



MEARIE

TRAINING

2023

EXECUTIVE & PROFESSIONAL TRAINING ●

TRADES & TECHNICAL TRAINING ●



# Take flight with MEARIE Training



## Profile of The MEARIE Group

The MEARIE Group develops and offers insurance and risk management solutions to the energy sector in Ontario. Thirty-six 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.

*Full of innocent vivacity, warbling its ever pleasing notes, and familiar as any bird can be in its natural freedom, it is one of the most agreeable of our feathered favourites.\**

*\*audubon.org*



# CEO & Attorney's Message

C.C. (Charlie) Macaluso  
Chief Executive Officer



## Dear Valued MEARIE Client:

We are excited to present our suite of 2023 Training Programs. We have a longstanding commitment to providing relevant, high quality training programs to the energy sector and that continues with our plans for 2023. 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.

In 2022, and in response to COVID-19, we offered both in-class and virtual program offerings for many of our Executive Education and Professional & Management courses. This will continue in 2023. 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 various technical training facilities. Extensive health and safety procedures will continue 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 **Regulatory Essentials for LDC Executives & Directors** which provides a strategic overview of the sector.

## Professional & Management Training

Given the changes occurring at the Ontario Energy Board (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**.

## 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.

## 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](https://mearie.ca/training) website for the latest updates on courses and any changes related to public health restrictions. Best wishes for a successful 2023!

C.C. (Charlie) Macaluso  
Chief Executive Officer



# MEARIE In-Class and Virtual Training

## IN-CLASS TRAINING FOR FULL PROGRAM SUITE

In 2023, and in response to the improving situation regarding COVID, we are returning to **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](https://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](https://mearie.ca/training) to confirm if a virtual offering is available.**

If you have any questions, please contact us at [training@mearie.ca](mailto:training@mearie.ca) or 905-265-5300.



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# Professional & Management Training 2023 Schedule At-A-Glance

**Registration Information:** [mearie.ca/training](mailto:mearie.ca/training)  
David Ainslie at 905.265.5320, [training@mearie.ca](mailto:training@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					4							
Corporate Secretary Training for LDC Boards		1	1	11											
Strategic Development and Implementation*		On Request	3												
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		23-25										
Module 2 - Leadership and Strategy		1	2.25				27-29								
Module 3 - Oversight and Finance		1	2.25						8-10						
Module 4 - Effective Governance under Complex Circumstances		1	2.25										12-14		
Module 5 - The Board Simulation		1	2.25											23-25	
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			22-23						20-21			
Module 2 - Cost of Service Re-basing		2	2				19-20						18-19		
Module 3 - Advanced Regulatory Topics		2	2					24-25						15-16	
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						11-12		
Regulatory Finance for Non-Accountants*		2	1			30							26		
Collections Certification and Training ** - UPDATED		Online													
REGULATORY COURSES		Sessions	Days	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Update on OEB Regulation for Electricity Distributors		1	1						8						

\* This course is available on-site, minimum number of participants may apply. Contact us for details.

\*\* This course is available on-line. Enroll anytime. Contact us for more details.

# Professional & Management Training 2023 Schedule At-A-Glance

**Registration Information:** [mearie.ca/training](mailto:mearie.ca/training)  
David Ainslie at 905.265.5320, [training@mearie.ca](mailto:training@mearie.ca)

MANAGEMENT COURSES	Sessions	Days	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Effective Leadership Skills for Managers*	2	3			28-2							25-27		
Effective Leadership Skills for Supervisors*	1	2				11-12								
Mental Health Leadership	1	1		21										
Change Management Foundation	Several	3												
Change Management Practitioner (CMP)	Several	2												
Managing Efforts - Getting Results - NEW	1	1			5									
Project Management - UPDATED	Several	3												
Managing Performance in a Union Environment *	4	1		9		12					28		9	
Collective Bargaining Preparation	2	1	25								14			
Best Practices in Collective Bargaining Negotiations Workshop	1	1		15										
Understanding the Collective Agreement and Management Rights	1	1			8									
DiSC*	Anytime	1												
Effective Business Writing & Communication*	2	1		16								5		
Leading Hybrid Teams*	2	1			7							25		
Managing Customer Relationships*	2	1		8							15			
Building Associate Relationships* - NEW	1	1									21			
Creating a Customer Centric Culture*	1	1			30									
Community Engagement 101	1	1				27								
Community Engagement 201	1	1					18							

\* This course is available on-site, minimum number of participants may apply. Contact us for details.

\*\* This course is available on-line. Enroll anytime. Contact us for more details.

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



# Trades and Technical Training 2023 Schedule At-A-Glance

**Registration Information:** [mearie.ca/training](http://mearie.ca/training)  
David Ainslie at 905.265.5320, [training@mearie.ca](mailto:training@mearie.ca)

