Our courses are centred around eight unique themes or course bundles, consisting of eight online self-paced courses and seven instructor-led courses.
What is the professional development program?

Mitacs’s professional development program is designed to improve upon the five main core competencies listed below and is facilitated by industry leaders. This program is designed to provide support for university students and Mitacs program participants as they complete their research projects, prepare to take on a leadership role in their industry and improve employability in their respective fields.

### Mitacs Skills Upcoming dates

**September 2023**

<table>
<thead>
<tr>
<th>Course Bundle</th>
<th>Online Pre-requisite</th>
<th>Facilitated Sessions</th>
<th>Session Dates</th>
<th>Duration</th>
<th>Time Zone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Writing and Presentation Skills</td>
<td>Refine your writing and presentation skills</td>
<td>Framing your project in a masterful presentation</td>
<td>5-Sep-23</td>
<td>1:00pm - 4:00pm</td>
<td>CDT</td>
</tr>
<tr>
<td>Career Planning</td>
<td>Boost your career</td>
<td>Mastering the elevator pitch</td>
<td>6-Sep-23</td>
<td>9:00am - 12:00pm</td>
<td>EDT</td>
</tr>
<tr>
<td>Project and Time Management</td>
<td>Spur up your project and time management</td>
<td>Project and time management</td>
<td>7-Sep-23</td>
<td>10:00am - 12:30 pm</td>
<td>ADT</td>
</tr>
<tr>
<td>Reconciliation &amp; EDI</td>
<td>Fostering a culture of reconciliation, equity, diversity, and inclusion</td>
<td>Incorporating REDI into your project</td>
<td>8-Sep-23</td>
<td>12:00pm - 2:30pm</td>
<td>EDT</td>
</tr>
<tr>
<td>Networking Skills</td>
<td>Advance your reach</td>
<td>Building your project network map</td>
<td>11-Sep-23</td>
<td>9:00am - 11:00am</td>
<td>EDT</td>
</tr>
<tr>
<td>Leadership Skills</td>
<td>High performing leadership and teams</td>
<td>Applying the principles of sound leadership and team building</td>
<td>12-Sep-23</td>
<td>10:00am - 12:30 pm</td>
<td>PDT</td>
</tr>
<tr>
<td>Communication Skills</td>
<td>Enhance your communication skills</td>
<td>Refined project communication plan</td>
<td>13-Sep-23</td>
<td>1:00pm - 3:00pm</td>
<td>MDT</td>
</tr>
<tr>
<td>Writing and Presentation Skills</td>
<td>Refine your writing and presentation skills</td>
<td>Framing your project in a masterful presentation</td>
<td>14-Sep-23</td>
<td>3:00pm - 6:00pm</td>
<td>EDT</td>
</tr>
<tr>
<td>Project and Time Management</td>
<td>Spur up your project and time management</td>
<td>Project and time management</td>
<td>15-Sep-23</td>
<td>9:00am - 11:30am</td>
<td>EDT</td>
</tr>
<tr>
<td>Course Bundle</td>
<td>Online Pre-requisite</td>
<td>Facilitated Sessions</td>
<td>Session Dates</td>
<td>Duration</td>
<td>Time Zone</td>
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<tr>
<td>Leadership Skills</td>
<td>High performing leadership and teams</td>
<td>Applying the principles of sound leadership and team building</td>
<td>18-Sep-23</td>
<td>2:00pm - 4:30pm</td>
<td>CDT</td>
</tr>
<tr>
<td>Networking Skills</td>
<td>Advance your reach</td>
