication Professionals**.

Each of our six sessions will include formal training on specific topics, practical examples and best practice sharing. Participants are provided with readings and questionnaires in advance of the session. Discussion will include strategies and best practices on implementing and maximizing these outcomes with a consideration to the resources available at the organizational level. Learning will include instructor lead sessions, guest speakers and micro-learning modules.

Ideal for practitioners in small to medium sized LDCs, these virtual meetings will be held bi-monthly, tentatively suggested for two hours in the afternoon on the first Thursday of every other month (to be agreed to by the group). Each session will be recorded and available for review at any time. Topics will be agreed to in advance by the group. Participation will be limited to ten members to ensure the conversation is meaningful and robust.

Prerequisites

None.

Who Should Attend?

Managers involved in marketing and communications. Enrolment will be limited to 15 participants.

Course Length:

2 hours per session, 6 sessions in total

This course qualifies for 12.0 hours of CPD with HRPA upon successful completion.



DATES:	June 2, 2022 - April 6, 2023	COST:	\$995 + HST Includes materials.
COURSE LENGTH:	6 sessions	LOCATION:	Virtual



MEARIE Trades & Technical 2022

TRAINING



One of North America's most dazzling songbirds. The plumage of males and females is similar, but the males are more brightly coloured. White tail spots are quite prominent.*

*www.wildlife-species.canada.ca

MEARIE TRADES & TECHNICAL TRAINING

About MEARIE Trades & Technical Training

The MEARIE Group offers the most advanced trades training programs in the industry. The MEARIE Group's Trades Training Certificates are highly regarded in the sector.

The MEARIE Group's training programs are competency based. The successful completion of each course of study, combined with practical on-the-job skills demonstration, leads to a certificate in that course. In addition to centre-based training, self-study modules are also available for some of our programs. These modules make use of a combination of videos, interactive workbooks and provide self-checks to ensure learning objectives are achieved.

Given the importance of safety and appropriate skills training in the electricity sector, The MEARIE Group's commitment to quality via experienced and expert trainers and state-of-the-art facilities is unparalleled. Quality, industry specific training is the cornerstone of our trades training portfolio. This is The MEARIE Group's commitment to you.

The MEARIE Group is committed to the health and safety of our customers, partners and employees. In response to COVID-19, an extensive array of health and safety measures have been implemented. Please refer to the MEARIE website for a detailed list of these safety protocols.

Onsite Options Available

A number of our courses are available onsite at your location. This is a convenient and cost effective option for your organization.

Effective Leadership Skills for Supervisors, **Basic Electricity** and **Effective Leadership Skills for Lead Hands** are popular onsite courses. A minimum number of participants may be required. Please contact us for onsite course options.

Special pricing is available.

Introducing Our Trades & Technical Training Partners:




Hydro One Network Inc. is well recognized in the industry. Hydro One's state-of-the-art facilities and experienced training staff provide comprehensive training programs, and ensure that participants are well prepared. Hydro One's excellent reputation is well deserved.



Conestoga College consistently ranks high in student satisfaction and graduate employment surveys. It is the college of choice for 7,500 full-time and 38,000 part-time students. Conestoga has developed a number of programs for The MEARIE Group.

MEARIE TRADES & TECHNICAL TRAINING

Powerline Technician (Level 1)

In Partnership with: 

Course Summary:

This is an introduction to the activities and core skill tasks specific to the Red Seal requirements of the Lines Trade. During this training session, the student will be introduced to various outdoor performance-based activities under de-energized conditions where the student is assessed on his/her abilities. Outdoor activities will include RBD Operation, Setting Poles, Pole Line Construction, Pole Top Rescue, Bucket Rescue and Evacuation, Tower Climb and Rescue, meter Base Connections, Secondary Underground Cable Splice and Temporary Support of Poles.

This program trains to 100% of the Ontario College of Trades interprovincial curriculum. Apprentices are introduced to all aspects of the line trade, from underground trenches and transformers to transmission tower techniques.

Course Outline:

The knowledge based components will include all theoretical applications of the above tasks, Utility Work Protection Code, Introduction to Electrical Theory, Series and Parallel Circuits, Introduction to Rigging Techniques, Contractor Weights and Tensions, Equipotential Grounding and Bonding.

Additional Information:

Utility must register the apprentice via Ontario's Ministry of Training, Colleges and Universities through the local Ministry Office. Apprentices must also be registered and a member in good standing with the Ontario College of Trades.

Prerequisites:

Three months minimum line exposure at home utility. Must be able to climb wood poles. Successful completion of the Utility Lineperson Orientation on the job training program.

Log Book:

The Powerline Technician Log Book will be provided with the Orientation training manual.

DATES:	February 27 - March 4 March 20 - March 31	COST:	\$5,495 + HST (if a Registered Government Apprentice) Includes materials, lunch and breaks.
COURSE LENGTH:	10 days	LOCATION:	Kleinburg Training Centre

MEARIE TRADES & TECHNICAL TRAINING

Powerline Technician (Level 2)

In Partnership with: 

Course Summary:

In the Level 2 training session the student will complete theoretical knowledge based topics, including Transmission and Distribution of Electrical Power, Rubber Protective Equipment, the Underground Distribution System, Ampact tool, Insulated Aerial Device, Hydraulic and Mobile Work Equipment.

Course Outline:

In the Central Learning Session, the student will perform core skill tasks and be assessed on his/her performance. Central learning course objectives will include: protective coordination, street-lighting, install secondary service, install/remove inline switches from a pole and bucket truck, install single phase transformer, insulator change using rubber gloves, splice XLPE (Cross Link Polyethylene Cable), install stress cone, install load brake elbow, install/remove pole using RBD under energized conditions, install grounds on transmission circuit, change suspension insulator and damper on transmission circuit.

This program trains to 100% of the Ontario College of Trades interprovincial curriculum. Apprentices are introduced to all aspects of the line trade, from underground trenches and transformers to transmission tower techniques.

