

Course List

Carrie Wakeford has custom-designed workshops and training programs for use in both group and e-learning environments. Her online courses have included both facilitated and self-guided options. Carrie's students have included facilitators, program coordinators, engineers, office and production workers, newcomers, job seekers, older workers, youth and people facing literacy barriers.

Carrie has designed the following online training courses including materials and resources:

- Labour Market Information
- Career Decision Making for University Students
- Business Professional Etiquette (University Level)
- Skills Awareness for University Students
- Online Learning for beginners
- Customer Service for Newcomers
- Business Plan Development for Newcomers
- E-facilitation - for new e-facilitators using Moodle and ATutor software
- Internet-based Job Search
- Engineers in the Canadian Labour Market
- Résumé Writing
- Careers in Healthcare
- Careers in the Trades
- Job Search for College Students
- Portfolio Development

Carrie has written guidelines and manuals for:

- Labour Market Information
- WordPress Dashboard Management and Blogging
- Online course management - software instructions for the end-user and for e-facilitators
- Program coordination - for government funded contracts
- Facilitation - techniques for e-facilitators and group facilitators

Carrie has tested, evaluated and edited college level credit courses in:

- Business Financial Management
- Human Resource Management
- Word, Excel, Access, Outlook and PowerPoint

She has designed/redesigned in-class facilitated training in topics such as:

- Self-Employment
- Career Management
- Essential Skills/Soft Skills
- Job Search
- Industrial Arts