

**QUICK**  
**REFERENCE**  
**GUIDE.**





**Skills Training Across Canada (STAC)** is a new national online learning program designed by Food Processing Skills Canada (FPSC) to advance workforce development. This program is an all-in-one solution to upskill your Supervisors and up and coming talent, without impact to production time – we supply the tools (and the perks!) to improve your workforce.

- Digital Credentials
- Food Production Supervisor Certification
- Onboarding Packages
- Chromebooks
- Babysitting Subsidy
- Completion Bonuses
- 1-on-1 Coaching
- Social Emotional Learning
- Diversity, Equity, and Inclusion Courses
- Employer and Employee Dashboards
- Credits applied from previous Food Processing Skills Canada programs
- Special HR Coaching Workshops
- SWAG and Graduation Packages



# WHO IS THIS PROGRAM FOR?



**EXPERIENCED  
SUPERVISORS**



**LEAD HANDS**



**PRODUCTION  
SUPERVISORS**



**LINE  
SUPERVISORS**



**ASPIRING  
SUPERVISORS**

**This program is open to a variety of businesses related to food and beverage manufacturing.**



Food and Beverage  
Manufacturers  
(all sectors)



Cannabis  
Producers



Food Related Associations  
& Businesses



Retail Grocery  
Stores

# TIMELINE

Apply      Invitations      Packages      **Supervisor Training**      Graduations      What's Next?



Employer Commitment

Employees

Shipping

3 courses per week for 14 weeks (recommended)

Celebrate

Certification

**Apply, sign contract, add/invite employees**

- Apply at [stac-fpsc.com](http://stac-fpsc.com)
- STAC contacts you for needs assessment
- Sign contract
- Attend onboarding session or watch video
- Add employees and chromebooks (if required) to your Planning Dashboard
- Invite your employees to STAC
- Notify employees

**Add profile details and attend webinar 1**

- Receive employer invitation to participate
- Complete application in dashboard
- Register for and attend Acahkos - Webinar 1 (no workbooks, or materials are required)
- Attend onboarding or watch videos

**Welcome packages shipped**

- Once all of your company employees have registered we will kit and ship Welcome Packages and Chromebooks.

**Required to graduate**

- Complete all courses (39) with 70% or more for each course
- Complete all surveys
- Register and attend Social Emotional Learning (Acahkos) live coaching webinars on zoom

**NOTE:** Courses, webinars, and surveys are set in a sequential pathway. You must complete one before moving onto the next

**Optional**

- Register and attend HR Coaching Moments webinars
- Register and attend FPSC Speaking Food Sessions

**Graduation Packages**

We will send graduation packages to all organizations and their participants who have successfully completed the program.

**FEBRUARY GRAD**  
You must have completed your program curriculum by January 15, 2024 to graduate in this session.

**Food Production Supervisor**

Once you have completed STAC you will have an opportunity to Challenge the Food Production Supervisor Exam, upload your portfolio and receive your Food Production Supervisor Certification.

## WELCOME PACKAGE

Each employee receives a kitfolder with 2 Workbooks, a Getting Started Guide, a Quick Reference card with important information such as Login, Key Contacts and Technical Support Contact. Each employer receives a "Getting Started" reference guide.



## ONLINE LEARNING CURRICULUM

Access to a robust Learning Management System (LMS)

- 39 Courses, 68 hours (including coaching)
- Courses, webinars, and surveys are locked. You must complete one before moving onto the next



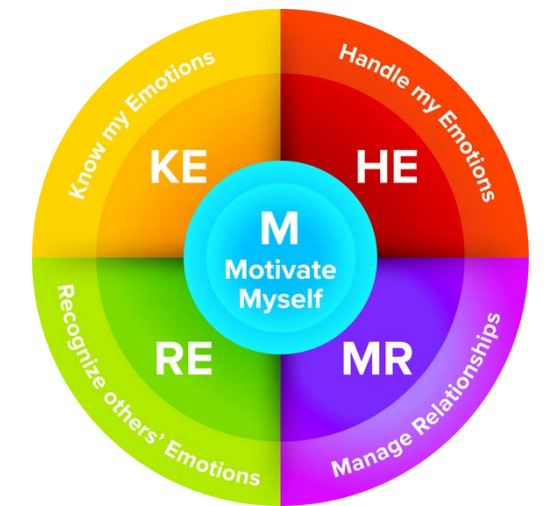
## DIGITAL CREDENTIALS

- Social Emotional Learning (Acahkos)
- Food Safety
- Leadership for Supervisors
- Diversity & Inclusion
- Level 3 Supervisor
- Supervisor STAC Grad (Microcredential & Certificate)



## COACHING (ACAHKOS)

Attending three social emotional learning webinars is a required component of this program to complement the 9 courses. Employees must register and attend these sessions to move forward in their learning.