Additional Information:

Utility must register the apprentice via Ontario's Ministry of Training, Colleges and Universities through the local Ministry Office. Apprentices must also be registered and a member in good standing with the Ontario College of Trades.

Prerequisites:

Successful completion of Powerline Technician Level 1 and up to three days of self study must be completed prior to attending the training session. Training manuals to be sent out ahead of scheduled training activities.

Field Assignments:

Practice Powerline Technician Level 2 skills.


Text:

Powerline Technician Level 2 training manual.

DATES:	January 23 - February 3 February 6 - March 17	COST:	\$5,495 + HST (if a Registered Government Apprentice) Includes materials, lunch and breaks.
COURSE LENGTH:	10 days	LOCATION:	Kleinburg Training Centre

MEARIE TRADES & TECHNICAL TRAINING

Powerline Technician (Level 3)

In Partnership with: 

Course Summary:

In the Level 3 training session the student will complete theoretical knowledge based topics, 3Ø Electrical Theory, Identification of Live Line Tools, Rigging, Stringing Operations, RBDs with Bucket Attachment as a Work Platform.

This program trains to 100% of the Ontario College of Trades interprovincial curriculum.

Course Outline:

In the Central Learning Session, the student will perform core skill tasks and be assessed on performance. Course objectives include:

- Rubber glove activities up to 17 kV, various live line stick work activities from a pole up to 50 kV
- Change dead-end insulators on transmission circuits de-energized, change 9 insulators
- Rubber gloves and pole platform, use of RBD/Bucket combination equipment for various tasks
- 3 phase transformer bank with MHAD

Additional Information:

Utility must register the apprentice via Ontario's Ministry of Training, Colleges and Universities through the local Ministry Office. Apprentices must also be registered and a member in good standing with the Ontario College of Trades.

Prerequisites:

Successful completion of Powerline Technician Level 2, and up to three days of self study must be completed prior to attending the training session. Training manuals to be sent out ahead of scheduled training activities.

Field Assignments:

Practice Powerline Technician Level 3 skills.


Text:

Powerline Technician Level 3 training manual.

DATES:	October 17 - October 28 Nov 21 - Dec 2 Dec 5 - Dec 16	COST:	\$5,495 + HST (if a Registered Government Apprentice) Includes materials, lunch and breaks.
COURSE LENGTH:	10 days	LOCATION:	Kleinburg Training Centre

MEARIE TRADES & TECHNICAL TRAINING

Powerline Technician (Level 4)

In Partnership with: 

Course Summary:

In the Level 4 training session the student will complete theoretical knowledge based topics, Electrical Theory Review, Three Phase Systems – Wye and Delta review, Insulated Aerial Device / Stability and Contamination Checks, Utility Work Protection Code Overview, Meter Hazards.

This program trains to 100% of the Ontario College of Trades interprovincial curriculum.

Course Outline:

In the Central Learning Session, the student will perform core skill tasks and be assessed on performance. Course objectives include various tasks from an aerial device incorporating live line tool techniques, high voltage rubber glove certification, vertical semi-strain insulator changes from a double bucket truck, underground cable terminations using pre-molded kits and practice equipotential grounding and bonding techniques, change cross-arm on a 115kV H frame.

Additional Information:

Utility must register the apprentice via Ontario's Ministry of Training, Colleges and Universities through the local Ministry Office. Apprentices must also be registered and a member in good standing with the Ontario College of Trades.

Prerequisites:

Successful completion of Powerline Technician Level 3, and up to three days of self study must be completed prior to attending the training session. Training manuals to be sent out ahead of scheduled training activities.

Field Assignments:

Practice Powerline Technician Level 4 skills.

Text:


Powerline Technician Level 4 training manual.

Certification:

The successful completion of the session combined with appropriate experience entitles the participant to The MEARIE Group's Certificate for registration as a Powerline Technician.

DATES:	July 4 - July 15 August 8 - August 19 August 22 - September 2	COST:	\$5,495 + HST (if a Registered Government Apprentice) Includes materials, lunch and breaks.
COURSE LENGTH:	10 days	LOCATION:	Kleinburg Training Centre

Powerline Technician Assessment

In Partnership with: 

Course Summary:

This is an assessment tool designed to determine the entry level of an experienced line worker into the apprenticeship program. The program can also be used for core competency evaluation and training needs analysis.

Course Outline:

This assessment include both written and practical demonstrations of competence covering all aspects of the formal apprenticeship training.

The assessment begins with a one-day written test provided free of charge to identify knowledge level. If the applicant meets the basic assessment standards, the three-day practical testing is then scheduled. At the completion of the three-day practical assessment, a written evaluation report is sent to the employer identifying the participant's level of qualification and suggested entry into the training programs.

Prerequisites:

Prior line work experience, documented registration in a certified Powerline Technician Apprenticeship program is required.

Field Assignments:

Written and practical demonstrations.

DATES:	On request	COST:	\$3,250 + HST Includes materials, lunch and breaks.
COURSE LENGTH:	One-day written testing at the employer's site, followed by a three-day practical testing at the Kleinburg Training Facility. Modified course arrangements can be made to utilize customer facilities.	LOCATION:	Kleinburg Training Centre

MEARIE TRADES & TECHNICAL TRAINING

Powerline Technician Red Seal Program

In Partnership with: 

Course Summary:

This two-day course is ideal for established Apprentices who want to learn more about the Red Seal certification and exam process.

Course Outline:

This course has been designed to assist Apprentice Powerline Technicians interested in writing the Red Seal Exam to refresh theoretical knowledge of core skills and competency levels. Participants will be required to demonstrate their ability to answer both verbal and written questions pertaining to the Powerline Technician Apprenticeship Program and write a practice exam that mirrors the Red Seal Exam.

Day 1

- Red Seal Introduction
- Red Seal Exam Process
- Review of Core Skills

Day 2

- Write a three hour practice test
- Review practice test
- Review Red Seal application process


Prerequisites:

Successful completion of Powerline Technician, Level 4.



