Direct interaction and supervision by the partner organization for a portion of the internship is a key feature of Mitacs's Accelerate and BSI programs. Prior to the COVID-19 pandemic, Mitacs required that interns spend time on site at the partner organization to benefit from this interaction and supervision. Now that the technology to enable virtual work has greatly improved and many workplaces have hybrid or fully virtual operations, Mitacs will continue to allow interaction with the partner organization in our internship programs to take place virtually as well as in person.

When writing their application, participants should focus on the nature of the interaction with the partner and plan for high-quality interaction and supervision regardless of whether it takes place in person, virtually or hybrid. Mitacs still encourages on-site interaction at the partner when it is logistically feasible.

Preparing for your internship

Intern

- Review your plans and discuss them with your academic partner supervisors:
  - Review your goals and expectations for learning and outcomes of your project.
  - Review industry-related knowledge, skills, and abilities you hope to acquire through participation in the program.
- Talk to your academic and partner supervisors about technology and other arrangements if remote interaction is required.

Academic Supervisor

- Support the intern and partner organization in preparatory activities, including planning project activities.
- Ensure virtual access to academic tools so that the project can be completed as planned.

Partner Organizations

- Develop a work plan and work schedule with the intern and their academic supervisor.
- Provide the required IT resources and access to project (e.g., virtual lab, VPN, email addresses, etc.).

- Schedule regular communication and feedback with the intern.

During your internship

Intern

- Establish a schedule or routine for interaction with your academic supervisor and staff at your partner organization.
- Provide updates to partner supervisor and academic supervisor on a regular basis.
- Participate in partner organization activities and team meetings to gain a breadth of skills and non-academic experience throughout the project.
- Take advantage of Mitacs professional development opportunities.
- Participate in email check-in by Mitacs and provide feedback on experience so that Mitacs can improve the program.
- If your internship is not going as planned, discuss and seek solutions with your academic supervisor and partner supervisor. Reach out to Mitacs (experience@mitacs.ca) if you need further assistance.

Academic Supervisor

- Monitor progress and provide support to the intern and partner organization, as needed.
- Interact with the intern and partner organization on agreed-upon schedules.
- Encourage the intern to participate in Mitacs professional development opportunities.
- Provide feedback to the intern based on progress and performance.

Partner Organizations

- Provide an orientation to the company.
- Introduce the intern to team members.
- Create opportunities for exposure to organizational and industry knowledge: support participation in team meetings, online industry events, and offer opportunities to gain industry knowledge.
- Offer opportunities for virtual socializing (e.g., through team lunch and coffee time chats).
- Mentor and motivate the intern.
- Interact with the intern on agreed-upon schedules.
- Engage with the academic supervisor, where applicable.

- Provide the intern with regular and constructive feedback on their work, ideally during regular meetings and touch bases.
- Encourage the intern to participate in Mitacs [professional development](#) opportunities.
- Participate in email check-in by Mitacs and provide feedback on experience so that Mitacs can improve the program.

Completing your internship

- Reflect on what went well and what you might change in the future.
- Complete the exit survey to provide feedback on experience.

mitacs

Professional Development Curriculum

8
distinctive course bundles

Eight distinctive course bundles form the core of our offerings, comprising a total of eight online self-paced courses and seven instructor-led courses.

- 🔴 Online Course
- 🔵 Instructor Led Course

Project and Time Management
Spur up your project and time management skills **180min**
Project and time managment **120min**

Reconciliation and EDI
Fostering a culture of reconciliation, equity, diversity, and inclusion **60min**
Incorporating reconciliation, equity, diversity, and inclusion into your project **90min**

Networking Skills
Advance your reach **90min**
Building your project network map **120min**

Career Planning
Boost your career **90min**
Mastering the elevator pitch **120min**

Communication Skills
Enhance your communication skills **120min**
Refined project communication plan **120min**

Leadership Skills
High performing leadership and teams **90min**
Applying the principles of sound leadership and team building **90min**

R&D Management
Research and development management **120min**

Writing and Presentation Skills
Refine your writing and presentation skills **90min**
Framing your project in a masterful presentation **120min**

