

# Skills Bridge

Beta

Powering Businesses Through Digital Solutions



*Skills Bridge* includes courses grouped in the following areas to help your business.

New topics to be added regularly!

[Click to Create Your Business Account](#)

Learning Pathway	Learning outcomes	Courses
Advanced Digital and Professional Training	Designed to help address skill gaps by demonstrating specific tools and techniques that help prepare employees for career evolution.	<ul style="list-style-type: none"><li>• Time Management</li><li>• Project Management</li><li>• Quantitative Methods with Excel</li><li>• Introduction to Search Engine Optimization</li></ul>
Business Essentials	Touches on several areas as an ideal foundational starter pack as small to medium-sized business and its people need a variety of skills from financial awareness, to writing to sales.	<ul style="list-style-type: none"><li>• Business writing</li><li>• Introduction to e- commerce</li><li>• Customer Service in Sales</li><li>• How to speak to financial managers without being an accountant</li></ul>
Communication and Collaboration	How we get across ideas, and functions of our businesses and how we work with others are not nice to have in today's economy, they are essential.	<ul style="list-style-type: none"><li>• Communication Styles</li><li>• Presentation Skills</li><li>• Introduction to Business Communication for Leaders</li><li>• Literacy and Basic Skills for Employees</li></ul>
Creativity and Innovation	Breaks down how any organization can infuse principles of creativity and innovation into their business, from definition to practical application.	<ul style="list-style-type: none"><li>• Building an Innovative Business</li></ul>
Management and Supervisory Skills	A starting point for business owners, existing, and new managers as they try to maximize the potential of those that report to them.	<ul style="list-style-type: none"><li>• Introduction to Human Resources Part 1</li><li>• Introduction to Human Resources Part 2</li><li>• Introduction to Leadership Part 1</li><li>• Introduction to Leadership Part 2</li></ul>
Equity, Diversity, and Inclusion for Employees and Leaders	Understand the elements of equity, diversity and inclusion and why they are important to business, to Canada, and to you.	<ul style="list-style-type: none"><li>• Introduction to Equity, Diversity and Inclusion</li><li>• How to Create an Inclusive Organization</li><li>• Increasing Diversity in Boards and Leadership</li><li>• Understanding Bias, Microaggressions and How to be an Ally</li></ul>

[Click to Create Your Business Account](#)

Questions? Contact [futureskills@occ.ca](mailto:futureskills@occ.ca)