<td>Building your project network map</td>
<td>18-Sep-23</td>
<td>2:00pm - 4:00pm</td>
<td>EDT</td>
</tr>
<tr>
<td>Communication Skills</td>
<td>Enhance your communication skills</td>
<td>Refined project communication plan</td>
<td>19-Sep-23</td>
<td>10:00am - 12:00pm</td>
<td>EDT</td>
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<tr>
<td>Reconciliation &amp; EDI</td>
<td>Fostering a culture of reconciliation, equity, diversity, and inclusion</td>
<td>Incorporating REDI into your project</td>
<td>20-Sep-23</td>
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<td>CDT</td>
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<tr>
<td>Project and Time Management</td>
<td>Spur up your project and time management</td>
<td>Project and time management</td>
<td>21-Sep-23</td>
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<td>MDT</td>
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<tr>
<td>Leadership Skills</td>
<td>High performing leadership and teams</td>
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<td>22-Sep-23</td>
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<tr>
<td>Leadership Skills</td>
<td>High performing leadership and teams</td>
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<td>25-Sep-23</td>
<td>10:00am - 12:30 pm</td>
<td>EDT</td>
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<tr>
<td>Networking Skills</td>
<td>Advance your reach</td>
<td>Building your project network map</td>
<td>26-Sep-23</td>
<td>3:00pm - 5:00pm</td>
<td>CDT</td>
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<tr>
<td>Project and Time Management</td>
<td>Spur up your project and time management</td>
<td>Project and time management</td>
<td>27-Sep-23</td>
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<td>PDT</td>
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<tr>
<td>Writing and Presentation Skills</td>
<td>Refine your writing and presentation skills</td>
<td>Framing your project in a masterful presentation</td>
<td>3-Oct-23</td>
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<tr>
<td>Reconciliation &amp; EDI</td>
<td>Fostering a culture of reconciliation, equity, diversity, and inclusion</td>
<td>Incorporating REDI into your project</td>
<td>4-Oct-23</td>
<td>10:00am - 12:30pm</td>
<td>EDT</td>
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<tr>
<td>Project and Time Management</td>
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<td>5-Oct-23</td>
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<td>Project and Time Management</td>
<td>Spur up your project and time management</td>
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<td>10:00am - 12:30 pm</td>
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<tr>
<td>Communication Skills</td>
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<td>Networking Skills</td>
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<td>13-Oct-23</td>
<td>12:00pm - 2:00pm</td>
<td>PDT</td>
</tr>
</tbody>
</table>
## Writing and Presentation Skills
Refine your writing and presentation skills
Framing your project in a masterful presentation
9-Oct-23 10:00am - 1:00pm EDT