TRADES & TECHNICAL TRAINING	Sessions	Days	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Powerline Technician Level 1	5	10		6-17	13-24		8-19					30-10	20-1	
Powerline Technician Level 2	3	10					29-9	12-23		14-25				
Powerline Technician Level 3	3	10		23-3	27-10					24-4				
Powerline Technician Level 4	4	10			27-10	13-24			3-14		16-27			
Powerline Technician Assessment	Request	4												
Red Seal	Request	2												
Underground Cable Technician Level 1	1	10		6-17										
Underground Cable Technician Level 2	TBD	10												
Underground Cable Technician Level 3	1	10	16-28											
Meter Technician Level 1	3	10	23-3				1-12				16-27			
Meter Technician Level 2	3	10		6-17			29-9				30-10			
Meter Technician Level 3	3	10			13-24					25-6		13-24		
Metering Technician JET	2	5						19-23		28-1				
Substation Electrician Level 1	2	15	23-10				1-19							
Substation Electrician Level 2	2	10				17-28					18-29			
Substation Electrician Level 3*	4	10			A <sub>13-17</sub> B <sub>27-31</sub>		A <sub>5-9</sub> B <sub>12-16</sub>		C <sub>11-15</sub>	C <sub>2-6</sub> D <sub>23-27</sub>				
Substation Electrician JET	Request	4												
Electrical Operator	Online													
Electrical Operator Supervisor	Online													
Protection and Control Level 1	4	5	16-20				29-2	12-16					11-15	
Protection and Control Level 2	4	10	30-10		20-31					14-25			13-24	
Protection and Control Level 3	3	10			27-10		24-5				11-22			
Protection and Control Telecom Level 1	4	5			20-24 27-31			24-28				9-13		
Protection and Control Telecom Level 2	2	5				3-7					25-29			
Powerline Protection Red Seal Program	Request	2												
Basic Electricity**	2	2					24-25					11-12		
Effective Leadership Skills for Lead Hands	1	2		1-2										
Effective Leadership Skills for Supervisors in Technical Trades*	2	2					31-1							6-7

\* 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 on-line to be taken anytime throughout the year at your convenience. For further information visit: [mearie.ca/training](http://mearie.ca/training)

# MEARIE ONSITE AND CUSTOM PROGRAMS

## MEARIE Onsite and Custom Training Programs

The MEARIE Group offers onsite and custom training programs in both in-person and virtual formats. 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 unique needs of your organization.

Our more popular onsite programs include:

### Management and Leadership Development

- Effective Leadership Skills for Lead Hands, Supervisors or Managers
- Managing Performance in a Union Environment
- Managing Effort – Getting Results
- Strategic Development and Implementation

### Regulatory Development

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

### Management and Leadership Development

- Managing Client Relationships
- Building Associate Relationships
- DiSC – how to function better as a team
- Basic Electricity

Learning together as a team helps both with application of learned examples and team dynamics. **If you require a program designed to your organization's specific needs, we can work with you on a unique tailored solution.** For Onsite and Custom Courses contact David Ainslie, Director, Business Services at [training@mearie.ca](mailto:training@mearie.ca) or 905.265.5320 | 1.800.668.9979.



MEARIE

# Executive & Professional TRAINING 2023



*The  
pure azure of  
its mantle, and the  
beautiful glow of its breast,  
render it conspicuous, as it  
flits through the orchards and  
gardens, crosses the fields or  
meadows, or hops along  
by the road-side.\**

*\*audobon.org*

# 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. **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.

<b>DATES:</b> May 4	<b>COST:</b> \$1,350 + HST Includes materials, assessment tools, breakfast, lunch, and refreshment breaks.
<b>COURSE LENGTH:</b> 1 day	<b>LOCATION:</b> Novotel Hotel Training Facility, Vaughan

## 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 (Independent Electricity System Operator) 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

#### **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](http://mearie.ca/training) or 905-265-5300.

<b>DATES:</b> MOD 1 February 23 – 25 MOD 2 April 27 – 29 MOD 3 June 8 – 10 MOD 4 October 12 – 14 MOD 5 November 23 – 25	<b>COST:</b> \$4,970 + HST (modules 1-4), \$5,170 + HST (module 5) Includes accommodations, materials, assessment tools, breakfast, lunch, and refreshment breaks.
<b>COURSE LENGTH:</b> 2.25 days, 5 modules	<b>LOCATION:</b> White Oaks, Niagara-on-the-Lake

## 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.

<b>DATES:</b> January 11	<b>COST:</b> \$1,225 + HST Includes materials, assessment tools, breakfast, lunch, and refreshment breaks.
<b>COURSE LENGTH:</b> 1 day	<b>LOCATION:</b> Novotel Hotel Training Facility, Vaughan



## 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.

<b>DATES:</b> On Request	<b>COST:</b> Call for a quote
<b>COURSE LENGTH:</b> 2 days	<b>LOCATION:</b> 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. New this year is **Building Associate Relationships**, which helps employees better understand how they can more effectively work with others within the workplace.

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

To sharpen specific workforce skills, we offer **Change Management Practitioner (CMP)**, **Project Management** and **Mental Health Leadership** certification programs.

Our popular **Regulatory Specialist Certificate Program** returns and is offered in both virtual and in-class formats. **Accounting Essentials in a Utility Environment** has been updated for this year. **Regulatory Finance for Non-Accountants** has been enhanced for 2023 and will help employees looking to improve their understanding of finance in the regulated energy sector. **Collection Certification and Training** is one of our popular online programs.

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 in either an in-person or virtual format. Our popular **DiSC** program improves team understanding, collaboration and results. **Managing Customer Relationships** is also very popular, particularly in a team setting. Learning together as a team helps both with application of learned examples and team dynamics. If you require a program designed to your organization's specific needs, we can work with you on a unique tailored solution. 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.

# MEARIE PROFESSIONAL TRAINING

## 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.



<b>DATES:</b>	March 22 – 23 Sept 20 – 21 (V)	<b>COST:</b>	\$2,250 + HST Includes materials, assessment tools, breakfast, lunch, and refreshment breaks.
<b>COURSE LENGTH:</b>	2 days	<b>LOCATION:</b>	Virtual or Novotel Hotel Training Facility, Vaughan



## 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.



<b>DATES:</b>	April 19 – 20 Oct 18 – 19 (V)	<b>COST:</b>	\$2,250 + HST Includes materials, assessment tools, breakfast, lunch, and refreshment breaks.
<b>COURSE LENGTH:</b>	2 days	<b>LOCATION:</b>	Virtual or Novotel Hotel Training Facility, Vaughan

# MEARIE PROFESSIONAL TRAINING

## 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.



<b>DATES:</b>	May 24 – 25 November 15 – 16 (V)	<b>COST:</b>	\$2,250 + HST Includes materials, assessment tools, breakfast, lunch, and refreshment breaks.
<b>COURSE LENGTH:</b>	2 days	<b>LOCATION:</b>	Virtual or Novotel Hotel Training Facility, Vaughan

## 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.



<b>DATES:</b>	April 12 – 13 October 11 – 12 (V)	<b>COST:</b>	\$2,250 + HST Includes materials, assessment tools, breakfast, lunch, and refreshment breaks.
<b>COURSE LENGTH:</b>	2 days	<b>LOCATION:</b>	Virtual or Novotel Hotel Training Facility, Vaughan

## 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.



<b>DATES:</b>	March 30 October 26 (V)	<b>COST:</b>	\$1,350 + HST Includes materials, assessment tools, breakfast, lunch, and refreshment breaks.
<b>COURSE LENGTH:</b>	1 day	<b>LOCATION:</b>	Virtual or Novotel Hotel Training Facility, Vaughan

## Collections 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.

<b>DATES:</b> Anytime	<b>COST:</b> \$115 + HST Includes materials.
<b>COURSE LENGTH:</b> 5 modules	<b>LOCATION:</b> Online self-study

# MEARIE PROFESSIONAL TRAINING

## Update on OEB Regulation of Electricity Distributors

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 Ontario Energy Board (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.



<b>DATES:</b> June 8	<b>COST:</b> \$495 + HST Includes materials, assessment tools, breakfast, lunch, and refreshment breaks.
<b>COURSE LENGTH:</b> 1 day	<b>LOCATION:</b> Virtual



## 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 HRPA upon successful completion.**

<b>DATES:</b>	February 28 - March 2 October 25 - October 27	<b>COST:</b>	\$2,595 + HST Includes materials, assessment tools, breakfast, lunch, and refreshment breaks.
<b>COURSE LENGTH:</b>	3 days	<b>LOCATION:</b>	Novotel Hotel Training Facility, Vaughan

# MEARIE PROFESSIONAL TRAINING

## 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 HRPA upon successful completion.**



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

## Mental Health Leadership

In Partnership with:  **LifeWorks**



### Course Summary:

Supportive work environments where sound wellness strategies are reinforced create healthy behaviours 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

# MEARIE PROFESSIONAL TRAINING

## 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 certificate 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 CPD with HRPD upon successful completion.**



<b>DATES:</b> February 21	<b>COST:</b> \$1,295 + HST Includes materials, assessment tools, breakfast, lunch, and refreshment breaks.
<b>COURSE LENGTH:</b> 1 day	<b>LOCATION:</b> Novotel Hotel Training Facility, Vaughan

## 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™**.

# MEARIE PROFESSIONAL TRAINING

## 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.

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.**



<b>DATES:</b>	See MEARIE website for session dates	<b>COST:</b>	\$2,895 + HST Includes materials, assessment tools, breakfast, lunch, and refreshment breaks.
<b>COURSE LENGTH:</b>	3 days and 2 days	<b>LOCATION:</b>	Virtual

## Managing Efforts - Getting Results – NEW

In Partnership with: **SELFMANAGEMENT** GROUP   
SELECT | DEVELOP | RETAIN | TOP PERFORMERS

### 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.**



<b>DATES:</b> April 5	<b>COST:</b> \$995 + HST Includes comprehensive psychometric report, materials, assessment tools.
<b>COURSE LENGTH:</b> 1 day	<b>LOCATION:</b> Novotel Hotel Training Facility, Vaughan



# MEARIE PROFESSIONAL TRAINING

## Project Management – UPDATED

In Partnership with:



### Introduction:

Whatever your role in the organization, it is important you are familiar with best practices in project management. Learning how to manage a project from initiation to completion, how to develop a comprehensive project plan and how to apply flexible, efficient project planning models helps ensure the successful completion of any project. Participants will learn the techniques to gather, analyze and communicate essential information specific to the planning process. Realistic challenges typically encountered are discussed. The processes and models learned in this program map best practices and international project management standards. Depending on your requirements, MEARIE offers two programs.

### Project Management Essentials

This 3-day course provides participants with 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.

### Project Management Practitioner (PMP)

This 5-day course provides participants with a deeper understanding of project management and with a recognized PMP designation. The PMP exam is held on the last afternoon of the session. Successful completion of the exam provides participants with their PMP designation.

### Who Should Attend?

Project Management Essentials is ideal for those wishing to better manage projects. Project Management Practitioner (PMP) provides successful participants with a recognized designation.