## CHROMEBOOKS

No need to share the family computer – employees can learn on their own time using their own laptop. Alternatively, you can set up a learning studio at your organization. These will be provided upon request and while quantities last.



## WRAP AROUND SUPPORTS

To keep work life balance in check. We offer wrap around supports, such as hiring a babysitter while studying at home. This amount will be offered to the first 208 people upon request.



## COMPLETION BONUS

Completing this program is no small ask. Employees are investing in upskilling with their time. For this reason we are adding a \$200 completion bonus to the first 700 employees who complete the program.



## EMPLOYER DASHBOARD

Manage your participants, monitor progress, view and export detailed reports. This dashboard will provide instant access for employers to manage their teams, request chromebooks, remove employees if they depart from the company. Additionally, employers will find having the ability to access the dashboard helpful for audits.



## EMPLOYEE DASHBOARD

Employees now have access to learning from this dashboard. They can monitor their achievements, view top courses, access certificates, transcripts, & digital credentials.



## SUPPORT

We have a team of regional experts who will help you navigate your Supervisor Training – we won't leave you on your own (unless that's what you prefer). For technical issues we have strong team to help with those pesky IT questions as they come up and for course questions we have a Learning Services Coach.



## HR COACHING MOMENTS

This series of HR Coaching sessions focuses on feedback from industry people leaders, what they want support in, and quick practices they can try today that will make a difference.



## CELEBRATE TOGETHER

We send Graduation Packages that include; Certificates, Transcripts for employees as well as a framed Partnership Award to your business. Additionally, we will send your organization a "Party in a Box" so you can celebrate your successes together.





# PROGRAM SEQUENCE

**Block 1**

BASELINE SURVEY (10 mins)

At the Crossroad to Greatness Industry Report (1hr)

**Acahkos Webinar 1 (90 mins) (no prerequisites)**

Introduction to Emotional Intelligence (1hr)

**Block 2**

**TIP: In order to reserve a webinar spot, you must book NO LATER than 3 days before the event.**

Knowing and Handling My Emotions (1hr)

Adaptability in the Workplace (1hr)

Empathy at Work (1hr)

**Block 3**

Interpersonal Relationships for Workplace Success (1hr)

**Acahkos Webinar 2 (90 mins)**

The Spark Within (2hrs)

Coaching for Success (2hrs)

**Block 4**

Positive Attitudes in the Workplace (2hrs)

Problem Solving (1hr)

SURVEY (10 mins)

**Webinars 1 & 2 must be completed to proceed to Food Safety. Acahkos Webinar 3 and Survey are in Block 7. Once you complete these you will receive your level digital credential for Acahkos.**

**Block 5**

Allergens Level 1 (3hrs)

Food Safety Culture and You (2hrs)

Sanitation Level 1 (2hrs)

**Block 6**

HACCP Essentials (2hrs)

Introduction to Preventive Control Plans (3hrs)

Introduction to Quality Assurance and Quality Control (2.5hrs)

SURVEY (10mins)

**Block 7**

**Acahkos Webinar 3 (90 mins)**

SURVEY (10 mins)

Respectful Workplace (3hrs)

Supervise Employee Performance (3hrs)

Introduction to Regulatory Requirements (3hrs)

**Block 8**

Monitor OH&S and Security (3hrs)

Monitor Budget Performance (3hrs)

Building Team Resilience (3 hrs)

**Block 9**

Employee Training & Development (1hr)

Facilitate Employee Departure (1hr)

SURVEY (10mins)

The Diversity, Equity, and Inclusion Conscious Organization (1hr)

**Block 10**

Race & Culture in the DEI Workplace (1hr)

Growing Your Gender-Friendly Vocabulary (1hr)

Multicultural & Multilingual Leadership (1hr)

**Block 11**

The Disability-Friendly and Neurodiverse Workplace (1hr)

SURVEY (10mins)

Planning and Organizing for Results (1hr)

Budgeting 101 (1hr)

**Block 12**

Preventing Production Problems (1hr)

Maintaining Quality (1hr)

Ensuring Employee Safety (1hr)

**Block 13**

Monitoring for Control Maintaining Quality (1hr)

Leadership Personality Types (1hr)

Leadership Practices (1hr)

**Block 14**

Manage & Performance & Give Feedback (1hr)

Train Employees & Give Performance Feedback (1hr)

SURVEY (10 mins)

**CONGRATULATIONS!!!**

68 hours for the program. TIP: 3 courses per week for 14 weeks is a recommendation but not a requirement.

**STAC-FPSC.COM**

**NEXT STEPS**  
**Food Production Supervisor Certification**



# APPLY *TODAY*



**PROJECT  
MANAGER, STAC**

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**APPLY TODAY**