DATES:	On request	COST:	\$1,325 + HST Includes materials, lunch and breaks.
COURSE LENGTH:	2 days	LOCATION:	Kleinburg Training Centre

Underground Power Cable Technician (Level 1)

In Partnership with: 

Course Summary:

In the Central Learning session, the student will cover theoretical knowledge based components, perform core skill tasks and be assessed on performance. Course topics and objectives will include: safety basics, job planning, basic electrical theory, basic rigging components of the Underground Distribution System, entry into confined spaces, handling compressed gases, hot compounds and metals.

Course Outline:

In the introduction to work procedures on low voltage WLPE and PILC cables, the following topics are covered:

- Safety regulations
- Job planning
- Types of cables
- Cable theory and construction
- Types of tapes
- Cable pulling and bending radius when being installed

Students work individually splicing secondary and primary cables, building a taped stress cone installing pre-moulded cones and load break elbows.

Working in pairs on PILC cables, students will prepare lead sleeves, dead-end cables, install pulling eyes, learn the techniques of tinning and soldering, install split sleeves, tape, learn the art of wiping lead sleeves and grounding the lead sheath to the system neutral.

Prerequisites:

None required.

Log Book:

The Underground Power Cable Technician Log Book will be provided with the Orientation training manual.

DATES:	May 9 - May 20	COST:	\$8,650 + HST Includes materials, lunch and breaks.
COURSE LENGTH:	10 days	LOCATION:	Kleinburg Training Centre

MEARIE TRADES & TECHNICAL TRAINING

Underground Power Cable Technician (Level 2)

In Partnership with: 

Course Summary:

During the course, students will perform core skill tasks and be assessed on performance. Course topics and objectives will include a review of low voltage cables (up to 50 kV) of XLPE (Cross Link Poly Ethylene) and PILC (Paper Insulated Lead).

Course Outline:

Students will cover the following theoretical knowledge based components:

- First day Core Utility Work Protection Code
- A.C. fundamentals
- Elements of the Municipal Distribution System
- Transmission and distribution of electric power
- Single phase transformer operation and loading
- Transformer protector operation
- Street light and water heater controls
- Stability and operation of insulated aerial device and boom truck
- Protective fuse co-ordination
- Utility Work Protection Code Overview
- Review of Distribution Underground System
- Cable locating and hi-potting of cables

Working in pairs, students will perform switching and grounding on energized equipment in order to isolate cable or apparatus, install porcelain and heat shrink termination of XLPE cable, complete transition splice lead to XLPE cable and install a pothead on PILC cable.


Prerequisites:

Successful completion of Underground Power Cable Level 1.

DATES:	May 30 - June 10	COST:	\$8,650 + HST Includes materials, lunch and breaks.
COURSE LENGTH:	10 days	LOCATION:	Kleinburg Training Centre

MEARIE TRADES & TECHNICAL TRAINING

Underground Power Cable Technician (Level 3)

In Partnership with: 

Course Summary:

During the course, students will perform core skill tasks and be assessed on performance. Course topics and objectives will include: cable splicing techniques involving heat shrink and pre-moulded splices and high K stress relief principles.

Course Outline:

Cable fault location is covered in classroom and field sessions using prefault location methods, TDR (radar) and surge pulse (thumper) and audio frequency receivers. Other topics include:

- Second day Utility Work Protection Code and Final Exam
- Wye and Delta systems
- Three phase transformers
- Voltage regulation
- Isolation and switching/grounding
- Cable spiking
- Single and three phase cable identification
- Confined space rescue
- Underground system troubleshooting

Prerequisites:

Successful completion of Underground Power Cable Level 2.

Certification:

The successful completion of the session combined with appropriate experience entitles the participant to The MEARIE Group's Certificate for registration as a Underground Power Cable Journeyperson.

DATES:	June 13 - June 24	COST:	\$8,650 + HST Includes materials, lunch and breaks.
COURSE LENGTH:	10 days	LOCATION:	Kleinburg Training Centre

MEARIE TRADES & TECHNICAL TRAINING

Meter Technician (Level 1)

In Partnership with: 

Course Summary:

The session introduces the apprentice to the metering field with practical hands-on sessions combined with theoretical material.

Course Outline:

Level 1 will cover the following topics:

- Single phase watt hour meter operation
- Three phase system characteristics (Delta system)
- Standard metering applications and installations on Delta
- Billing procedures, principles of demand, installation of self-contained and transformer type meters
- Theft of power – Residential
- Basic transformer theory

Prerequisites:

Theory Qualifying Test covering the following: atomic structure, basic electrical quantities and their relations, series and parallel circuits, series - parallel circuits, magnetism and electromagnetism, sine wave generation and components, semiconductor diodes, electrical meters, inductance, inductive reactance, impedance, capacitance, capacitive reactance, RCL series circuit solving and phasors, RCL parallel circuit solving with phasors, transformers, basic three-phase theory.


Log Book:

The Metering Technician Log Book will be provided with the Orientation training manual.

DATES:	January 10 - January 21 February 7 - February 18 March 14 - March 25 June 13 - June 24 Sept 12 - Sept 23 October 31 - Nov 11	COST:	\$4,995 + HST Includes materials, lunch and breaks.
COURSE LENGTH:	10 days	LOCATION:	Kleinburg Training Centre

MEARIE TRADES & TECHNICAL TRAINING

Meter Technician (Level 2)

In Partnership with: 

Course Summary:

Building on the skills learned in Level 1, this session further develops the skills of Meter Technicians combining practical and theoretical material.

Course Outline:

The following topics will be covered:

- Three phase Delta systems continued with cross phase analysis
- Three phase Wye systems characteristics & cross phase analysis
- Network Metering Analyzers
- Use of Electronic Meter Analyzers

Prerequisites:

Successful completion of Meter Technician Level 1.

