



Interior Designers of Canada

Effective April 2018

How it Works

We make taking courses easy! You can search for individual courses, programs and examinations from our Content Marketplace Catalog or through our website (www.orionlearning.com). You can find the learning outcomes and learning objectives for each course or program on both the Catalog and website. Our secure, learning management system (LMS) is the delivery tool used for all Learning courses and programs. If you want to use your own LMS, please contact us and we can discuss the options.

For IDC Members and Suppliers, pricing for Orion Learning products can be found in this document or by calling Orion at 1-855-686-2002 Ext. 100.

How to Order

To place an order, call Orion Learning at 1-855-686-2002 Ext. 100 or you can send an email to: sales@orionlearning.com describing what your training needs are and we'll get you set up. Volume discounts are available for certification courses, learning programs and learning courses. Call Orion for more details. All pricing listed in this document is for IDC Members and Suppliers only

Accreditation

All courses, programs and certification examinations offered by Orion Learning are internationally accredited by the following organizations:



Learning Courses



Category	Course Title	Code	Non-Member	IDC Price*
Business Skills	An Introduction To Time Management	T4BBUS02	\$149.00	\$70.00
Business Skills	Creating SMARTER Objectives	T4BBUS01	\$99.00	\$70.00
Business Skills	Deciding the Priorities	T4BBUS04	\$99.00	\$70.00
Business Skills	Managing Disruption and Keeping Focused	T4BBUS06	\$99.00	\$70.00
Business Skills	Planning and Scheduling	T4BBUS05	\$149.00	\$70.00
Business Skills	The Importance of Setting Goals in Time Management	T4BBUS03	\$149.00	\$70.00
Change Management	Change Management™ Foundation	PMCMF	\$1,995.00	\$1,750.00
Contact Center	Contact Center Time Management	CTM200	\$149.00	\$60.00
Contact Center	Introduction To Contact Centers	CCE200	\$399.00	\$99.00
Contact Center	Privacy and Data Security - Canada	PRS200	\$149.00	\$60.00
Contact Centre	Certified Contact Center Agent	CCCA	\$2,495.00	\$1,495.00
Contact Centre	Certified Contact Center Supervisor	CCCS	\$2,995.00	\$1,795.00
Customer Service	Certified Customer Service Agent	CCSA	\$2,495.00	\$1,495.00
Customer Service	Certified Customer Service Manager	CCSM	\$3,495.00	\$1,995.00
Customer Service	Certified Customer Service Supervisor	CCSS	\$2,995.00	\$1,795.00
Customer Service	Customer Service Basics	CSS300	\$149.00	\$60.00
Customer Service	Customer Service Policies and Procedures	CSS303	\$149.00	\$60.00
Customer Service	Discovering Customer's Problems	CSS305	\$149.00	\$60.00
Customer Service	Effective Listening	COM100	\$399.00	\$99.00
Customer Service	Evaluating Customer Service	CSS304	\$149.00	\$60.00
Customer Service	Handling Difficult Customers	CSS302	\$149.00	\$60.00
Customer Service	Rebuilding Customer Relationships	CSS306	\$149.00	\$60.00
Customer Service	Understanding Your Customer	CSS301	\$149.00	\$60.00
Customer Service	Verbal Communication	COM101	\$399.00	\$99.00
Customer Service	Written Communication	COM102	\$399.00	\$99.00
Finance Management	Finance for Non Financial Managers™	PMFFNFM	\$1,595.00	\$1,395.00
Health & Safety	An Introduction to Health and Safety at Work	T4BHS01	\$99.00	\$70.00
Health & Safety	An Introduction to Managing Health and Safety	T4BHS07	\$149.00	\$70.00
Health & Safety	An Introduction to Risk Assessment	T4BHS15	\$149.00	\$70.00
Health & Safety	Asbestos Awareness	T4BHS16	\$149.00	\$70.00