🔷 mitacs
Training Curriculum

1

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.
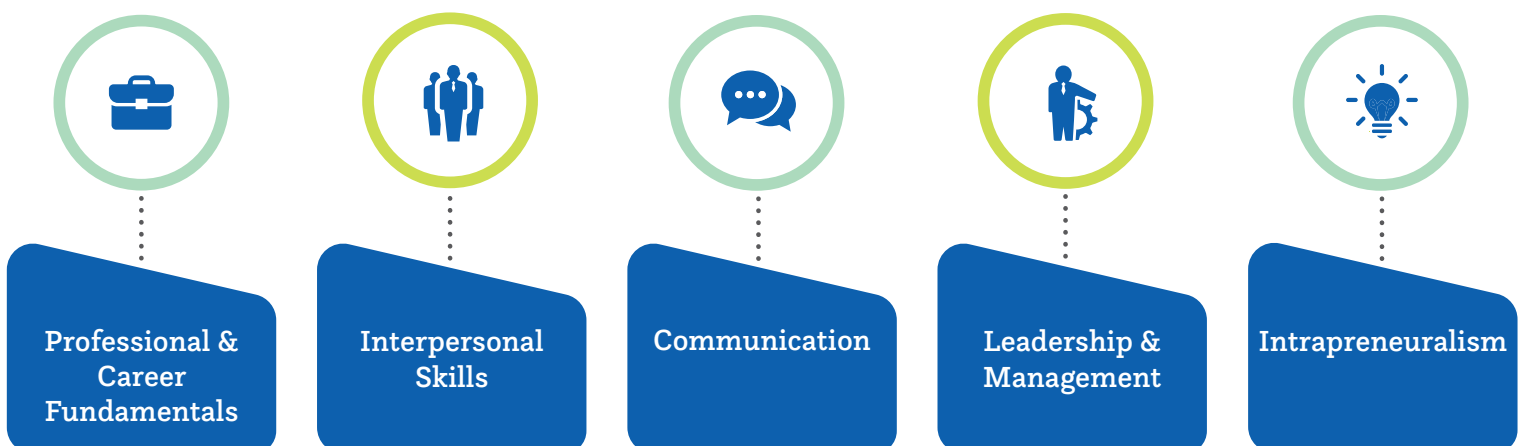
Instructors

Mitacs's professional development sessions are led by certified experts, including master educators, award-winning speakers, executive coaches, consultants, project managers, entrepreneurs, and creative professionals.

The live workshops offered by Mitacs Skills Training are vibrant, insightful, hands-on, and dedicated to linking practical knowledge with real-world implementation and human comprehension.

Who is eligible to register?

- All participants in all Mitacs programs.
- All graduate students of all levels, all current students at Canadian academic institutions.
- All students who have completed a degree within the past two years.

The Five Main Core Competencies

| Professional & Career Fundamentals | Interpersonal Skills | Communication | Leadership & Management | Intrapreneuralism |

What are the program benefits?

Professional development courses fuel career growth, enhance skills, foster networking, and promote overall personal and professional advancement. Instructor-led sessions offer a structured and interactive learning environment, providing expert guidance, real-time feedback, customization, and opportunities for networking and engagement.

Benefits of Mitacs professional development program

Flexibility

Participants have the freedom to learn at their own pace, accommodating participants in various time zones and those with diverse work schedules.

Accessibility

Learners with different learning styles, preferences, and time constraints can benefit from self-paced courses, promoting inclusivity. Enhanced accessibility with animations and subtitles to support learning.

Networking Opportunities

Foster a sense of community through group discussions and activities in virtual instructor-led courses.

Expert guidance

Certified experts lead courses, ensuring structured learning experiences and covering essential content.

Interactive learning and Real-time feedback

Get personalized guidance from instructors, addressing questions on the spot for a dynamic learning experience.

Increased employability

Continuously updated skills and knowledge make individuals more attractive to employers.

Free access for

Canadian university students of all levels, Mitacs program participants and recent graduates.

Bilingual

Language options.

Certification

Upon successful completion of any of our professional development courses, a certificate will be awarded for the respective course bundle.

Course Descriptions

Career Planning

course bundle

Boost your career

**Self-paced e-learning
1hr – 1h30**

Moving from academia to the business world is not always an easy transition. This course helps you identify and highlight your transferable 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.

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

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

Learning Outcomes:

1. Identify transferable skills for your resume in a non-academic career.
2. Explore non-academic career paths aligned with your educational background.
3. Identify core skills and competencies to confidently present in interviews.