## Career Planning
Boost your career
Mastering the elevator pitch
18-Oct-23 9:00am - 12:00pm MDT

## Leadership Skills
High performing leadership and teams
Applying the principles of sound leadership and team building
19-Oct-23 10:00am - 12:30pm MDT

## Reconciliation & EDI
Fostering a culture of reconciliation, equity, diversity, and inclusion
Incorporating REDI into your project
24-Oct-23 10:00am - 12:00pm MDT

## Networking Skills
Advance your reach
Building your project network map
25-Oct-23 2:00pm - 5:00pm EDT

## Project and Time Management
Spur up your project and time management
Project and time management
26-Oct-23 4:00pm - 6:30pm MDT

## Career Planning
Boost your career
Mastering the elevator pitch
27-Oct-23 10:00am - 1:00pm ADT

## Communication Skills
Enhance your communication skills
Refined project communication plan
30-Oct-23 9:00am - 11:00am EDT

## Leadership Skills
High performing leadership and teams
Applying the principles of sound leadership and team building
31-Oct-23 4:00pm - 6:30pm CDT

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### November 2023

<table>
<thead>
<tr>
<th>Course Bundle</th>
<th>Online Pre-requisite</th>
<th>Facilitated Sessions</th>
<th>Session Dates</th>
<th>Duration</th>
<th>Time Zone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reconciliation &amp; EDI</td>
<td>Fostering a culture of reconciliation, equity, diversity, and inclusion</td>
<td>Incorporating REDI into your project</td>
<td>1-Nov-23</td>
<td>1:00pm - 3:30pm</td>
<td>ADT</td>
</tr>
<tr>
<td>Project and Time Management</td>
<td>Spur up your project and time management</td>
<td>Project and time management</td>
<td>2-Nov-23</td>
<td>9:00am - 11:30am</td>
<td>EDT</td>
</tr>
<tr>
<td>Communication Skills</td>
<td>Enhance your communication skills</td>
<td>Refined project communication plan</td>
<td>7-Nov-23</td>
<td>10:00am - 12:00pm</td>
<td>CST</td>
</tr>
<tr>
<td>Career Planning</td>
<td>Boost your career</td>
<td>Mastering the elevator pitch</td>
<td>8-Nov-23</td>
<td>10:00am - 1:00pm</td>
<td>EST</td>
</tr>
<tr>
<td>Writing and Presentation Skills</td>
<td>Refine your writing and presentation skills</td>
<td>Framing your project in a masterful presentation</td>
<td>9-Nov-23</td>
<td>12:00pm - 3:00pm</td>
<td>PST</td>
</tr>
<tr>
<td>Reconciliation &amp; EDI</td>
<td>Fostering a culture of reconciliation, equity, diversity, and inclusion</td>
<td>Incorporating REDI into your project</td>
<td>13-Nov-23</td>
<td>10:00am - 12:00pm</td>
<td>EST</td>
</tr>
<tr>
<td>Course bundles</td>
<td>Course format</td>
<td>Course description</td>
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</tr>
<tr>
<td>Networking skills</td>
<td>Pre-work online session for: Building your project network map. Most jobs are filled by those who have a contact at the firm. Networking cannot be underestimated when looking for employment or advancing your career and potential. This course helps you polish and structure your online profile to make better connections, so that when a recruiter calls, you’re positioned for success.</td>
<td></td>
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</tr>
</tbody>
</table>
| Advance your reach   | Self-paced (Online) – average 90 min  | There are three self-paced online units in this course. They are:  
  - Unit 01: Your LinkedIn  
  - Unit 02: Networking with purpose |
### Learning outcomes

Upon successful completion of this course, you will be able to:

- Have the skills to transition to a new role
- Set network goals
- Make your LinkedIn profile work for you
- Network with positive results
- Position yourself for a job in industry

### Building your project network map

<table>
<thead>
<tr>
<th>Instructor-led (Virtual)</th>
<th>~120 min</th>
</tr>
</thead>
</table>

In a competitive market, networking cannot be an afterthought. In this hands-on course you will plan and build your own project network map. You’ll also learn strategies for organizing contacts, filling gaps, and making new contacts.

**Introduction:**

In this session, you will develop the skills needed to build a network map for your project. You along with your peers will brainstorm a networking map for your project.

When complete, the map will identify the key decision-makers, influencers, finances, and users across all phases of your project.

**Audience:**

Learners that have completed the online course *Advance your reach*.

**Learning objectives:**

1. Learn the skills to transition to a new role
2. Set network goals
3. Make your LinkedIn profile work for you
4. How to network with positive results for your project and career
5. How to position yourself for a job in industry

### Project and time management skills

<table>
<thead>
<tr>
<th>Spur up your project management and time management skills</th>
<th>Self-paced Average 2hrs</th>
</tr>
</thead>
</table>

**Pre-work online session for: Project and time management.**

Managing our time wisely helps to reduce stress by organizing and prioritizing your tasks. In this course, you’ll learn time and project management techniques and tips that can increase your performance. You’ll also assess your personal challenges and learn how to stop time-wasting behaviours so that you can use your time more effectively.

**Details**

There are three self-paced online units in this course. They are:

- Unit 01: Time management
- Unit 02: Project management
### Unit 03: Master your project

Upon completion of this course, you will participate in the facilitated session: **Project and time management.**

**Learning outcomes**

Upon successful completion of this course, you will be able to:

- Utilize time management strategies to be more effective and efficient on the job and when working remotely.
- Describe different ways to manage email and use a calendar to schedule tasks.
- Articulate the importance of managing stress to improve personal productivity.

---

### Project and time management

Instructor-led (Virtual) ~ 2h-2h

To be deliberate about where you are going, you need to adopt project and time management tools to steer the direction of your teams and work. In this course you will practise using project status and update reports along with a project plan to help organize, manage, and share your work. These are skills that will help you stay focused, gain alignment, and work efficiently.

**Introduction:**

This facilitated session is designed to provide you with the opportunity to practice delivering project status updates to your stakeholders. You will draft and present your updates to small groups and receive peer feedback.

This session builds on the knowledge imparted in the online course.