Learning Courses



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Health & Safety	Asbestos Basic Awareness	T4BHS18	\$149.00	\$70.00
Health & Safety	Avoiding Slips, Trips and Falls	T4BHS05	\$149.00	\$70.00
Health & Safety	Control of Substances Hazardous to Health (COSHH) Awareness	T4BHS19	\$149.00	\$70.00
Health & Safety	Display Screen Equipment and Workstation Safety	T4BHS02	\$99.00	\$70.00
Health & Safety	Fire Prevention and Evacuation	T4BHS21	\$149.00	\$70.00
Health & Safety	Fire, Safety and Evacuation	T4BHS03	\$149.00	\$70.00
Health & Safety	Managing and Handling Stress At Work	T4BHS06	\$149.00	\$70.00
Health & Safety	Managing Workplace Transport Health and Safety Risks	T4BHS23	\$149.00	\$70.00
Health & Safety	Preventing Bullying in the Workplace	T4BHS17	\$149.00	\$70.00
Health & Safety	Protecting the Environment at Work and Home	T4BHS14	\$149.00	\$70.00
Health & Safety	Risk Assessment For Managers	T4BHS09	\$149.00	\$70.00
Health & Safety	RSI – What it is and How to Avoid it	T4BHS08	\$149.00	\$70.00
Health & Safety	Safe Manual Handling	T4BHS04	\$149.00	\$70.00
Health & Safety	Safe Working with Workplace Transport	T4BHS22	\$149.00	\$70.00
Health & Safety	Staying Safe in Confined Spaces	T4BHS20	\$149.00	\$70.00
Health & Safety	Staying Safe with Electricity	T4BHS11	\$149.00	\$70.00
Health & Safety	Staying Safe with Hazardous Substances	T4BHS12	\$149.00	\$70.00
Health & Safety	Staying Safe with Noise	T4BHS10	\$149.00	\$70.00
Help Desk	Comparing Platforms and Devices	DMP504	\$149.00	\$60.00
Help Desk	Computer Component Interactions	CTT501	\$149.00	\$60.00
Help Desk	Computer Hardware	CTT500	\$149.00	\$60.00
Help Desk	Computer Networking	CTT503	\$149.00	\$60.00
Help Desk	Computer Operating Systems	OPS500	\$149.00	\$60.00
Help Desk	Computer Software	CTT502	\$149.00	\$60.00
Help Desk	Computer Storage and Memory	DMP503	\$149.00	\$60.00
Help Desk	Contact Center Information Use and Systems	TECH502	\$149.00	\$60.00
Help Desk	Contact Center Telephony and Systems	TECH503	\$149.00	\$60.00
Help Desk	Customer Relationship Management	TECH501	\$149.00	\$60.00
Help Desk	Desktop and Mobile Platform Components	DMP500	\$149.00	\$60.00
Help Desk	Desktop Operating Systems	OPS502	\$149.00	\$60.00