DATES:	January 24 - February 4 March 28 - April 8 May 9 - May 20 August 8 - August 19 September 26 - October 7 Nov 14 - Nov 25	COST:	\$4,995 + HST Includes materials, lunch and breaks.
COURSE LENGTH:	10 days	LOCATION:	Kleinburg Training Centre

MEARIE TRADES & TECHNICAL TRAINING

Meter Technician (Level 3)

In Partnership with: 

Course Summary:

The final course towards the Journeyperson status which completes the knowledge and skills required to become a Meter Technician Journeyperson.

Course Outline:

Level 3 will cover the following topics:

- Primary metering techniques, installation troubleshooting and billing errors
- Capacitive corrections, totalization of customer feeders
- MV90 overview
- Digital Metering and Introduction to Meter Interrogation Software

Prerequisites:

Successful completion of Meter Technician Level 2.


Certification:

The successful completion of the session combined with appropriate experience entitles the participant to The MEARIE Group's Certificate for registration as a Meter Technician Journeyperson.

DATES:	February 28 - March 11 April 25 - May 6 May 30 - June 10 August 22 - September 2 October 17 - October 28 Nov 28 - Dec 9	COST:	\$4,995 + HST Includes materials, lunch and breaks.
COURSE LENGTH:	10 days	LOCATION:	Kleinburg Training Centre

MEARIE TRADES & TECHNICAL TRAINING

Meter Technician JET

In Partnership with: 

Course Summary:

The Meter Technician Journeyperson Enhancement Training (JET) course is designed for the Meter Technician who needs to be kept up to date in new regulations, equipment and techniques.

Course Outline:

- Meters both 1Ø & 3Ø, Electronic & Electro-Mechanical
- Metering Installations 1Ø & 3Ø, Self-Contained & Transformer Type
- Industry Canada Regulations
- ESA Standards and 22-04 Regulations
- Communications in the Metering Industry
- New Industry Safety Requirements
- Primary Metering Units – Testing and Troubleshooting
- New Metering Test Equipment and Analyzers
- Power Quality
- Tingle (Stray) Voltage

Prerequisites:

Completion of the MEARIE Apprenticeship equivalent program.

DATES:	Sept 6 - Sept 9	COST:	\$2,525 + HST Includes materials, lunch and breaks.
COURSE LENGTH:	5 days	LOCATION:	Kleinburg Training Centre

MEARIE TRADES & TECHNICAL TRAINING

Substation Electrician (Level 1)

In Partnership with: 

Course Summary:

This course is the first of three courses that provides students with the practical and theoretical knowledge to become proficient as a Journeyperson Substation Electrician.

Course Outline:

Level 1 will cover the following topics:

- Industrial wiring as per current “Canadian Electrical Code”
- Relay control circuits
- Wiring diagrams
- Troubleshooting basics
- Single and three phase electrical theory
- Basic transformer theory
- Three phase transformer connections
- AC and DC motors and generators
- Motor starter testing and troubleshooting

Prerequisites:

Theory Qualifying Test covering the following: atomic structure, basic electrical quantities and their relations, series and parallel circuits, series - parallel circuits, magnetism and electromagnetism, sine wave generation and components, semiconductor diodes, electrical meters, inductance, inductive reactance, impedance, capacitance, capacitive reactance, RCL series circuit solving and phasors, RCL parallel circuit solving with phasors, transformers, basic three-phase theory. The Theory Qualifying Test is not required for entry if the candidate has a two or three year Community College Certificate in a related field.

Lab Assignments:

Low voltage wiring

Control circuit design and wiring

Troubleshooting basics

AC/DC motors

Texts:


Level 1 manual

Log Book:

The Substation Electrician Log Book will be provided with the Orientation training manual.

DATES:	January 31 - February 18 October 31 - November 18	COST:	\$7,645 + HST Includes materials, lunch and breaks.
COURSE LENGTH:	15 days	LOCATION:	Orangeville Training Centre

Substation Electrician (Level 2)

In Partnership with: 

Course Summary:

This course is the second of three courses that provides students with the practical and theoretical knowledge to become proficient as a Journeyperson Substation Electrician.

Course Outline:

Building on the skills learned in Level 1, Level 2 will cover the following topics related to circuit breakers and reclosers.

- Construction and operation
- Electrical and mechanical troubleshooting
- Testing and maintenance

Prerequisites:

Successful completion of Substation Electrician Level 1 or equivalent.

Lab Assignments:

Control circuit troubleshooting
Circuit breaker diagnostics testing
Circuit breaker maintenance procedures

Texts:

Level 2 manual

DATES:	March 7 - March 18 May 2 - May 13 September 26 - October 7 October 17 - October 28	COST:	\$5,175 + HST Includes materials, lunch and breaks.
COURSE LENGTH:	10 days	LOCATION:	Orangeville Training Centre

MEARIE TRADES & TECHNICAL TRAINING

Substation Electrician (Level 3)

In Partnership with: 

Course Summary:

The final course towards the Journeyperson status which completes the knowledge and skills required to become a Journeyperson Substation Electrician.

Course Outline:

Level 3 will cover the following topics:

Week 1 – Orangeville Training Centre

Transformers - maintenance, testing, and troubleshooting

Week 2 – Mississauga Training Centre

Protective Relay Systems, operation, maintenance, calibration of overcurrent, overvoltage undervoltage relays

Prerequisites:

Successful completion of Substation Electrician Level 2 or equivalent.

Lab Assignments:

Week 1 – Orangeville Training Centre

Power transformer troubleshooting, power transformer protective device coordination

Week 2 – Mississauga Training Centre

Overcurrent relays, differential relays, voltage relays, diagnostics, power transformer maintenance procedures

Texts:

Level 3 manual


Certification:

The successful completion of the session combined with appropriate experience entitles the participant to The MEARIE Group's Certificate for registration as a Substation Electrician Journeyperson.

DATES:	Jan 24-28 + Jan 10-14 March 21-25 + June 6-10 April 25-29 + June 20-24 Sept 12-16 + Sept 19-23	COST:	\$5,175 + HST Includes materials, lunch and breaks.
COURSE LENGTH:	10 days	LOCATION:	Week 1 – Orangeville Training Centre Week 2 – Mississauga Training Centre

MEARIE TRADES & TECHNICAL TRAINING

Substation Electrician JET

In Partnership with: 

Course Summary:

The Substation Electrician Journeyperson Enhancement Training (JET) course is designed for the Journeyperson who needs to be kept up to date in new regulations, equipment and techniques.

Course Outline:

- SF6 Breaker Maintenance and Theory
- SF6 Gas and Handling Requirements
- Transformer Tap Changer Maintenance and Theory
- MR Type Tap Changer Training


Prerequisites:

Completion of the Substation Electrician Apprenticeship program.

DATES:	On request	COST:	\$2,485 + HST Includes materials, lunch and breaks.
COURSE LENGTH:	4 days Day 1 starting at noon Day 4 starting at noon	LOCATION:	Orangeville Training Centre

MEARIE TRADES & TECHNICAL TRAINING

Electrical Operator Training – Online

In Partnership with: 

Course Summary:

The Distribution Operator training program is now offered online in a new E-Learning format. The apprentice is provided a personal ID and password to access the material. The material is to be completed within one year. This self-study workplace program is followed by the participant successfully passing a final test conducted and supervised at their work location.

Course Outline:

The self-study website makes use of images, diagrams, supplemental learning material and self-checks to ensure the learning objectives are achieved. This allows trainees to study at their own pace, learn the unique aspect of their utility's equipment and benefit from the support of their supervisors, mentors and subject matter experts. All course materials are conveniently accessible online. The program includes the following topics:

- The Electrical Power System (transmission and operation of the integrated power system)
- Electrical Fundamentals and Theory
- Fundamentals of the Distribution System
- Primary Distribution Systems (Dual Element Spot Networks, DESN)
- Secondary Distribution System (including smart metering network info and revenue metering)
- Transformers (construction components), switching and isolating devices
- Distribution System Protection (electronic, network protector and under voltage relays)
- Voltage Control
- Communication, Control and Automation Equipment
- Normal and Emergency Operation
- Service Interruptions
- The Operator's Role

Prerequisites:

Must be employed by a local Electricity Distribution Company.

Certification:


The successful completion of this session and final exam, combined with appropriate experience, entitles the participant to The MEARIE Group's Certificate for registration as a Journeyperson Electrical Operator.

NOTE: Applicants may register for this program at anytime

DATES:	2022 online	COST:	\$5,525 + HST + HST Includes materials, lunch and breaks.
COURSE LENGTH:	Approximately four weeks of concentrated effort by the trainee at their work location and online study over a one year period.	LOCATION:	Online Self-study and final testing at participant's work location

MEARIE TRADES & TECHNICAL TRAINING

Electrical Operator Supervisor Training – Online

In Partnership with: 

Course Summary:

The Electrical Operator Supervisor Training Program is offered online in an E-Learning format. The Supervisor in Training is provided a personal ID and password to access the material. Successful completer of levels 1 to 4 of the on-line program; and completion of a recognized course in supervision entitles the participant to the Mearie Groups certificate as an Electrical Operator Supervisor.

Course Outline:

This self study website makes use of images, diagrams, supplemental learning material and self-checks. This format allows study at one's own pace and learns the unique aspect of their utilities equipment. This program is a mirror of the Electrical Operator Program. All course materials are conveniently accessible online. The program includes the following topics:

- The Electrical Power System (transmission and operation of the integrated power system)
- Electrical Fundamentals and Theory
- Fundamentals of the Distribution System
- Primary Distribution System (including smart metering network info and revenue metering)
- Transformers (construction components), switching and isolating devices
- Distribution System Protection (electronic. Network protector and under voltage relays)
- Voltage Control
- Communication, Control and Automation Equipment
- Normal and Emergency Operation
- Service Interruptions
- The Operator's Role

Prerequisites:

Must be employed by a local Electricity Distribution Company.

Certification:

The successful completion of this session and completion of a recognized course in Supervision entitles the participant to the MEARIE Groups Certificate of Completion as an Electrician Operator Supervisor.

NOTE: Applicants may register for this program at anytime

DATES:	2022 online	COST:	\$5,525 + HST + HST Includes materials, lunch and breaks.
COURSE LENGTH:	Approximately four weeks of concentrated effort by the trainee at their work location and online study over a one year period.	LOCATION:	Online Self-study and final testing at participant's work location

MEARIE TRADES & TECHNICAL TRAINING

Protection and Control Level 1

In Partnership with: 

Course Summary:

This course introduces a variety of concepts, which are common to Metering and Protection and are fundamental to the discipline of Protection and Control. The course combines both theoretical classroom discussion and practical laboratory exercises.

Course Outline:

Level 1 will cover the following topics:

- Safely obtain and analyze instrument measurement
- Compare actual readings, connections and phasor relationships
- Test with various instrument transformer to verify ratios, polarities and saturation/excitation characteristics
- Identify, by standard reference indexing, types of drawings, and understand/explain features such as: device function numbers, operating and engineering designations, and power and instrument transformer connections

Prerequisites:

Electrical Safety Awareness or equivalent, Protection & Control Experience, Electrical Engineering/Technology


Log Book:

The Protection and Control Log Book will be provided with the Orientation training manual.

DATES:	January 17 - January 21 May 30 - June 3 June 13 - June 17 Dec 5 - Dec 9	COST:	\$6,425 + HST Includes materials, lunch and breaks.
COURSE LENGTH:	15 days	LOCATION:	Mississauga P&C Training Centre

MEARIE TRADES & TECHNICAL TRAINING

Protection and Control Level 2

In Partnership with: 

Course Summary:

This course provides participants with an understanding of the basic principles of protective relay. Participants will be exposed to verifying feeder protection settings according to coordination studies. Lab exercises will concentrate on re-verifying (calibrate, function test, test trip, record and analyze load readings) particular to feeder protections, in accordance with Protection and Control standards. This course combines one week of theoretical classroom training with one week of practical, hands-on lab training.