**Audience:**

Learners that have completed the online course *Spur up your project management and time management skills.*

**Learning objectives:**

1. Utilize time management strategies to be more effective when working remotely
2. Manage email and calendar scheduling
3. Articulate the importance of managing stress to improve productivity
4. Understand the principles behind Waterfall and Agile project management
5. Be able to complete a project charter, a project plan, and the Mitacs project costing template
## Reconciliation & EDI

<table>
<thead>
<tr>
<th>Pre-work online session for: Incorporating reconciliation, equity, diversity, and inclusion into your project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Everyone plays a role in augmenting equity, diversity, and inclusion, and implementing actions towards reconciliation. This course fosters ideas that are essential to a healthy and thriving professional community that reaches its full potential. Graduates often take on leadership roles in their organizations and must be prepared to apply the Truth and Reconciliation Commission’s 94 Calls to Action in their roles.</td>
</tr>
</tbody>
</table>

### Details

There is one self-paced online unit in this course. It is:

- Unit 01: Reconciliation, equity, diversity, and inclusion

Upon completion of this course, you will participate in the facilitated session: Incorporating reconciliation, equity, diversity, and inclusion into your project.

### Learning outcomes:

1. Explain why reconciliation and equity, diversity, and inclusion (REDI) actions are needed
2. Articulate the concepts of reconciliation and EDI (REDI) in your workplaces
3. Recognize situations where increased REDI is needed
4. Describe how you can play a role in improving REDI
5. Recognize and implement ways to break down cultural barriers and foster a diverse, inclusive workplace

<table>
<thead>
<tr>
<th>Incorporating reconciliation, equity, diversity, and inclusion into your project</th>
</tr>
</thead>
<tbody>
<tr>
<td>As a thought leader, it is important for you to work towards equity, diversity, inclusion, and acts of reconciliation. This course provides you with the opportunity to reflect upon and devise strategies for implementing REDI into your project. These are powerful first steps that lead to systemic and behavioural changes.</td>
</tr>
</tbody>
</table>

### Introduction:

You will identify the reconciliation, equity, diversity, and inclusion (EDI) considerations for your project, discuss how to incorporate these principles into your project plan, and, considerations for equity, diversity, and inclusion on the team as well as the methodology of the project.

### Audience:

Learners that have completed the online course Fostering a culture of reconciliation, equity, diversity, and inclusion.

### Learning objectives:
1. Explain why reconciliation and equity, diversity, and inclusion are needed principles in professional and personal life
2. Articulate the concepts behind reconciliation and EDI
3. Recognize situations where increased reconciliation and EDI are needed
4. Describe how you can play a role in improving reconciliation and EDI
5. Recognize and implement ways to break down cultural barriers and foster a diverse, inclusive workplace

## Communication skills

**Pre-work online session for: Refined project communication plan**

The ability to communicate is critically important to almost everything we do in all aspects of our lives. This course helps you build effective communication skills, particularly in a private sector environment. Not only will you look at the core elements of effective communications, but also how to shape project messaging. This is critical for reaching audiences, and for gaining buy-in, partners, and funding.

### Welcome to the Course: Enhance your communication skills

There are two self-paced online units in this course. They are:

- Unit 01: Principles of effective communication
- Unit 02: Shaping your project’s message

Upon completion of this course, you will participate in the facilitated session: Refined project communication plan.

### Learning outcomes:

1. List the key elements of communications and how they impact the credibility of one’s communications
2. Identify and create appropriate content tailored to the audience and purpose of your communications
3. Summarize key points and explain complex concepts to specialists and non-specialists alike
4. Describe the different expectations a research community may have for communication vs. a one-pager for a manager in a private company or not-for-profit organization
5. Build out the communications plan for your project, including the unique value proposition

**Refined project communication plan**

Instructor-led (Virtual) ~ 90min - 2h

To share your value proposition, provide transparency, and gain alignment on your teams and projects, a communications plan should be your tool of choice. In this hands-on course you will learn about the essential components of a communications plan, and then build a communications plan. You will collaborate with others to evaluate and share common findings and novel approaches.
Introduction:

In this facilitated session, you will present your project communications plan, and you will receive feedback from your peers and the facilitator.

