

FOR ALBERTA MUNICIPALITIES | UPSKILLING AND RESKILLING

Building capable, future-ready municipal teams

Municipal staff deliver the services residents rely on every day, and the skills those services call for continue to evolve. MacEwan University's School of Continuing Education offers stackable, credentialed training in leadership, change, project delivery, administrative productivity, policy analysis and responsible AI, shaped around the realities of public service and delivered in the way that best suits your organization.

STACKABLE CREDENTIALS

Hours build toward recognized MacEwan credentials

7 HOURS Single course Focused, one-day learning on a priority skill.	21 HOURS Skills Achievement Certificate Three selected courses bundled as a targeted upskilling package.	28-42 HOURS Professional Development Certificate A complete program of four to six courses in one discipline.	38+ HOURS AI & Innovation Certificates and Micro-credentials Specialized pathways with digital badging.
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UPSILLING PACKAGES

Each package can be delivered as shown or tailored

LEADERSHIP

Foundational Leadership

New frontline staff, supervisors and emerging leaders

Foundations of Leadership: Leading Self and Others

Building an Engaged Workforce

Achieving High Performance

Strategic Leadership and Critical Thinking

SAC 21h

PD Certificate 42h

LEADERSHIP

Advanced Leadership

Mid-career managers, directors and executives

Defining and Executing Strategy

Adaptive Leadership

AI-Aligned Design Thinking

Navigating Difficult Conversations

Custom: Financial Strategy

Custom: Strategic Foresight

SAC 21h

PD Certificate 42h

CHANGE

Change Management

Change makers leading service and system transitions

Thriving During Change

Leading People Through Change

Change Management Fundamentals

Evaluating and Sustaining Change

PD Certificate 28h

ACMP QEP™

DELIVERY

Project Management

Staff leading capital, infrastructure and service projects

Project initiation, scope and planning

Scheduling, budgeting and risk

Stakeholder and council reporting

PMI-recognized delivery

Add-on: PMP® exam prep

PD Certificate 35h

+ PMP® Prep

PRODUCTIVITY

Administrative Excellence

Administrative, clerk and council support professionals

Administrative Leadership: office operations, productivity, supervision, Responsible AI Use

Administrative Communications: business, persuasive and strategic writing, AI Literacy

Leadership PDC 31h

Communications PDC 31h

POLICY

Policy Analysis

Policy advisors, analysts and staff preparing council reports

Three stackable micro-credentials

Policy research and analysis

Options, evaluation and recommendations

Briefing notes and council reports

3 Micro-credentials

PD Certificate

AI IN THE WORKPLACE

AI in the Workplace for Municipal Teams

Every employee, from first exposure to responsible, governed use of AI

AI Literacy

ASYNCHRONOUS

Foundations of AI Literacy and Responsible AI Use, self-paced for all staff

AI-Enabled Workplace

HANDS-ON

AI-Enabled Workforce and AI for Operational Excellence in daily operations

AI Tools

BOOTCAMP

Prompting for AI Tools through the hands-on AI Digital Literacy Bootcamp

AI Governance

MICRO-CREDENTIAL

Responsible AI Governance: applicable laws, risk, procurement and oversight

Asynchronous

Certificates 38-49h

AI Governance Micro-credential

● Program course or topic ● Custom-developed module SAC = Skills Achievement Certificate

TWO WAYS TO ACCESS TRAINING

PATHWAY A | ORGANIZATIONAL

On-demand, customized delivery

Dedicated Corporate Training cohorts scheduled around your operations.

- **Your schedule, your location.** Delivered on-site, online or blended, including shift-friendly and seasonal timing for operational departments.
- **Contextualized content.** Case examples drawn from municipal service delivery, public works, bylaw, community services and council relations.
- **Regional cohorts.** Neighbouring municipalities can share a cohort to extend reach across a region.
- **Same credentials.** Participants earn the same MacEwan certificates as open enrolment learners.

01

Consult

Assess needs

02

Customize

Tailor content

03

Deliver

Any format

04

Follow up

Evaluate results

PATHWAY B | INDIVIDUAL

Open enrolment with PD dollars

Staff use individual professional development funds to join scheduled programming.

- **Scheduled public sessions.** Courses run through the year on campus and online, open for individual registration.
- **Bootcamp-style intensives.** Condensed formats that build a full skill set over a short, focused period.
- **Municipal-focused offerings.** Selected sessions designed and promoted for public-sector learners, so staff learn alongside peers from other municipalities.
- **Stack at your own pace.** Individual courses accumulate toward a Skills Achievement or Professional Development Certificate.

01

Choose

Course or package

02

Use PD funds

Per local policy

03

Learn

Live or self-paced

04

Stack

Earn a certificate

WHERE EACH PACKAGE FITS

MUNICIPAL ROLE	SUGGESTED PACKAGE	TYPICAL STARTING POINT
Frontline staff and new supervisors across operations and public works	Foundational Leadership	Skills Achievement Certificate, 21h
Managers, directors, senior administration and CAO offices	Advanced Leadership, with Financial Strategy and Strategic Foresight	Custom cohort or PD Certificate, 42h
Teams leading service redesign, system upgrades or restructuring	Change Management	PD Certificate, 28h
Engineering, capital planning and infrastructure project leads	Project Management, with optional PMP® exam preparation	PD Certificate, 35h
Legislative services, clerks and administrative professionals	Administrative Leadership or Administrative Communications	PD Certificate, 31h
Policy advisors, analysts and council report writers	Policy Analysis	Micro-credential, stacking to PD Certificate
All staff, plus IT, privacy, legal and leadership teams adopting AI	AI in the Workplace, including the AI Governance micro-credential	Asynchronous AI Literacy, then certificate

DEVELOP SOMETHING NEW TOGETHER

CUSTOM DEVELOPMENT

We design new training with your team that responds to your strategic plan and workforce priorities.

Financial strategy for public leaders

Budgeting, long-range financial planning and fiscal decision-making

AI policy implementation

Practical workshops to move an AI policy from approval into daily practice

Strategic foresight

Scenario planning for growth, infrastructure and community change

Leadership bootcamps

Intensive cohort programs for new supervisors across departments

NEXT STEP

Start with a conversation

We will map your workforce priorities to the right mix of packages, credentials and delivery options for your municipality.

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LEARN MORE

MacEwan.ca/CorporateTraining

MacEwan.ca/AI-Innovation

continuinged.macewan.ca

Corporate Training: 780-497-5402

MacEwan University is located in Amiskwaciwâskahikan (Edmonton), Treaty 6 Territory, the traditional gathering place for many Indigenous peoples. We honour and respect the history, languages, ceremonies and culture of the First Nations, Métis and Inuit who call this territory home.