Course Outline:

Level 2 will cover the following topics:

- Identify common types of feeder faults and their effects on the power system
- Understand how to apply settings to both electromechanical and IED relays
- Utilize industry standard relay test equipment to test relay parameters
- Perform a feeder reverification (calibrate, function test, test trip, record and analyze readings) in accordance with current procedures and directives as issued within the Protection and Control discipline

Prerequisites:

Successful completion of Protection & Control Level 1

DATES:	March 21 - April 1 August 15 - August 26 Nov 14 - Nov 25	COST:	\$12,450 + HST Includes materials, lunch and breaks.
COURSE LENGTH:	10 days	LOCATION:	Mississauga P&C Training Centre

MEARIE TRADES & TECHNICAL TRAINING

Protection and Control Level 3

In Partnership with: 

Course Summary:

This course covers the protection of High Voltage Stations

Course Outline:

Level 2 will cover the following topics:


- Re-verify (calibrate and function test) protections and perform commission tests, record and analyze load readings for relaying at a high voltage station
- Understand high voltage station configurations including breakers, busses and autotransformers
- Discuss high voltage station protection schemes including transform HV bus, breaker failure and transfer/remote trip protection
- modules on control circuits, including breaker trip, close and reclose

Prerequisites:

Successful completion of Protection & Control Level 2

DATES:	January 31 - February 11 February 28 - March 11	COST:	\$12,450 + HST Includes materials, lunch and breaks.
COURSE LENGTH:	10 days	LOCATION:	Mississauga P&C Training Centre

Protection and Control Telecom Level 1 – NEW

In Partnership with: 

Course Summary:

Targeted for P&C Engineers, Technologists and P&C Maintenance Technicians, this one-week course introduces participants to a basic overview of protection assisted telecommunication systems, including standard telecommunication terms (dB, dBm, dBmO, dBrnC and T1 technology overview), telecom test equipment and various jackfields/test points. This course combines theoretical classroom discussion with practical laboratory exercises and hands-on lab training.

Course Outline:

The focus of this course is on Analog Telecommunication equipment and principles with the following topics:

- LENCOURT 937B Tone Equipment
- ABB NSD70
- ABB NSD570
- Testing Telecommunication Circuits
- Telephone cable entrance
- Isolating Transformers
- Neutralizing Transformers
- Optical Isolators

Students also learn the setup, care and use of:

- SPM32 test set
- Auto-Tims test set
- Advanced JDSU HST 3000 test set

The lab exercises on 937B, NSD70 and NSD570 equipment are reinforced in a fully equipped telecom lab setting. Students also perform acceptance test on a 2-wire and 4-wire leased circuits.

Prerequisites:

Protection & Control Telecom Level 1, Protection & Control experience, Telecommunications basic knowledge, Electrical Engineering/Technology.

DATES:	August 8 - August 12 October 3 - October 7	COST:	\$6,895 + HST Includes materials, lunch and breaks.
COURSE LENGTH:	5 days	LOCATION:	Mississauga P&C Training Centre

MEARIE TRADES & TECHNICAL TRAINING

Protection and Control Telecom Level 2 – NEW

In Partnership with: 

Course Summary:

This one-week course introduced the participant to IMUX Digital Teleprotection Systems. This course combines theoretical classroom discussion with practical laboratory exercises and hands on lab training.

Course Outline:

The focus of this course is on Digital Telecommunication Equipment/Principles with the following topics:

- Digital communication principals
- Various alarm situations: end-to-end
- Troubleshooting and analysis
- Safe operating techniques when working around fibre circuits
- Navigating through visual NMS software
- RFL syntax commands VIA hyper-terminal
- Provisioning RFL IMUX equipment
- Digital SONET equipment
- Commissioning test plans and procedures

Students also learn the setup, care and use of

- Fireberd 6000 Test Set
- VeEx Test Set


Lab exercises on IMUX structure consist of verifying system parameters, change settings and trouble shooting. Participants will also verify T1 data traffic integrity and carry out projects such as installing new digital channels for teleprotection and line differential protection. Participants will also explore different types of traffic such as analog and LAN, and how the data interface affects the existing SONET based teleprotection networks located within the two virtual stations of the Mississauga P&C Telecom lab.

Prerequisites:

Successful completion of Protection & Control Telecom Level 1.

DATES:	July 11 - July 15 Sept 12 - Sept 16 October 17 - October 21	COST:	\$6,895 + HST Includes materials, lunch and breaks.
COURSE LENGTH:	5 days	LOCATION:	Mississauga P&C Training Centre

Basic Electricity

In Partnership with: 

Course Summary:

One of Hydro One's most popular courses, Basic Electricity is an introduction to electricity basics. The course includes an overview of the electrical supply system, from generation to the customer. Transmission and distribution concepts covered include system control, transformer and distribution stations, service types/sizes and revenue metering. The course will also provide an overview of the basics of house wiring, domestic appliances, fuses, circuit breaker switches and thermostats, energy efficiency in the home and business, savings and payback. This course is an excellent source of hands-on information for those who deal with the public or want a better understanding of the industry.

Course Outline:

The following topics will be covered:

- Demystify electrical terms and industry jargon
- Hands on practice to prove electrical concepts
- Practical applications, Ohm's Law and the Power Law
- Lab tests and demonstrations with real equipment and low voltage test boards
- Half day field trip to identify a selection of equipment, services, metering and points of electrical interest

Who Should Attend?

Operations Dispatchers, Customer Service Staff, Customer Accounts Staff, New Employees as part of training and introduction to the electrical industry.

Onsite Option:

This course is also available onsite in a one-day format. Call for more information.