Audience:

Learners that have completed the online course *Enhance your communication skills.*

Learning objectives:

1. List the key elements of communications and how they impact credibility
2. Identify and create appropriate content tailored to the audience and your purpose
3. How to summarize key points and explain the complex concepts
4. Describe the different expectations the research community may have for communications vs. industry expectations of a one-pager
5. Build a communication plan for your project

Career planning

Pre-work online session for: *Mastering the elevator pitch*
Moving from academia to the business world is not always an easy transition. This course helps you identify and highlight your transferrable skills. This includes how best to present your skills and become adept at job search strategies and networking to better prepare you for a job in your field of expertise.

Details

There are two self-paced online units in this course. They are:

- Unit 01: Professional development plan
- Unit 02: Ready, set, get recruited

Upon completion of this course, you will participate in the facilitated session: *Mastering the elevator pitch.*

Learning outcomes:

1. Identify transferable skills for a non-academic career path to include in your resume
2. Explore non-academic career paths suited to your educational background
3. Identify core skills and competencies that can be presented confidently in an interview
## Mastering the elevator pitch

**Instructor-led (Virtual) ~ 2h**

Having a plan to advance your goals is invaluable. In this course you will develop your own Individual Development Plan (IDP) in which you’ll identify your goals, competencies, interests, and development strategies. You’ll end up with a concrete plan to help you reach your aspirations.

**Introduction:**

In this facilitated session, following a review of the fundamentals, you will focus on your core skills and how they translate into the chance encounter with a hiring manager and an interview.

**Audience:**

Leaners that have completed the online course *Boost your career*

**Learning objectives:**

1. Identify transferable skills for a non-academic career path
2. Identify core skills and competencies for an interview
3. Identify which of their core skills are transferrable among industries

## Leadership skills

**High-performing leadership and teams**

**Self-paced (Online)**

**Pre-work online session for: Applying the principles of sound leadership and team building**

Leadership is responsible for building a progressive culture that contributes to a positive, enjoyable workplace. In this course, you’ll examine the significance of leadership at every level of an organization – whether in the public, for-profit, or not-for-profit sectors. Focus will be on the role of leadership in team dynamics and how good leaders motivate and inspire employees.

**Details**

There are two self-paced online units in this course. They are:

- Unit 01: Leadership and team working
- Unit 02: Leading teams

Upon completion of this course, you will participate in the facilitated session: *Applying the principles of sound leadership and team building*.

Before diving into the units of this course, please take some time to read through the introduction and explore the course resources.

Once you have completed the readings, it’s time to begin Unit 01.
Applying the principles of sound leadership and team building

Management focuses on execution, while leadership focuses on developing and empowering others. In this course you will discuss effective leadership principles and practices. You will explore various leadership styles, traits, and issues that can impact team dynamics and project outcomes. In a highly competitive world, good leaders are invaluable for encouraging strategic thinking, innovation, and action.

Introduction:

In this facilitated session, you are asked to build on your foundational knowledge of leadership strategies and apply them by identifying and critiquing leadership styles in demonstrated video scenarios.

Audience:

Learners that have completed the online course High performing leadership and teams.

Learning objectives:

1. Describe the qualities of effective leaders
2. Explain the various leadership styles
3. Describe how you can be a leader in your own organization
4. List the characteristics of successful teams
5. Explain how to ensure an inclusive workplace
6. Identify burnout and stress in your team
7. Understand the details of conflict management and avoidance

Writing and presentation skills

Pre-work online session for: Framing your project in a masterful presentation

As an expert with a strong technical understanding of your subject matter, you may overshoot your intended audience, as many readers won’t have a technical background. This course helps you refine your communications approach to effectively reach your audience. Building upon the work you did in the course: Enhance your communication skills, where you explored the key components of communicating strategically, this course focusses on writing business reports, making presentations, and developing a pitch deck.

