TOOLKIT OF TRAINING RESOURCES FOR SMALL- AND MEDIUM-SIZED BUSINESSES

February 2013

A supplement to the report on the symposium, Closing the Skills Gap: Mapping a Path for Small Business, hosted by the Canadian Chamber of Commerce on Nov. 14, 2012 in Toronto
Upskilling our existing workforce is one of the Canadian Chamber of Commerce’s priorities for addressing the critical skills gaps facing business. Small- and medium-sized businesses especially face the challenge of how to offer workplace training.

On Nov. 14, 2012, in partnership with Human Resources and Skills Development Canada (HRSDC) and with funding from the department’s Office of Literacy and Essential Skills, the Canadian Chamber of Commerce hosted a one-day forum that brought people together from small businesses, sector associations, federal and provincial governments, and the learning and training communities. Entitled Closing the Skills Gap: Mapping a Path for Small Business, the symposium offered participants the opportunity to examine the upskilling and training challenges and needs of small businesses as well as act as the building block of collaborative and individual actions to address the skills issues among Canada’s SMEs.

Given the importance of small business to Canada’s economy, it is vital that SMEs increase their training and skills upgrading of employees. This toolkit was created to highlight various training resources available to SMEs.

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The Canadian Chamber of Commerce has partnered with Growth Advisors to offer the Chamber eLearning program through its chamber network.

Chambers of commerce are able to offer this online learning opportunity to their members. Hundreds of courses are available in everything from health and safety to human resources to customer service and more.

Small- and medium-sized businesses can access this program through their local chamber of commerce or board of trade.

Visit Chamber eLearning at www.chamberelearning.ca.
Essential Skills Tools

Essential skills tools are valuable to SMEs looking to support the skills upgrading of their employees. HRSDC’s Office of Literacy and Essential Skills offers over 80 resources. Consult the user guide for a better understanding of how to use the essential skills tools and other resources available through HRSDC.


Making the Tools Work for You: A Guide to Using the Essential Skills Tools and Resources Available Through HRSDC

Essentials skills profiles
HRSDC has prepared over 350 essential skills profiles to describe how workers in a particular job use each essential skill. These profiles will highlight the skills needed for your business and your employees.


Essential Skills: Worth the Investment
In this one-minute video, you will find out how investing in essential skills training can help you meet the challenges of an increasingly digital workplace.

Canadian entrepreneurs can get the information, advice and support they need to build their business at this online resource.

Go to www.canadabusiness.ca/eng/sgc-12 and enter your location to find training programs and other services in your region.
Resources by Sector

Sector councils are industry-led organizations that address skills development issues and implement solutions. Many sector councils focus on reskilling and upskilling, offering industry-specific programs.

List of Canada’s Sector Councils

Aboriginal Human Resource Council
www.aboriginalhr.ca
(306) 956-5360

Apparel Human Resources Council
www.apparelconnexion.ca
(514) 388-7779

BioTalent Canada
www.biotalent.ca
(613) 235-1402

Canadian Agricultural Human Resource Council
www.cahrc-ccrha.ca
(613) 745-7457

Canadian Apprenticeship Forum
www.caf-fca.org
(613) 235-4004

Canadian Automotive Repair and Service Council
www.cars-council.ca
(613) 798-0500

Canadian Council for Aviation & Aerospace
www.avaerocouncil.ca
(613) 727-8272

Canadian Council of Professional Fish Harvesters
www.fishharvesterspecheurs.ca
(613) 235-3474

Canadian Plastics Sector Council
www.cpsc-ccsp.ca
(613) 231-4470

Canadian Printing Industries Sector Council
www.cpsc-csic.ca
(613) 688-0293

Canadian Steel Trade and Employment Congress
www.estec.ca
(416) 480-1797

Canadian Supply Chain Sector Council
www.supplychaincanada.org
(905) 897-6700

Canadian Tourism Human Resource Council
www.ethrca.ca
(613) 231-6949

Canadian Trucking Human Resources Council
www.ethrcom.ca
(613) 244-4800

Child Care Human Resources Sector Council
www.ccsccssge.ca
(613) 239-3100

Construction Sector Council
www.csc-ca.org
(613) 569-5552

Cultural Human Resources Council
www.culturalhrc.ca
(613) 562-1535

Electricity Human Resources Canada
http://electricityhr.ca
(613) 235-5540
Environmental Careers Organization of Canada  
www.eco.ca  
(403) 233-0748

Food Processing HR Council  
www.fphrc.ca  
(613) 237-7988

Forum for International Trade Training  
www.fitt.ca  
(613) 230-3553

HR Council for the Nonprofit Sector  
www.hrscouncil.ca  
(613) 244-8332

Information and Communications Technology Council  
www.ictc-ctic.ca  
(613) 237-8551

Mining Industry Human Resources Council  
www.mihr.ca  
(613) 270-9696

Motor Carrier Passenger Council of Canada (BUS)  
www.buscouncil.ca  
(905) 884-7782

Petroleum Human Resources Council of Canada  
www.petrohrsc.ca  
(403)-516-8100

Police Sector Council  
www.policecouncil.ca  
(613) 729-5959

Textiles Human Resources Council  
www.thrc-crhit.org  
(613) 230-7217

Wood Manufacturing Council  
www.wmc-cfb.ca  
(613) 567-5511