Note: This is a pre-requisite online session for: **Mastering the elevator pitch.**

Mastering the elevator pitch

**Instructor-led (virtual)
2h30 – 3hrs**

Audience: Learners that have completed the online course **Boost your career.**

Create a personalized plan for your goals in this course by developing your Individual Development Plan (IDP). Identify your objectives, competencies, interests, and strategies for growth, resulting in a tangible plan to achieve your aspirations. In the facilitated session, you'll concentrate on core skills and their relevance in chance encounters with hiring managers and interviews after reviewing the fundamentals.

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 transferable among industries.

4

Note: Each course bundle includes an interactive instructor-led workshop following an online self-paced course.

Communication Skills

course bundle

Enhance your communication skills

**Self-paced e-learning
2hrs**

Effective communication is crucial in various aspects of life. This course focuses on enhancing your communication skills, specifically in a private sector setting. It covers core elements of effective communication and teaches how to craft project messages, essential for reaching audiences, gaining buy-in, partners, and funding.

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

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

Learning Outcomes:

1. Identify key communication elements impacting credibility.
2. Create tailored content for specific audiences and purposes.
3. Summarize and explain complex concepts to specialists and non-specialists.
4. Differentiate communication expectations between research communities and private sector managers.
5. Develop a project communication plan, emphasizing the unique value proposition.

Note: This is a pre-requisite online session for: **Refined project communication plan.**

Refined project communication plan

**Instructor-led (virtual)
2h30 – 3hrs**

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

For transparently sharing your value proposition, aligning teams, and enhancing project communication, a communications plan is crucial. This hands-on course teaches the essential components and guides you in building a communications plan. Collaborate with peers to evaluate and share findings. In the facilitated session, present your project communications plan and receive feedback from peers and the facilitator.

Learning Objectives:

1. Identify key communication elements impacting credibility.
2. Create audience-tailored content for your purpose.
3. Summarize key points and explain complex concepts.
4. Differentiate communication expectations between research and industry.
5. Develop a communication plan for your project.

Leadership Skills

course bundle

High-performing leadership and teams

Self-paced e-learning
1hr — 1h30

· · · · · · · ·

Explore the critical role of leadership in cultivating a positive workplace culture in this course, applicable across public, for-profit, and not-for-profit sectors. Emphasis will be on leadership's impact on team dynamics and how effective leaders motivate and inspire employees at every organizational level.

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

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

Learning Outcomes:

1. Describe the qualities and skills of effective leaders today.
2. Explain leadership styles.
3. Describe how you can be a leader in your own organization to support the business objectives.
4. List the characteristics of successful teams.
5. Explain how to ensure an inclusive workplace.
6. Identify burnout and stress.
7. Build on the interpersonal course by digging deeper into conflict management, avoidance and progressive principles.

Note: This is a pre-requisite online session for: **Applying the principles of sound leadership and team building.**

Applying the principles of sound leadership and team building

Instructor-led (virtual)
2h30 — 3hrs

· · · · · · · ·

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

Differentiate between management and leadership in this course, emphasizing development and empowerment. Explore effective leadership principles, styles, traits, and their impact on team dynamics and project outcomes. Adept leaders are crucial for fostering strategic thinking, innovation, and decisive action in a competitive environment.
In the facilitated session, apply foundational knowledge by identifying and critiquing leadership styles in demonstrated video scenarios.

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.

Networking skills

course bundle

Advance your reach

Self-paced e-learning
1hr — 1h30

Networking is crucial for job searches and career advancement. This course aids in refining your online profile to enhance connections, positioning you for success when recruiters reach out.

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

- **Unit 01:** Your LinkedIn
- **Unit 02:** Networking with purpose
- **Unit 03:** Being recruited

Learning Outcomes:

1. Have the skills to transition to a new role.
2. Set network goals.
3. Make your LinkedIn profile work for you.
4. Network with positive results.
5. Position yourself for a job in industry.

Note: This is a pre-requisite online session for: **Building your project network map.**

Building your project network map

Instructor-led (virtual)
2hrs — 3hrs

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

In a competitive market, proactive networking is essential. This hands-on course guides you in planning and constructing your project network map. Learn strategies for organizing contacts, filling gaps, and expanding your network. In the session, develop skills to create a comprehensive project network map, identifying key decision-makers, influencers, finances, and users throughout all project phases, through collaborative brainstorming with your peers.

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

Spur up your project management and time management skills

Self-paced e-learning
2hrs — 2h30

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.

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

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

Learning Outcomes:

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

Note: This is a pre-requisite online session for : **Project and time management.**

Project and time management

Instructor-led (virtual)
2hrs — 3hrs

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

To guide your teams effectively, adopt project and time management tools. This course emphasizes practicing project status reports and project plans for organizing, managing, and sharing work. These skills enhance focus, alignment, and efficiency. The facilitated session allows you to practice delivering project status updates to stakeholders, presenting to small groups, and receiving peer feedback.