DATES:	May 25 - May 26	COST:	\$1,325 + HST Includes materials, lunch and breaks.
COURSE LENGTH:	2 days	LOCATION:	Kleinburg Training Centre Available onsite

MEARIE TRADES & TECHNICAL TRAINING

Effective Leadership Skills for Lead Hands

In Partnership with:



Course Summary:

This course is designed to cover a broad range supervisory functions and performance based work processes, with everyday issues of managing/supervising as a Lead Hand in a utility's technical trade's work crew. Through active scenarios and industry related examples, Lead Hands will be initiated to the skill sets required of effective managers.

Course Outline:

Participants (i.e. Lead Hands) will be presented with the skills, best practices and knowledge to improve and manage work place responsibilities and define accountabilities for supervisory roles through proven strategies with work related examples.

- Explain the fundamentals of supervisory levels and roles within the organization
- Define employees, team structures and strategies for motivating staff
- Discuss the benefits and channels of effective communication pertaining to your organization
- Describe utility processes for key areas in performance, expectations and accountabilities for Leadhands, supervisors, managers and work teams
- Discuss and define the important components of a "Tailboard Talk Sheet", site and hazard assessments, and a strong Health and Safety system to address a Lead Hand's "due diligence" accountabilities within a utility
- Interpret and explain skills to effectively deal within a Collective Bargaining Agreement
- Recognize the importance and usage of Time and Stress Management techniques
- Construct an effective job and business model to deal with short term and long term goals, including projects

Who Should Attend?

This course will be of great benefit to current Lead Hands and those who are being considered for the role. This course will also benefit any participants working in a capacity where specific duties and accountabilities require supervision of staff.

Prerequisites:

None required.

Note:

This course will be offered virtually. Login information will be provided prior to the session.

DATES:	February 2 - February 3	COST:	\$1,995 + HST Includes materials.
COURSE LENGTH:	2 days	LOCATION:	Novotel Hotel Training Facility, Vaughan

MEARIE TRADES & TECHNICAL TRAINING

Effective Leadership Skills for Supervisors in Technical Trades

In Partnership with:



Course Summary:

This course is designed to cover a broad range of topics dealing with current supervisory functions, performance based work processes and everyday issues of managing a Utilities or Technical trade work crew. Through proven strategies and industry related examples, supervisors and managers will be provided the skills and knowledge to become effective leaders, manage responsibilities, recognize due diligence requirements and related accountabilities within their everyday supervisory roles.

Course Outline:

The following topics will be covered:

- Fundamentals of Leadership – defining your role
- Strategies for motivating your team
- Performance inspections, accountabilities and expectations
- Supervisory assignment reviews
- Effective communication and documentation
- Safety, hazard assessment and due diligence requirements
- Supervising within a unionized environment
- Dealing with generation gaps, difficult people and staff issues
- Scheduling and time management
- How to run a successful tailboard
- Developing an effective job plan
- Individual practical field assignment to be completed after training session

Who Should Attend?

Utility Supervisors, Department Managers and Front Line Supervisors.

Onsite Option:

This course is also available onsite in a one-day format. Call for more information.

Prerequisites:

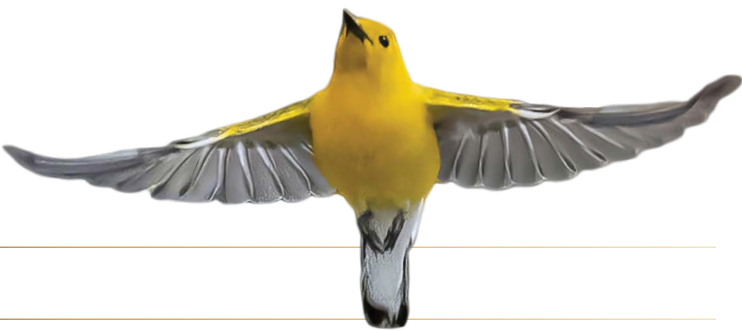
Participants should be in a supervisory capacity or be in training as a supervisor with specific duties and accountabilities where the supervision of staff is a key function of duties.

Note:

This course will be offered virtually. Login information will be provided prior to the session.

DATES:	May 25 - May 26 Nov 22 - Nov 23	COST:	\$1,995 + HST Includes materials, lunch and breaks.
COURSE LENGTH:	2 days	LOCATION:	Novotel Hotel Training Facility, Vaughan

NOTES



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MEARIE PROGRAM REGISTRATION

Certificate Application Process

The MEARIE Group's highly regarded "Certification Program" certifies qualified personnel in five trades. The following summarizes the certificate application process for each of the trades below.

Powerline Technician

Successful completion of the Powerline Technician orientation training and Levels 1 – 4 training with 8,000 hours of related on-the-job experience. All practical work must be documented in the *Powerline Technician Trade Skills Log Book*. An application form is mailed to the employer once the trainee completes the Level 4 Lines training.

Journeyman Underground Power Cable Technician

Successful completion of the Underground Power Cable program Levels 1 – 3 with 6,000 hours of related on-the-job experience. An application form is mailed to the employer once the trainee completes Level 3 training.

Journeyman Electrical Operator

Successful completion of the Operator training program with 8,000 hours of Electrical operating experience. An application form is mailed to the employer once the trainee successfully completes this training program.

Journeyman Substation Electrician

Successful completion of the Substation Electrician Level 1 – 3 training program with 8,000 hours of electrical station work experience. An application form is mailed to the employer once the trainee completes Level 3 training.

Meter Technician

Successful completion of the Meter Technician training program Levels 1 – 3 with 8,000 hours of electrical metering work experience. An application form is mailed to the employer once the trainee completes Level 3 of the training program.

Applying for a Certificate

Mail the original application forms along with the documentation outlined above to:

The MEARIE Group, 3700 Steeles Avenue West, Suite 1100, Vaughan, Ontario L4L 8K8, Attn: Training

Replacement Certificates

Mail payment form to The MEARIE Group, 3700 Steeles Avenue West, Suite 1100, Vaughan, Ontario, L4L 8K8, Attn: Training and specify replacement details.