Learning Courses



Category	Course Title	Code	Non-Member	IDC Price*
Help Desk	Disaster Recovery Planning	PRS202	\$149.00	\$60.00
Help Desk	Internet and Intranet	TECH500	\$149.00	\$60.00
Help Desk	Internet Security	PRS201	\$149.00	\$60.00
Help Desk	IT Behavior, Compliance and Ethics	PRS203	\$149.00	\$60.00
Help Desk	Mobile and Tablet Operating Systems	OPS503	\$149.00	\$60.00
Help Desk	Operating System Components	OPS501	\$149.00	\$60.00
Help Desk	Platform Peripheral Devices	DMP502	\$149.00	\$60.00
Help Desk	Serial and Parallel Ports	DMP501	\$149.00	\$60.00
Help Desk	Service Operating Systems	OPS504	\$149.00	\$60.00
Help Desk	Software Application Features	SOF500	\$149.00	\$60.00
Help Desk	Software Installation Processes	SOF502	\$149.00	\$60.00
Help Desk	Software Performance and Diagnostic Testing	SOF503	\$149.00	\$60.00
Help Desk	Software System Requirements	SOF501	\$149.00	\$60.00
Help Desk	Troubleshooting Basics	TBS500	\$149.00	\$60.00
Help Desk	Troubleshooting Tools	TBS501	\$149.00	\$60.00
Help Desk	Troubleshooting-Common Hardware Issues	TBS503	\$149.00	\$60.00
Help Desk	Troubleshooting-Common Issues with Peripheral Devices	TBS504	\$149.00	\$60.00
Help Desk	Troubleshooting-Common Software Issues	TBS502	\$149.00	\$60.00
Help Desk	Troubleshooting-Connectivity and Networking Issues	TBS505	\$149.00	\$60.00
Human Resources	AODA - Customer Service Standard	AODA103	Free	Free
Human Resources	AODA - Design of Public Spaces Standard	AODA107	Free	Free
Human Resources	AODA - Employment Standard	AODA104	Free	Free
Human Resources	AODA - General Requirements	AODA105	Free	Free
Human Resources	AODA - Information & Communication Standard	AODA106	Free	Free
Human Resources	AODA - Transportation Standard	AODA108	Free	Free
Human Resources	Diversity in the Workplace For Employees	DIV404EE	\$149.00	\$60.00
Human Resources	Diversity in the Workplace for Employers	DIV404ER	\$149.00	\$60.00
Human Resources	Health and Wellness	HWS405	\$149.00	\$60.00
Human Resources	Motivation Based Interviewing	MBIONLINE	\$499.00	\$499.00
Human Resources	Preventing Violence in the Workplace for Employees	VIO402EE	\$149.00	\$60.00

Learning Courses



Category	Course Title	Code	Non-Member	IDC Price*
Human Resources	Preventing Violence in the Workplace for Employers	VIO402ER	\$149.00	\$60.00
Human Resources	Workplace Harassment For Employees	HAR401EE	\$149.00	\$60.00
Human Resources	Workplace Harassment for Employers	HAR401ER	\$149.00	\$60.00
Human Resources	Workplace Hazardous Materials (WHMIS) for Employers	WHM400ER	\$149.00	\$60.00
Human Resources	Workplace Hazardous Materials Information System (WHMIS) for Employees	WHM400EE	\$149.00	\$60.00
Human Resources	Workplace Safety For Employees	SFT403EE	\$149.00	\$60.00
Human Resources	Workplace Safety for Employers	SFT403ER	\$149.00	\$60.00
Languages	Talk Business!	T4BTB	\$99.00	\$90.00
Languages	Talk More!	T4BTM	\$99.00	\$90.00
Languages	Talk Now!	T4BTN	\$99.00	\$90.00
Languages	Talk The Talk!	T4BTT	\$99.00	\$90.00
Leadership	Appraising Workplace Performance	PER504	\$149.00	\$60.00
Leadership	Building Effective Teams	TEA400	\$149.00	\$60.00
Leadership	Coaching in the Workplace	COA500	\$149.00	\$60.00
Leadership	Common Human Resource-Related Issues and Responsibilities	MP105	\$149.00	\$60.00
Leadership	Communicating for Success	COM501	\$149.00	\$60.00
Leadership	Conflict Resolution Strategies for the Workplace	CON502	\$149.00	\$60.00
Leadership	Dealing with Change	MP102	\$149.00	\$60.00
Leadership	Delegating Effectively	DEL503	\$149.00	\$60.00
Leadership	Emotions, Attitudes and Stress	EMO601	\$149.00	\$60.00
Leadership	Hiring for Success	PM101	\$149.00	\$60.00
Leadership	Interviewing, Hiring, Orientation and Training	MP104	\$149.00	\$60.00
Leadership	Making Employees Accountable	PM105	\$149.00	\$60.00
Leadership	Management Preparation	MP101	\$149.00	\$60.00
Leadership	Perception	PER602	\$149.00	\$60.00
Leadership	Performance Management	PM104	\$149.00	\$60.00
Leadership	Power and Influence	POW603	\$149.00	\$60.00
Leadership	Structure, Culture and Change	CUL600	\$149.00	\$60.00
Leadership	Talent Management	PM103	\$149.00	\$60.00
Leadership	Team Building	MP103	\$149.00	\$60.00