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

course bundle

Fostering a culture of reconciliation, equity, diversity, and inclusion

Self-paced e-learning
1hr

Everyone contributes to fostering equity, diversity, and inclusion, as well as working towards reconciliation. This course promotes essential ideas for building a healthy and thriving professional community. Graduates, often assuming leadership roles, must be ready to implement the Truth and Reconciliation Commission's 94 Calls to Action in their positions.

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

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

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.

Note: This is a pre-requisite online session for: **Incorporating reconciliation, equity, diversity, and inclusion into your project.**

Incorporating reconciliation, equity, diversity, and inclusion into your project

Instructor-led (virtual)
2h30 – 3hrs

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

As a thought leader, prioritize equity, diversity, inclusion, and reconciliation efforts. This course allows you to reflect on and develop strategies for integrating REDI principles into your project, fostering impactful systemic and behavioral changes. Identify reconciliation, equity, diversity, and inclusion considerations for your project, discuss their incorporation into the project plan, and address these principles within the project team's composition and methodology.

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.

Writing and presentation skills

course bundle

As a technical expert, your communication may surpass the understanding of non-technical readers. This course refines your approach to effectively connect with a broader audience. Building on the foundation laid in the "Enhance your Communication Skills" course, which covered strategic communication components, this course specifically delves into writing business reports, delivering presentations, and creating a pitch deck.

There are two self-paced online unit in this course:

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

Learning Outcomes:

1. Differentiate between public sector (academic) and private and not-for-profit sector written materials.
2. Write a business report.
3. Identify and create appropriate content tailored to the audience and know the purpose of a presentation.
4. Structure your presentation.
5. Utilize appropriate verbal and non-verbal communication techniques.
6. Develop a pitch deck for your project.
7. Demonstrate polished writing skills aligned with document purpose and intended audience.

Note: This is a pre-requisite online session for: **Framing your project in a masterful presentation.**

Refine your writing and presentation skills

Self-paced e-learning 1h30

Framing your project in a masterful presentation

Instructor-led (virtual) 2h30 – 3hrs

Audience: Learners that have completed the online course **Refine your writing and presentation skills.**

In a five-minute pitch for your project or ideas, this course guides you to ensure a successful delivery. Emphasizing pitch fundamentals, development, delivery, and feedback, you'll gain the skills to captivate even the toughest audiences. In the facilitated session, craft a 10-minute pitch presentation with a 5-minute Q&A, receiving valuable feedback from your group peers.

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

self-paced only

Knowledge of business

Self-paced e-learning
2hrs

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.

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

- **Unit 01:** Understanding business
- **Unit 02:** Refining your proposal
- **Unit 03:** Entrepreneuralism

Learning Outcomes:

1. Describe how to read corporate financial reports such as a balance sheet and income statement.

2. Explain the value of business development and intrapreneurialism in the workplace.

3. Describe how to build a team for success.

4. Identify strategies to gather market intelligence.

5. Describe how to encourage, be part of, and deliver the entrepreneurial and intrapreneurial spirit in a large organization.

How to register?

If you don't have an **EDGE** account yet, please make sure you create one by following the steps on the next page:

> Want to create an EDGE Account? Please visit.
> https://edge-reg.mitacs.ca/
>
> **Connect with us.**

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

Questions about the training program? Please e-mail: training@mitacs.ca

mitacs

EDGE
registration and course instructions

Create an account:
- **EDGE Registration (mitacs.ca)**
- Click on **"Create an account"** and provide your details.

Check your email:
- (noreply-mwl@mitacs.ca) for a confirmation message; find it in your spam folder if needed.
- Click on the **"Confirm my account"** in the email.

Necessary information:
- Fill out the necessary information on the following page.
- If you have a cohort code, enter it; otherwise, leave the field blank.

On the **"Get started"** page:
- Choose **"Mitacs program participant"** if applicable (e.g. Accelerate, Elevate, Globalink, BSI).
- Otherwise, select **"General learner"** or specify your program

Under **"Current Mitacs Program Affiliation"**:
- For Mitacs program participants, select the relevant program (Elevate/CSPF/Globalink).
- For general learners, choose **"None"**.

Once on your dashboard, navigate to the **"Catalogue"** tab to view available course bundles.