Cost (Replacement includes Wall Certificate and a laminated Wallet Certificate):

For MEARIE Training program graduates.....	\$95 + HST
Non-MEARIE Training program graduates.....	\$265 + HST
Replacement Certificate (specify wall or wallet)	\$65 + HST
Replacement Set (wall & wallet)	\$105 + HST
Replacement Log book	\$45 + HST

For additional information on Trades Certificates, please contact David Ainslie, Marketing Director, Education & Business Services at dainslie@mearie.ca or 905.265.5320 | 1.800.668.9979

MEARIE TRADES & TECHNICAL TRAINING

Hydro One Registration Information

How to Register for Hydro One Courses

Contact Judy Barnett, Hydro One Work Methods & Training at 1.877.647.2872 x 2092, email at apprenticeship@hydroone.com or fax 416.352.5896. An employer representative can register an apprentice by phone or email providing the following details: Apprentice's name; Name of Utility; Utility Contact Information; Name of Course and Level; and, Preferred Date of Course (where there is more than one option).

Payment Options

The utility will be billed by The MEARIE Group prior to the start of training. Payment can be made to The MEARIE Group by cheque, MasterCard, VISA or AMEX.

Cancellation Options

Three weeks notice is required if participant is unable to attend a scheduled session. Contact Judy Barnett, Hydro One Work Methods & Training at 1.877.647.2872 x 2092 or email at apprenticeship@hydroone.com.

Registration Fees

Registration fees include lunch, training manuals and materials unless otherwise noted. Accommodation is the responsibility of the individual registrant and is not included in the course fees. See accommodation listings at mearie.ca/training for recommended options.

Examination Re-writes

If an apprentice/learner is unsuccessful in passing a trades theory written examination in his/her first attempt, one examination re-write attempt will be allowed. The Lead Instructor for the program will contact the employer with specific remedial requirements prior to the examination re-write attempt. Arrangements will be made regarding the timing, proctoring and location of the examination re-write attempt. A fee of \$650 plus applicable taxes will apply.



The
Prothonary
Warbler
mostly feeds and eats
insects and small mollusks;
also seeds, fruit
and nectar.*

*"Birds of Canada" by
David M. Bird. 2010.

MEARIE PROGRAM REGISTRATION

EXECUTIVE & PROFESSIONAL TRAINING ● TRADES & TECHNICAL TRAINING ●

How to Register

Go to mearie.ca/training, select the course you want to attend and click the “REGISTER NOW” link beside the course. Complete the online form and submit. Payment can be made by credit card (MasterCard, VISA or AMEX) or cheque.

You will receive email confirmation of your registration and payment.

For Custom Courses contact David Ainslie, Marketing Director, Education & Business Services at dainslie@mearie.ca or 905.265.5320 | 1.800.668.9979

Payment Options

CHEQUE	Made payable to The MEARIE Group. Send cheque to: The MEARIE Group, 3700 Steeles Avenue West, Suite 1100, Vaughan, Ontario L4L 8K8
CREDIT CARD	MasterCard, VISA or AMEX (Please include card number, name on card, expiry date and card verification number on registration forms.)

Cancellation Options

Full refund less a service fee of 20% of registration fee (plus 13% HST) will be made on cancellations received in writing ten working days (30 days for programs facilitated by Schulich Executive Education Centre) prior to the course dates, after which no refunds will be made. Substitution of registrants from the same company may be made up to the course date. The MEARIE Group reserves the right to postpone or cancel any activity in the event of low enrollment. If this occurs, a full refund will be provided or we can transfer the fee to the next scheduled class.

Registration Fees

Registration fees include continental breakfast, refreshments, lunch, training manuals and materials unless otherwise noted. Accommodation is the responsibility of the individual registrant and is not included in the course fees. See accommodation listings at mearie.ca/training for recommended options.

This warbler's head and breast reminded an early naturalist of the bright yellow robes worn by the Prothonotaries (high ranking papal clerks), and he passed the name to this colorful bird.*

*“Birds of Canada” by David M. Bird. 2010.



MEARIE TRADES & TECHNICAL TRAINING

Training Locations

Hydro One Training Facility Locations

KLEINBURG TRAINING CENTRE

11311 Cold Creek Road, Kleinburg, ON L0J 1C0
905.893.2018

ORANGEVILLE TRAINING CENTRE

125 C-Line, Orangeville, ON L9W 3V2
1.877.647.2872 | 519.942.4128

MISSISSAUGA TRAINING CENTRE

255 Matheson Boulevard West, Mississauga, ON L5R 3G3
905.755.3833

BARRIE ONTARIO GRID CONTROL CENTRE

306 Tiffin Street, Barrie, ON L4N 9W7
1.888.664.9376

Vaughan Training Facility Locations

NOVOTEL TORONTO VAUGHAN CENTRE HOTEL

200 Bass Pro Mills Drive, Vaughan, ON L4K 0B9
1.800.NOVOTEL or 1.800.668.6835 | 905.660.0212 | novotel.torontovaughan@accor.com

WHITE OAKS RESORT

253 Taylor Road, Niagara-on-the-Lake, ON L0S 1J0
1.800.263.5766 | reservations@whiteoaksresort.com

Onsite

For courses provided onsite, please check with your company for location.

*The MEARIE Group reserves the right to change the location of any course.
Sufficient notice will be provided in the event this occurs.*

Contact Us

The MEARIE Group

3700 Steeles Avenue West, Suite 1100, Vaughan, ON L4L 8K8
1.800.668.9979 | 905.265.5300 | mearie.ca/training

The
Prothonotary Warbler
has been designated as
Endangered in Canada by
the Committee on the Status
of Endangered Wildlife in Canada
(COSEWIC) and is listed as
Endangered under both the
federal Species at Risk Act and
Ontario's Endangered
Species Act, 2007.*

*www.sararegistry.gc.ca





MEARIE 2022 TRAINING PROGRAMS

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