(Refer to [mearie.ca/training](https://mearie.ca/training) for most current course schedule)



<b>DATES:</b>	See MEARIE website for session dates	<b>COST:</b>	Essentials – \$1,595 + HST PMP – \$2,895 + HST Includes materials and assessment tools.
<b>COURSE LENGTH:</b>	Essentials – 3 days PMP – 5 days	<b>LOCATION:</b>	Virtual

## Managing Performance in a Unionized Environment

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

### 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.**



<b>DATES:</b>	February 9 (V) April 12 September 28 (V) November 9	<b>COST:</b>	\$850 + HST Includes materials, assessment tools.
<b>COURSE LENGTH:</b>	1 day	<b>LOCATION:</b>	Virtual or Novotel Hotel Training Facility, Vaughan

# MEARIE PROFESSIONAL TRAINING

## 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.**



<b>DATES:</b>	January 25 September 14 (V)	<b>COST:</b>	\$850 + HST Includes materials, assessment tools.
<b>COURSE LENGTH:</b>	1 day	<b>LOCATION:</b>	Virtual or Novotel Hotel Training Facility, Vaughan

## Best Practices in Collective Bargaining Negotiations Workshop

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

### Course Summary:

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 HRP upon successful completion.**



<b>DATES:</b> February 15	<b>COST:</b> \$675 + HST Includes materials, breakfast, lunch and refreshment breaks.
<b>COURSE LENGTH:</b> 1 day	<b>LOCATION:</b> 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.**



<b>DATES:</b> March 8	<b>COST:</b> \$850 + HST Includes materials, assessment tools.
<b>COURSE LENGTH:</b> 1 day	<b>LOCATION:</b> Virtual or Novotel Hotel Training Facility, Vaughan

## DiSC

### Introduction

Have you ever wondered why it's difficult to click with certain types of people? DiSC will help explain why and provides the tools and insights to help you build stronger relationships with your co-workers and business partners. Used by fortune 500 companies, government agencies, HR professionals and education institutions, DiSC has helped over 40 million people better understand the various behaviour types of their colleagues, build stronger teams, improve productivity and expand their managerial capabilities.

MEARIE offers two ways to take a full DiSC profile.

### **DiSC PERSONAL – Everything DiSC: Be a Better Leader**

Everything DiSC is a powerful tool that helps leaders (regardless of title, department or function) build more effective workplaces, one relationship at a time. A DiSC profile is a window into better understanding your approach to work, your communication style and insights on how you tackle challenges.

Powered by over 40 years of research and learning, your DiSC profile will give you insights into why some things (and people) excite you and why others turn you right off. After filling in a 15 min online survey, you will receive a personalized 30-page profile that will help you better recognize your strengths and offer practical tips to better manage your weaknesses. In addition, you will receive a 30 minute debrief to help you better understand the report and how best to utilize these learnings.

You can take a personal DiSC session any time.

### **DiSC TEAM – DiSC Catalyst for Your Team: Growing Together**

DiSC Catalyst is the latest version of DiSC grounded in the same science and research as the original assessment. Catalyst has been designed through COVID to help in-person and hybrid teams create engaged, collaborative and adaptive cultures.

Catalyst is easy to complete. After answering a series of questions that adapt and evolve based on your input, DiSC Catalyst generates a comprehensive and personalized report for each team member that shows behavioural styles, natural strengths and areas for growth. This practical and completely personalized information will give your team members instant and lasting impressions of themselves, empowering them to be stronger leaders and better communicators.

Your team debrief with our skilled and certified DiSC facilitator will take place over three 90-minute sessions. Each session will focus on a different part of the report and will create space for conversations and reflections to help bring your team to a new level of individual and collective self-awareness and understanding.

Included in your report will be Agile EQ, which adds a new layer of awareness and insights to the DiSC

# MEARIE PROFESSIONAL TRAINING

experience. This new module has been designed to help participants better understand the emotional intelligence (EQ) needed to thrive in the constant change LDC teams are dealing with. This report will clearly outline each participant's EQ strengths, areas of growth and specific strategies.

Catalyst is more than just a paper report. In addition to downloading PDF version of their report, each team member will have access to a customized and secure online portal that includes deeper learnings, the ability to create comparison reports with other team members and a team view that describes your team culture.

Which DiSC report is best for you?

	Everything DiSC	DiSC Catalyst
Who is it for?	Individuals	Teams
Online survey format	A series of 30 questions. Requires approximately 15 minutes to complete.	A series of adaptive questions that evolve with your answers. Requires approximately 25 minutes to complete.
What you get	Personalized PDF report full of insights.	A personalized PDF report full of insights. Also included is a personalized Agile EQ report. Also included is the ability to generate comparison reports with team members!
How you debrief	One time 30 min debrief.	Three personalized debrief sessions for you and your team.
What will you learn	Includes insights that will help you communicate, lead and collaborate better.	Everything DiSC plus Agile EQ which provides practical insights on individual and team emotional intelligence.

See the MEARIE website for details.

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



DATES:	Anytime	COST:	DiSC Personal – \$345 + HST DiSC Team – call for a quote
COURSE LENGTH:	Varies	LOCATION:	Onsite or Virtual



## Effective Business Writing & Communication

In Partnership with: **pearl street**   
**COMMUNICATIONS**

### 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.**



<b>DATES:</b>	February 16 October 5 (V)	<b>COST:</b>	\$595 + HST Includes materials, breakfast, lunch and refreshment breaks.
<b>COURSE LENGTH:</b>	2 days	<b>LOCATION:</b>	Virtual or Novotel Hotel Training Facility, Vaughan

# MEARIE PROFESSIONAL TRAINING

## Leading Hybrid Teams

In Partnership with: 

### Course Summary:

The pandemic has proven teams can be successful in a hybrid setting. This success requires new ways of thinking and creativity to support and engage team members. Effective hybrid leaders draw on their people skills and create new cultural norms 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 you 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 through the pandemic. We will talk about the hard and soft skills needed to grow your team and how to keep everyone focused on outcomes. The course will include engaging conversations, a reference workbook and teaching resources.

The following topics will be covered:

- The scale and scope of change that hybrid work has created
- Why hybrid leadership is more than just running good online meetings
- Understanding the unique needs of hybrid teams
- 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 culture
- How to watch and use verbal and nonverbal communications virtually
- Practical tips and tools to make in-person and hybrid meetings and check-ins more engaging and productive
- An introduction to online tools to help make your virtual and in-person 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.

### 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 HRPA upon successful completion.**



<b>DATES:</b> March 7 (V) October 25 (V)	<b>COST:</b> \$595 + HST Includes materials.
<b>COURSE LENGTH:</b> 1/2 day	<b>LOCATION:</b> Virtual

## Managing Customer Relationships

In Partnership with: **pearl street**   
**COMMUNICATIONS**

### Course Summary:

More customers and clients are stressed by today's economic and social pressures not to mention the implications of the global pandemic. This anxiousness can show itself in aggressive, hostile or rude behaviour toward LDC staff, including those in customer service, front-line work and general administration. This course looks at the main causes of customer stress and provides practical strategies for dealing with exceptionally poor customer behaviour. We will explore how to use language, listening and questioning skills to maintain control of conversations and reduce the stress involved in dealing with difficult people. This interactive and engaging course is ideal for anyone who regularly encounters customers and clients.

### Course Outline:

The following topics will be covered to improve our ability to deal with transactional relationships:

- Working successfully with other people begins by knowing yourself and understanding where you shine - and struggle - when interacting with others
- The many external factors driving behaviour today
- How to read signals about what is driving a specific reaction and how to respond appropriately
- The Behaviour Iceberg and how it influences conversations
- The power of Four Simple Words
- The difference between aggressive and assertive behaviour
- How to recognize and close perception gaps
- How to use listening and questioning skills to diffuse difficult situations
- The key principles of "neutral language"
- Tips for working more collaboratively with your customer service team

### Who Should Attend?

Anyone who works with external clients.

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



<b>DATES:</b>	February 8 September 15 (V)	<b>COST:</b>	\$595 + HST Includes materials, assessment tools, breakfast, lunch, and refreshment breaks.
<b>COURSE LENGTH:</b>	1/2 day	<b>LOCATION:</b>	Virtual or Novotel Hotel Training Facility

# MEARIE PROFESSIONAL TRAINING

## Building Associate Relationships – NEW

In Partnership with: **pearl street**   
**COMMUNICATIONS**

### Course Summary:

As humans, we want to have relationships we can count on, feel safe in and grow from. This course looks at how to build and maintain meaningful relationships with co-workers throughout your organization. We look at the emotional and bottom-line benefits of strong relationships and understand how we each have a role to play in building them. We will explore the importance of a personal brand and how power/equity dynamics can influence how teams communicate, problem-solve and measure success. Learn the tools to overcome difficult situations and how to turn confrontation into collaboration.

### Course Outline:

The following topics will be covered to improve our ability to grow authentic relationships in the workplace:

- Working successfully with other people begins by knowing yourself and understanding where you shine - and struggle - when interacting with others
- Defining what healthy relationships require
- The responsibility of building and growing your individual brand
- The difference between controlling and influencing work colleagues
- The 5 traits of strong relationships
- The importance of emotional intelligence
- How to reframe and embrace 'conflict'
- The power of good questions and how to give and receive feedback
- Managing in, out and across your team

### Prerequisites

This course requires an online DiSC assessment be completed by every participant at least 72 business hours before the session. Participants will receive a customized link after registering, and a full report at the beginning of the class.

### Who Should Attend?


Established teams are invited to take this course as a team to learn how they can better work together.

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



<b>DATES:</b> September 21 (V)	<b>COST:</b> \$675 + HST Includes DiSC assessment and debrief.
<b>COURSE LENGTH:</b> 1 day	<b>LOCATION:</b> Virtual

## Creating a Customer Centric Culture

In Partnership with: **pearl street**   
**COMMUNICATIONS**

### Course Summary:

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.

### What You Will Learn:

The following topics will be covered to improve our ability to grow authentic relationships in the workplace:

- The 5 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 7 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 7 key steps required to build a customer-centric culture
- The impact of diversity, inclusion, multiculturalism and privacy on customer service

### Who Should Attend?


Senior and middle management in all disciplines.



