

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:

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

Methods of payment: Debit/Cash (at any AMTA Office), and Credit Card.

Credit Card Number:

Expiry Date:

Card Holder Name:

Signature:

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

Course Administrator
Alberta Motor Transport Association
3599 56 Ave East
Edmonton International Airport, AB T9E0V4
E-Mail: irt@amta.ca
Phone: (780) 395-6140 Fax: (780) 448-0744



Course Description:

This 2-day course is designed to focus on the essential skills to be an effective leader in industry. Leadership in Transportation is an important course for the supervisor and manager level employees looking to enhance their existing leadership skills, learn new techniques and best practices surrounding communication, conflict management and bring increased value to you team.

Outcome	Identify and describe content	Location of content in materials provided
<p>Organizational Culture</p> <ul style="list-style-type: none"> • 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"> • Describe the communication process and define: <ul style="list-style-type: none"> ○ Sender ○ Receiver ○ Message ○ Noise/Interference 		

<ul style="list-style-type: none"> ○ 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>Conflict Management</p> <ul style="list-style-type: none"> ● 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 ● Describe the process of performance management ● Differentiate between feedback and coaching 		