Learning Courses



Category	Course Title	Code	Non-Member	IDC Price*
Leadership	Team Dynamics	TEA604	\$149.00	\$60.00
Leadership	Team Environment and Behaviors	TEA401	\$149.00	\$60.00
Leadership	Time Management for Peak Performance	TM101	\$149.00	\$60.00
Leadership	Using Motivational Training	PM102	\$149.00	\$60.00
Management Skills	A Background to Body Language	T4BCOS01	\$99.00	\$70.00
Management Skills	An Introduction to Listening	T4BCOS05	\$149.00	\$70.00
Management Skills	An Introduction to Meetings and Meeting Types	T4BMS13	\$99.00	\$70.00
Management Skills	An Overview of Performance Appraisal	T4BMS01	\$149.00	\$70.00
Management Skills	Attracting Candidates and Producing Job Advertisements	T4BMS08	\$99.00	\$70.00
Management Skills	Becoming a Better Listener	T4BCOS07	\$149.00	\$70.00
Management Skills	Delegation	T4BMS12	\$149.00	\$70.00
Management Skills	Delivering Presentations	T4BCOS13	\$149.00	\$70.00
Management Skills	Introduction to Negotiation	T4BCUS01	\$149.00	\$70.00
Management Skills	Job Analysis, Job Descriptions and Person Specifications	T4BMS07	\$149.00	\$70.00
Management Skills	Negotiation Strategies 1 - Strategy Basics	T4BCUS02	\$149.00	\$70.00
Management Skills	Negotiation Strategies 2 - Psychological Strategies	T4BCUS03	\$149.00	\$70.00
Management Skills	Ongoing Appraisal	T4BMS04	\$99.00	\$70.00
Management Skills	Organising and Running Effective Meetings	T4BMS14	\$99.00	\$70.00
Management Skills	Preparing for Presentations	T4BCOS12	\$149.00	\$70.00
Management Skills	Preparing for the Appraisal	T4BMS02	\$99.00	\$70.00
Management Skills	Removing the Barriers to Listening	T4BCOS06	\$149.00	\$70.00
Management Skills	Shortlisting Candidates and Selection Techniques	T4BMS09	\$149.00	\$70.00
Management Skills	Silent Selling - Using Body Language in Sales	T4BCOS04	\$99.00	\$70.00
Management Skills	Silent Speech - Understanding Body Language	T4BCOS02	\$149.00	\$70.00
Management Skills	SMARTER Objectives for Managers	T4BMS05	\$149.00	\$70.00
Management Skills	The Appraisal Discussion	T4BMS03	\$149.00	\$70.00
Management Skills	The Recruitment Process: An Overview	T4BMS06	\$99.00	\$70.00
Management Skills	The Role of the Coach	T4BMS11	\$99.00	\$70.00
Management Skills	Understanding and Handling Meeting Behavior	T4BMS15	\$99.00	\$70.00
Management Skills	Unproductive Questions	T4BCOS11	\$99.00	\$70.00