<b>DATES:</b> March 30	<b>COST:</b> \$675 + HST Includes materials, assessment tools.
<b>COURSE LENGTH:</b> 1 day	<b>LOCATION:</b> Virtual or Novotel Vaughan Training Centre

# MEARIE PROFESSIONAL TRAINING

## Community Engagement 101: How to (Really) Engage Your Community

In Partnership with: 

### 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 HRP A upon successful completion.**



<b>DATES:</b> April 27	<b>COST:</b> \$675 + HST Includes materials, assessment tools, breakfast, lunch, and refreshment breaks.
<b>COURSE LENGTH:</b> 1 day	<b>LOCATION:</b> Novotel Hotel Training Facility, Vaughan

## Community Engagement 201: Partnerships and Best Practices

In Partnership with: **pearl street**   
**COMMUNICATIONS**

### 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 tools to help evaluate program success.

### Course Outline:

1. A brief review of content covered in CE101
2. Establishing clear and authentic community engagement goals
3. Understanding and addressing internal barriers to real engagement
4. Understanding the difference between inward and outward looking activities
5. Building internal support for more and better engagement
6. 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 HRP upon successful completion.**

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

# NOTES



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MEARIE

# Trades & Technical TRAINING 2023



*Singing  
a melodious song  
and having a rich blue,  
white, and rust plumage,  
the Eastern Bluebird is one  
of the most beautiful  
backyard birds.\**

*\*worldbirds.com*

# 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 Networks 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.

(Refer to [mearie.ca/training](http://mearie.ca/training) for most current course schedule)

<b>DATES:</b>	February 6 – 17 March 13 – 24 May 8 – 19 October 30 - November 10 November 20 - December 1	<b>COST:</b>	\$5,495 + HST (if a Registered Government Apprentice) Includes materials, lunch and breaks.
<b>COURSE LENGTH:</b>	10 days	<b>LOCATION:</b>	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.

(Refer to [mearie.ca/training](http://mearie.ca/training) for most current course schedule)

<b>DATES:</b>	May 29 - June 9 June 12 - June 23 August 14 - August 25	<b>COST:</b>	\$5,750 + HST (if a Registered Government Apprentice) Includes materials, lunch and breaks.
<b>COURSE LENGTH:</b>	10 days	<b>LOCATION:</b>	Kleinburg Training Centre

## 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.

(Refer to [mearie.ca/training](http://mearie.ca/training) for most current course schedule)

<b>DATES:</b>	January 23 - February 3 February 27 - March 10 July 24 - August 4	<b>COST:</b>	\$5,750 + HST (if a Registered Government Apprentice) Includes materials, lunch and breaks.
<b>COURSE LENGTH:</b>	10 days	<b>LOCATION:</b>	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.

(Refer to [mearie.ca/training](http://mearie.ca/training) for most current course schedule)

<b>DATES:</b>	February 27 - March 10 March 13 - March 24 July 3 - July 14 October 16 - October 27	<b>COST:</b>	\$5,750 + HST (if a Registered Government Apprentice) Includes materials, lunch and breaks.
<b>COURSE LENGTH:</b>	10 days	<b>LOCATION:</b>	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.

(Refer to [mearie.ca/training](http://mearie.ca/training) for most current course schedule)

<b>DATES:</b>	On request	<b>COST:</b>	\$3,500 + HST Includes materials, lunch and breaks.
<b>COURSE LENGTH:</b>	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	<b>LOCATION:</b>	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.




(Refer to [mearie.ca/training](http://mearie.ca/training) for most current course schedule)

<b>DATES:</b> On request	<b>COST:</b> \$1,395 + HST Includes materials, lunch and breaks.
<b>COURSE LENGTH:</b> 2 days	<b>LOCATION:</b> 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.

(Refer to [mearie.ca/training](http://mearie.ca/training) for most current course schedule)

<b>DATES:</b>	Feb 6 – 17 See website for additional course dates	<b>COST:</b>	\$8,995 + HST Includes materials, lunch and breaks.
<b>COURSE LENGTH:</b>	10 days	<b>LOCATION:</b>	Kleinburg Training Centre

# MEARIE TRADES & TECHNICAL TRAINING

## Underground Power Cable Technician (Level 2)

In Partnership with:  hydro one

### 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.

(Refer to [mearie.ca/training](http://mearie.ca/training) for most current course schedule)

<b>DATES:</b>	See website for course dates	<b>COST:</b>	\$8,995 + HST Includes materials, lunch and breaks.
<b>COURSE LENGTH:</b>	10 days	<b>LOCATION:</b>	Kleinburg Training Centre

## 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 Journeyman.

(Refer to [mearie.ca/training](http://mearie.ca/training) for most current course schedule)

<b>DATES:</b>	January 16 – 28 See website for additional course dates	<b>COST:</b>	\$8,995 + HST Includes materials, lunch and breaks.
<b>COURSE LENGTH:</b>	10 days	<b>LOCATION:</b>	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.

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.

### Log Book:


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

(Refer to [mearie.ca/training](http://mearie.ca/training) for most current course schedule)

<b>DATES:</b>	January 23 - February 3 May 1 – 12 October 16 – 27	<b>COST:</b>	\$5,390 + HST Includes materials, lunch and breaks.
<b>COURSE LENGTH:</b>	10 days	<b>LOCATION:</b>	Kleinburg Training Centre

# MEARIE TRADES & TECHNICAL TRAINING

## Meter Technician (Level 2)

In Partnership with:  hydro one

### 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.

(Refer to [mearie.ca/training](http://mearie.ca/training) for most current course schedule)

<b>DATES:</b>	February 6 – 17 May 29 - June 9 October 30 - November 10	<b>COST:</b>	\$5,390 + HST Includes materials, lunch and breaks.
<b>COURSE LENGTH:</b>	10 days	<b>LOCATION:</b>	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.

(Refer to [mearie.ca/training](http://mearie.ca/training) for most current course schedule)

<b>DATES:</b>	March 13 – 24 September 25 - October 6 November 13 – 24	<b>COST:</b>	\$5,390 + HST Includes materials, lunch and breaks.
<b>COURSE LENGTH:</b>	10 days	<b>LOCATION:</b>	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.

(Refer to [mearie.ca/training](http://mearie.ca/training) for most current course schedule)

<b>DATES:</b>	June 19 – 23 August 28 - September 1	<b>COST:</b>	\$3,500 + HST Includes materials, lunch and breaks.
<b>COURSE LENGTH:</b>	5 days	<b>LOCATION:</b>	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 motor

### Texts:

Level 1 manual

### Log Book:


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

(Refer to [mearie.ca/training](http://mearie.ca/training) for most current course schedule)

<b>DATES:</b>	January 23 - February 10 May 1 - May 19	<b>COST:</b>	\$7,975 + HST Includes materials, lunch and breaks.
<b>COURSE LENGTH:</b>	15 days	<b>LOCATION:</b>	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

(Refer to [mearie.ca/training](http://mearie.ca/training) for most current course schedule)

<b>DATES:</b>	April 17 – 28 September 18 – 29	<b>COST:</b>	\$5,365 + HST Includes materials, lunch and breaks.
<b>COURSE LENGTH:</b>	10 days	<b>LOCATION:</b>	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 procedures

#### **Week 2 – Mississauga Training Centre**

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

### 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.

(Refer to [mearie.ca/training](http://mearie.ca/training) for most current course schedule)

<b>DATES:</b>	Mar 13-17 + June 5-9 March 27-31 + June 12-16 Sept 11-15 + Oct 2-6 Oct 2-6 + Oct 23-27	<b>COST:</b>	\$5,365 + HST Includes materials, lunch and breaks.
<b>COURSE LENGTH:</b>	10 days	<b>LOCATION:</b>	Week 1 – Orangeville Training Centre Week 2 – Mississauga Training Centre

# MEARIE TRADES & TECHNICAL TRAINING

## Electrical Operator

In Partnership with: 

### Course Summary:

The Distribution Operator training program is now offered in a self-learning format. 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 program makes use of images, diagrams 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.

(Refer to [mearie.ca/training](https://mearie.ca/training) for most current course schedule)

<b>DATES:</b>	2023 online	<b>COST:</b>	\$5,650 + HST Includes materials, lunch and breaks.
<b>COURSE LENGTH:</b>	Approximately four weeks of concentrated effort by the trainee at their work location and online study over a one year period.	<b>LOCATION:</b>	Online Self-study and final testing at participant's work location

# MEARIE TRADES & TECHNICAL TRAINING

## Electrical Operator Supervisor

In Partnership with: 

### Course Summary:

The Electrical Operator Supervisor Training Program is offered in a self-learning format. The material is to be completed within one year. Successful completion 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 program makes use of images, diagrams 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.

(Refer to [mearie.ca/training](https://mearie.ca/training) for most current course schedule)

<b>DATES:</b>	2023 online	<b>COST:</b>	\$5,650 + HST Includes materials, lunch and breaks.
<b>COURSE LENGTH:</b>	Approximately four weeks of concentrated effort by the trainee at their work location and online study over a one year period.	<b>LOCATION:</b>	Online Self-study and final testing at participant's work location.

# MEARIE TRADES & TECHNICAL TRAINING

## Protection and Control Technician (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.

(Refer to [mearie.ca/training](http://mearie.ca/training) for most current course schedule)

<b>DATES:</b>	January 16 –20 May 29 - June 2 June 12 - June 16 Dec 11 – Dec 15	<b>COST:</b>	\$6,595 + HST Includes materials, lunch and breaks.
<b>COURSE LENGTH:</b>	5 days	<b>LOCATION:</b>	Mississauga P&C Training Centre

# MEARIE TRADES & TECHNICAL TRAINING

## Protection and Control Technician (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 Technician (Level 1).

(Refer to [mearie.ca/training](http://mearie.ca/training) for most current course schedule)

<b>DATES:</b>	January 30 - February 10 March 20 – 31 August 13 – 25 Nov 13 – Nov 24	<b>COST:</b>	\$12,950 + HST Includes materials, lunch and breaks.
<b>COURSE LENGTH:</b>	10 days	<b>LOCATION:</b>	Mississauga P&C Training Centre

## Protection and Control Technician (Level 3)

In Partnership with:  hydro one

### 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 Technician (Level 2).

(Refer to [mearie.ca/training](http://mearie.ca/training) for most current course schedule)

<b>DATES:</b>	February 27 - March 10 April 24 - May 5 September 11 – 22	<b>COST:</b>	\$12,950 + HST Includes materials, lunch and breaks.
<b>COURSE LENGTH:</b>	10 days	<b>LOCATION:</b>	Mississauga P&C Training Centre

# MEARIE TRADES & TECHNICAL TRAINING

## Protection and Control Telecom Technician (Level 1)

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.

(Refer to [mearie.ca/training](http://mearie.ca/training) for most current course schedule)

<b>DATES:</b>	March 20 – 24 March 27 – 31 June 24 – 28 October 9 – 13	<b>COST:</b>	\$6,595 + HST Includes materials, lunch and breaks.
<b>COURSE LENGTH:</b>	5 days	<b>LOCATION:</b>	Mississauga P&C Training Centre



## Protection and Control Telecom Technician (Level 2)

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 and Control Telecom Technician (Level 1).