Details

There are two self-paced online units in this course. They are:

- Unit 01: Writing skills
- Unit 02: Impactful presentations

Upon completion of this course, you will participate in the facilitated session: Framing your project in a masterful presentation.
Before diving into the units of this course, please take some time to read through the introduction and explore the course resources.

| Framing your project in a masterful presentation | If you had five minutes to pitch your project, vision, or ideas, how do you think you would do? This course will help you ensure that you’ll be able to deliver your pitch successfully. With a focus on pitch fundamentals, development, delivery, and feedback, you’ll have ample opportunity to work towards winning over the toughest audiences. |
| Instructor-led (Online) | Introduction: |
| | During this facilitated session, you will develop a pitch presentation for your group (10 minutes plus 5 minutes for Q&A). Feedback will be provided by group peers. |
| Audience: | Learners that have completed the online course Refine your writing and presentation skills. |
| Learning objectives: | 1. Differentiate between public and private sector writing  
2. How to write a business report  
3. Identify and create appropriate content tailored to audience and purpose  
4. Structure your presentation  
5. Convey appropriate verbal and non-verbal communications  
6. Develop a pitch deck  
7. Demonstrate refined writing skills |

Research and development management

| Research and development management | Having knowledge of business models and processes is fundamental to effective research and development management. This course looks at the fundamentals of business operations and explores the value of taking an intrapreneurship approach to business development. |
| Self-paced (Online) | Details |
| | There are three self-paced online units in this course. They are: |
| | • Unit 01: Understanding business  
• Unit 02: Refining your proposal |
Unit 03: Entrepreneurialism

Learning outcomes
Upon successful completion of this course, you will be able to:

• Describe how to read corporate financial reports such as a balance sheet and income statement
• Explain the value of business development and intrapreneurialism in the workplace
• Describe how to build a team for success
• Identify strategies to gather market intelligence
• Describe how to encourage, be part of, and deliver the entrepreneurial and intrapreneurial spirit in a large organization

Who is eligible?
✓ All graduate students of all levels
✓ All participants in all Mitacs programs
✓ All current students at Canadian academic institutions
✓ All students who have completed a degree within the past two years

What are the program benefits?
The professional development program is designed to provide practical experience in the following topics:

✓ Free for Mitacs program participants and graduate students of all levels
✓ Collaboratively plan a large, complex project
✓ Assess and prioritize project risks
✓ Assess and critique organizational cultures
✓ Adopt leadership styles based on the needs of the team
✓ Develop approaches for managing progress on projects
✓ Discriminate between different approaches for managing crisis in teams
✓ Develop strategies for effectively giving and receiving criticism
✓ Explore the value of taking an intrapreneurship approach to business development
✓ Craft a working environment that supports creativity and productivity

Group size?
✓ Participant group size from 10-24

Where and when?
✓ Flexible course offerings online in all Canadian time zones and throughout the calendar year to accommodate student schedules

How do I access the courses?
If you don’t have an EDGE account yet, please make sure you create one by following the steps below:
Link to create an account: [Edge Registration (mitacs.ca)](https://edge.mitacs.ca)

Click on “Create an account” and enter your information.

You will receive an email confirming your account creation from noreply-mwl@mitacs.ca. If you haven’t, please check your spam folder.

Click on the “Confirm my account” button in the email.

Under the “Get started” page:

- If you are a Mitacs program participant, choose “Mitacs program participant” (e.g., Accelerate, Elevate, Globalink, BSI).
- If you are a general learner, simply choose “General learner” or *Program*

On the next page, fill out the required information.

If you have a cohort code, enter it in the “Do you have a cohort code?” field. If not, leave the field blank.

Under the “Current Mitacs Program Affiliation” field, choose:

- If you are a Mitacs program participant, choose “Name of your Mitacs program” (Elevate/CSPF/Globalink)
- In you are a general learner choose “None”.

Once on your dashboard, click on the “Catalogue” tab to see the list of course bundles.

For future access to your account, please use this link: [https://edge.mitacs.ca](https://edge.mitacs.ca).

Questions about the training program?

Please contact:
[training@mitacs.ca](mailto:training@mitacs.ca)

Want to create an Edge Account?

Please visit:
[Edge Registration (mitacs.ca)](https://edge.mitacs.ca)