

COURSE EQUIVALENCY APPLICATION FORM



Alberta Motor
Transport Association

PLEASE PRINT CLEARLY

SECTION A

NAME:	COMPANY:	
MAILING ADDRESS:		
CITY:	PROVINCE:	POSTAL CODE:
TELEPHONE:	EMAIL ADDRESS:	

SECTION B

COURSE(S) FOR WHICH YOU ARE APPLYING FOR EQUIVALENCY: <i>*Course completion/certificate must be dated within 3 years of application date</i>
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The following must accompany this Equivalency Form:

- *Copy of the course certificate and/or training records*
- *Processing fee payment of \$100.00 +GST (per equivalency request)*
- *Payment must be received before Certificate is issued*

Credit Card Number:

Expiry Date:

CVV:

Card Holder Name:

Signature:

***Submit completed form and
required documentation to:***

*Education Administrator
Alberta Motor Transport Association
E-Mail: training@amta.ca*



Course Description:

In this course, learners will be introduced to several key aspects of leadership theory and strategy which can be used to help develop a culture of safety within an organization. This course looks at organizational culture, communication, conflict management, and the dynamics of teams and team building. New and experienced leaders working at all levels of an organization will be able to take away something to help them in their roles.

Outcome	Identify and describe content	Location of content in materials provided
<p>Organizational Culture and Safety</p> <ul style="list-style-type: none"> • Recognizing organizational culture • Define organizational culture • Define and provide examples of the following elements of organizational culture: <ul style="list-style-type: none"> ○ Artifacts ○ Espoused values ○ Assumptions • Explain the relationship between organizational culture and safety • Explain the challenges related to creating a safety culture within an organization • Describe and explain best practices for working with various types of organizational culture, including: <ul style="list-style-type: none"> ○ Clan ○ Adhocracy ○ Hierarchy ○ Market • Describe various mechanisms of cultural change 		
<p>Communication</p> <ul style="list-style-type: none"> • Communicate effectively with internal and external stakeholders • Describe the communication process and define: 		

<ul style="list-style-type: none"> ○ Sender ○ Receiver ○ Message ○ Noise/Interference ○ Encoding/Decoding ● Explain the difference between internal and external communication, including best practices associated with each ● Identify common barriers to effective communication ● Explain how to use communication effectively in order to achieve buy-in ● Demonstrate giving and receiving effective feedback 		
<p>Managing Conflict</p> <ul style="list-style-type: none"> ● Select and use context-specific conflict management strategies. ● Define and provide examples of workplace conflict ● Define and explain the following approaches to conflict: <ul style="list-style-type: none"> ○ Avoidance ○ Competitive ○ Collaborative ○ Compromising ○ Accommodating ● Describe the process and steps involved in conflict management ● Demonstrate the ability to manage a “critical” conversation 		
<p>Developing your Team</p> <ul style="list-style-type: none"> ● Explain the following stages of team development: <ul style="list-style-type: none"> ○ Forming ○ Storming ○ Norming ○ Performing 		

<ul style="list-style-type: none">• Describe the process of performance management• Differentiate between feedback and coaching• Data management and documentation for performance management		
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Additional Notes:
