

# Software Solutions

**Achieve It!™** is a hands on career planning tool ideal for people who need a career tune-up. You will learn to identify your work values, interests, needs and priorities, skills and accomplishments. Besides learning how to write achievable goals and objectives, you will sharpen your resume writing, networking and interviewing skills.



Understanding hazardous materials become easy with our **computer based Health & Safety Training** programs. The following are available:

- ♦ **Due Diligence™** means exercising care and taking precautions with workers' health & safety. After completing this training module, employees will be able to identify and minimize health and safety risks in the workplace through pro-active measures.
- ♦ **WHMIS™** training program will help you quickly train all employees to understand the components of **WHMIS™** for example: Supplier & Workplace labels, MSDS Sheets and Hazard Symbols.
- ♦ **Transporting Dangerous Goods™** is a self-paced training program (self-learning software) that effectively addresses all of the training elements required for *certification* in the Transportation of Dangerous Goods.
- ♦ **Forklift Training™** is a self-learning based program that effectively addresses all of the recommended training elements as required by the Ministry of Labour for the safe operation of a Power Lift Truck.
- ♦ **Confined Space™** covers the importance of understanding all of the procedures necessary to enter a confined space safely and to protect the employee's health.
- ♦ **Ergo Time™** helps reduce computer-use fatigue. Used as a comprehensive program, it can help to reduce the possibility of repetitive strain injuries related to prolonged computer use. Designed by a Physical Therapist and an Ergonomist, it is fun, simple and user friendly.
- ♦ **Day Timer Organizer™** is a comprehensive personal information manager. Based on the classic Day-Timer paper system, features include scheduling, to do lists, expenses, address book & phone calls. Organize your life in a time management system that is *all about you™*.

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