(Refer to [mearie.ca/training](http://mearie.ca/training) for most current course schedule)

<b>DATES:</b>	April 3 – 7 Sept 25 – 29	<b>COST:</b>	\$6,595 + HST Includes materials, lunch and breaks.
<b>COURSE LENGTH:</b>	5 days	<b>LOCATION:</b>	Mississauga P&C Training Centre

# MEARIE TRADES & TECHNICAL TRAINING

## 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.

(Refer to [mearie.ca/training](http://mearie.ca/training) for most current course schedule)

<b>DATES:</b>	May 24 – 25 October 11 – 12	<b>COST:</b>	\$1,395 + HST Includes materials, lunch and breaks.
<b>COURSE LENGTH:</b>	2 days	<b>LOCATION:</b>	Kleinburg Training Centre <i>Available onsite</i>

# MEARIE TRADES & TECHNICAL TRAINING

## Effective Leadership Skills for Lead Hands

In Partnership with:



### Course Summary:

This course is designed to cover a broad range of 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.

(Refer to [mearie.ca/training](http://mearie.ca/training) for most current course schedule)

DATES:	February 1 – 2	COST:	\$2,125 + 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:



**CONESTOGA**  
Connect Life and Learning

### 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:

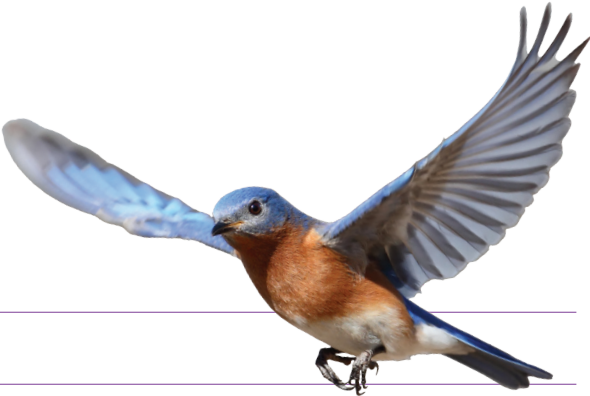
Participants should be in a supervisory capacity or be in training as a supervisor with specific duties and accountabilities where the supervision of staff is a key function of duties.

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

(Refer to [mearie.ca/training](https://mearie.ca/training) for most current course schedule)

<b>DATES:</b>	May 31 - June 1 December 6 – 7	<b>COST:</b>	\$2,125 + HST Includes materials, lunch and breaks.
<b>COURSE LENGTH:</b>	2 days	<b>LOCATION:</b>	Novotel Hotel Training Facility, Vaughan

# NOTES



A series of horizontal purple lines for writing notes, spanning the width of the page below the 'NOTES' header.

## NOTES



# 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.

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### 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.

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### 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.

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### 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.

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### 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.

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### 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.

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### 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

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### 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 [training@mearie.ca](mailto:training@mearie.ca) or 905.265.5320 | 1.800.668.9979

# MEARIE PROGRAM REGISTRATION

## Hydro One Registration Information

### How to Register for Hydro One Courses

Contact Hydro One Work Methods & Training at 1.877.647.2872 x 2092, email at [apprenticeship@hydroone.com](mailto: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 Hydro One Work Methods & Training at 1.877.647.2872 x 2092 or email at [apprenticeship@hydroone.com](mailto: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](http://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 Eastern Bluebird's song is one of its most distinguishing characteristics song is a fairly low-pitched, warbling song that consists of several phrases, each containing 1 to 3 short notes.\*

\*worldbirds.com





# MEARIE PROGRAM REGISTRATION

EXECUTIVE & PROFESSIONAL TRAINING ●  
TRADES & TECHNICAL TRAINING ●

## How to Register

Go to [mearie.ca/training](http://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, Director, Business Services at [training@mearie.ca](mailto:training@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](http://mearie.ca/training) for recommended options.

*As a courtship display, male may sing and flutter in front of the female with his wings and tail partly spread. While perched close together, pairs may preen each other's feathers; male may feed female.\**

\*audobon.org



# MEARIE TRAINING LOCATIONS

## 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](mailto:novotel.torontovaughan@accor.com)

#### WHITE OAKS RESORT

253 Taylor Road, Niagara-on-the-Lake, ON L0S 1J0  
1.800.263.5766 | [reservations@whiteoaksresort.com](mailto: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](http://mearie.ca/training)

*Bluebirds  
are the symbols  
of spring, happiness,  
love, and hope. Bluebirds  
are considered to be clear  
indicators of the spring  
season arriving.\**

\*worldbirds.com





# MEARIE 2023 TRAINING PROGRAMS

## Paper Performance

This catalogue was printed using 1,500 lbs of Rolland Enviro Satin 100% post-consumer paper. By choosing environmentally friendly paper, we have achieved the following savings:



**0** metric tons of wood  
**0 trees**



**3 m<sup>3</sup>** world eq. of water  
**25 10-minute showers in  
North America**



**740** kg CO<sub>2</sub>  
**2,946 km driven by car**



**13** GJ  
**55,665 60-W light bulbs  
for one hour**



**2** kg NMVOC  
**1,770 km driven by car**

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with MEARIE Training