Learning Courses



Category	Course Title	Code	Non-Member	IDC Price*
Management Skills	Using Body Language in the Workplace	T4BCOS03	\$99.00	\$70.00
Management Skills	Using Open and Closed Questions	T4BCOS09	\$99.00	\$70.00
Management Skills	Using Probing Questions	T4BCOS10	\$99.00	\$70.00
Management Skills	Why are Questions Important?	T4BCOS08	\$149.00	\$70.00
Project Management	Agile Project Management™	PMAPMF	\$1,995.00	\$1,750.00
Project Management	Certified Associate in Project Management	PMCAPM	\$1,695.00	\$1,600.00
Project Management	Management of Portfolios (MoP®)	PMMOPF	\$1,995.00	\$1,750.00
Project Management	Management of Value (MoV®)	PMMOVF	\$1,995.00	\$1,750.00
Project Management	Managing Successful Programmes (MSP®) Foundation	PMMSPF	\$1,595.00	\$1,395.00
Project Management	Managing Successful Programmes (MSP®) Practitioner	PMMSPP	\$1,695.00	\$1,395.00
Project Management	PMI - Project Management Professional (PMP®)	PMPMP	\$1,995.00	\$1,750.00
Project Management	Portfolio, Programmes & Project Offices (P3O®)	PMP3OF	\$1,995.00	\$1,750.00
Project Management	PRINCE2® Foundation	PMP2F	\$1,695.00	\$1,450.00
Project Management	PRINCE2® Practitioner	PMP2P	\$1,495.00	\$1,350.00
Project Management	Programme & Project Sponsorship (PPS®)	PMPPS	\$1,595.00	\$1,395.00
Project Management	Project Fundamentals Qualification	PMPFQ	\$1,595.00	\$1,395.00
Risk Management	Management of Risk (M_o_R®)	PMMORF	\$1,995.00	\$1,750.00
Sales	Customer Needs and Desires	SAL700	\$149.00	\$60.00
Sales	Market Segmentation and Target Marketing	SAL703	\$149.00	\$60.00
Sales	Marketing and Sales Objectives	SAL705	\$149.00	\$60.00
Sales	Profit Margins and Sales Targets	SAL706	\$149.00	\$60.00
Sales	Resolving Sales Objections	SAL701	\$149.00	\$60.00
Sales	Selling and Closing Techniques	SAL702	\$149.00	\$60.00
Sales	The Sales Verification Process	SAL704	\$149.00	\$60.00
Service Management	Information Technology Infrastructure Library (ITIL®)	PMITILF	\$1,595.00	\$1,395.00
Service Management	Software Testing Beginner	PMSTF	\$1,595.00	\$1,395.00
Service Management	Software Testing Intermediate	PMSTI	\$1,595.00	\$1,395.00

*Learning courses are sold on a per licence basis. Volume discounts are available for groups of 10 or more. Please call Orion Learning at 1-855-686-2002 Ext. 100 to obtain pricing and place your order.

Learning Programs



Category	Program Title	Code	Non-Member	IDC Price*
Business Skills	Appraisals	T4BWSA	\$399.00	\$249.00
Business Skills	Body Language	T4BWSBL	\$399.00	\$249.00
Business Skills	Business Skills - Total Bundle	T4BWSBS	\$799.00	\$599.00
Business Skills	Presentation Skills	T4BWSAP	\$249.00	\$149.00
Business Skills	Questioning Skills	T4BWSQ	\$399.00	\$249.00
Business Skills	Recruitment	T4BWSR	\$399.00	\$249.00
Business Skills	SMARTER Objectives	T4BWSSO	\$249.00	\$149.00
Business Skills	Talent Management For Managers	BTMM	\$595.00	\$229.00
Business Skills	Time Management Skills	T4BWSTRM	\$499.00	\$299.00
Contact Center	Contact Center - Environment, Technology & Systems	BCCE	\$499.00	\$199.00
Contact Center	Contact Center - Total Bundle	BCCB	\$599.00	\$239.00
Customer Service	Communication	BCCC	\$799.00	\$319.00
Customer Service	Customer Service - Total Bundle	BCS	\$1,499.00	\$599.00
Health & Safety	Environmental Safety	T4BHSEB	\$599.00	\$399.00
Health & Safety	Introduction To Safety	T4BHSITSB	\$399.00	\$239.00
Health & Safety	Safe Handling	T4BHSSHB	\$599.00	\$349.00
Health & Safety	Safety In The Workplace - Total Bundle	T4BHS	\$799.00	\$599.00
Health & Safety	Workplace Safety	T4BHSWSB	\$499.00	\$349.00
Help Desk	Help Desk - Total Bundle	BHD	\$499.00	\$199.00
Human Resources	Human Resources for Employees	BHRE	\$499.00	\$199.00
Human Resources	Human Resources for Employers	BHRM	\$499.00	\$199.00
Human Resources	Introduction To Human Resources	BITHR	\$899.00	\$359.00
Leadership	Communication Skills For Managers	BCSM	\$399.00	\$159.00
Leadership	Introduction To Management	BITM	\$499.00	\$199.00
Leadership	Introduction To Organizational Leadership	BITOL	\$599.00	\$199.00
Leadership	Introduction To People Management	BITPM	\$499.00	\$199.00
Leadership	Leadership - Total Bundle	BLS	\$1,999.00	\$599.00
Management Skills	Coaching and Delegating	T4BWSCD	\$249.00	\$149.00
Management Skills	Listening Skills	T4BWSL	\$349.00	\$199.00
Management Skills	Management Skills - Total Bundle	T4BWSMS	\$799.00	\$599.00

Learning Programs



Category	Program Title	Code	Non-Member	IDC Price*
Management Skills	Meeting Management	T4BWSMM	\$349.00	\$199.00
Management Skills	Negotiation	T4BWSN	\$349.00	\$219.00
Mentor Videos	Mentoring Videos - Total Bundle	M4MVALL	\$799.00	\$549.00
Sales	Sales Basics - Total Bundle	BSA	\$699.00	\$249.00
Software	Microsoft Office 2010	CTMO2010	\$99.00	\$90.00
Software	Microsoft Office 2013	CTMO2013	\$99.00	\$90.00
Software	Microsoft Office 2016	CTMO2016	\$99.00	\$90.00
Software	Microsoft Office 365	CTO365	\$99.00	\$90.00
Software	Microsoft Office Library (2010, 2013, 2016 & Office 365)	CTMOL	\$129.00	\$120.00

*Learning Programs are sold on a per licence basis. Volume discounts are available for groups of 10 or more. Please call Orion Learning at 1-855-686-2002 Ext. 100 to obtain pricing and to place your order.

Certification Examinations

The following certification examinations are available. Examinations are offered up to three (3) Format methods which are:

- Remote Proctor (RP): Exam taken online, using a webcam, microphone and a stable internet connection. At the agreed time candidates connect with a proctor who will invigilate their exam live.
- Online (O): Candidates sit the exam online and are proctored in person. Additional charges may apply.
- Paper (P): Candidates sit a paper-based exam and are proctored in person. Additional charges may apply.

To determine the available delivery method for each examination, please check the 'Format' column below. Additional charges may apply for Online and Paper format.

Category	Examination Title	Code	Format	IDC Price*
Examination	Agile Project Management™ (AgilePM®)	PMAPMFE	RP-O-P	\$695.00
Examination	Change Management™	PMCMFE	RP-O-P	\$595.00
Examination	Finance for Non-Financial Managers™ (FFNFM)	PMFFNFME	P	\$695.00
Examination	Information Technology Infrastructure Library (ITIL®)	PMITILFE	RP-P	\$695.00
Examination	Management of Portfolios (MoP®)	PMMOPFE	RP-O-P	\$695.00
Examination	Management of Risk (M_o_R®)	PMMORFE	RP-O-P	\$695.00
Examination	Management of Value (MoV®)	PMMOVFE	RP-O-P	\$695.00
Examination	Managing Successful Programmes (MSP®) Foundation	PMMSPFE	RP-O-P	\$695.00
Examination	Managing Successful Programmes (MSP®) Practitioner	PMMSPPE	RP-O-P	\$895.00
Examination	PRINCE2® Foundation	PMP2FE	RP-O-P	\$695.00
Examination	PRINCE2® Practitioner	PMP2PE	RP-O-P	\$895.00
Examination	Portfolio, Programmes & Project Offices (P3O®)	PMP3OFE	RP-O-P	\$695.00
Examination	Project Fundamentals Qualification	PMPFQE	RP-P	\$795.00
Examination	Programme & Project Sponsorship (PPS®)	PMPPSE	P	\$795.00
Examination	Software Testing Beginner	PMSTFE	P	\$795.00
Examination	Software Testing Intermediate	PMSTIE	P	\$895.00

*Pricing for certification examinations is the same for non-members and IDC members. Discounts are not applicable for certification examinations.