



**CFR | CRF**

## Compilation of Regulatory e-Learning

*Learning resources correlated to the regulatory lifecycle*

Are you looking to advance your skills and knowledge to broaden your regulatory experience and career prospects?

The CFR has compiled e-learning resources to help you! These e-courses have been organized and correlated to various aspects of the regulatory lifecycle. This will make it easy to identify the areas most relevant to your current experience and career aspirations.

This project began due to virtual learning needs amid COVID-19, however our goal is to continue to build on this compilation to help you meet your learning plan and professional development needs.

### **Mapping Courses to the Regulatory Lifecycle**

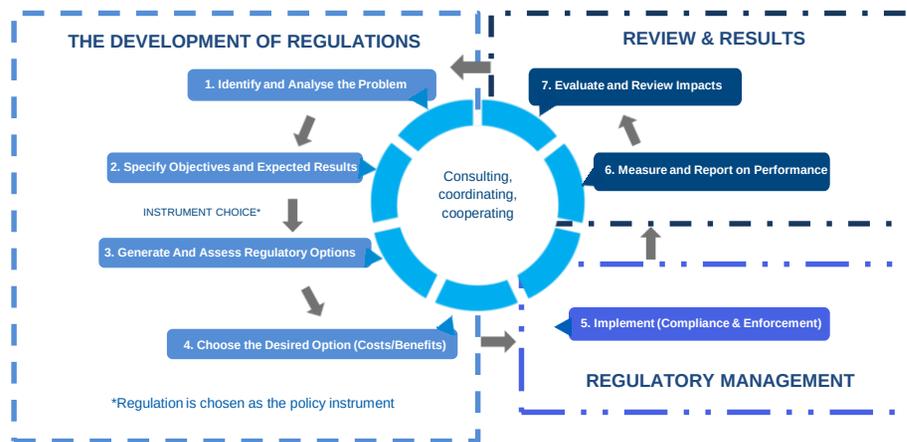
While many of the courses we have compiled are not specific or unique to regulations, all of the knowledge and skills they cover are relevant to at least one function associated with regulatory work.

There's no one-size fits all approach to this project, therefore you may explore this resource and identify the courses that are most relevant to you, your regulatory role and job requirements.

### **Disclaimer**

These e-courses have not been assessed for quality or content by the CFR. We would appreciate any feedback you may have in this regard. Email [cfr-crf@canada.ca](mailto:cfr-crf@canada.ca) to share your experience.

Have an e-course you would like to share, please let us know!



## Stages of the Regulatory Lifecycle

Department and agencies analyze and manage regulations through all stages of the regulatory lifecycle, which includes: Development of Regulations, Regulatory Management and Review & Results. The following is a brief overview of the Regulatory Lifecycle:

### Development of Regulation

- 1. Identify & Analyse the Problem**  
Regulators make sure the problem is well defined & clearly understood by identifying the public policy issues to be addressed (health, safety, security, the economy, social & economic well-being of citizens)
- 2. Specify Objectives & Expected Results**  
Regulators outline objectives and desired results intended to be achieved by the proposed regulatory framework and conduct meaningful analysis including legalities and feasibility
- 3. Generate & Assess Regulatory Options**  
Regulators conduct meaningful and engaging consultations with stakeholders using a variety of tools for engagement to generate different options for regulations
- 4. Choose the Desired Option (Costs/Benefits)**  
Following an assessment of costs/benefits, research and analysis, regulators choose and put forward the best course of action by demonstrating that the benefits outweigh the costs

### Regulatory Management

- 5. Implement (Compliance & Enforcement):**  
Regulators participate in the ongoing management of regulations and their associated programs and activities to improve the effectiveness and meet the desired objectives. This can include: compliance and enforcement, inspections and licensing, compliance promotion activities and outreach, data gathering, measuring performance, and providing clear and transparent information and service to Canadians on regulations, and regulatory and legal responsibilities.

### Review and Results

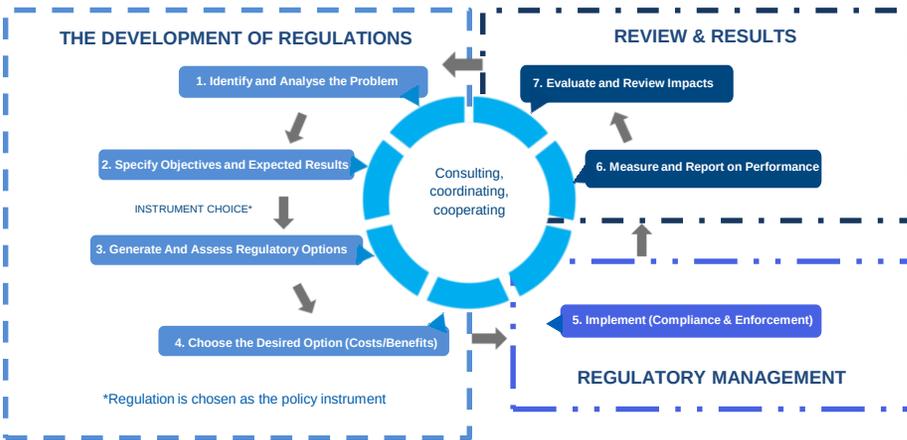
- 6. Measure & Report on Performance**  
Regulators gather results from inspections, reports and other indicators to prepare documentation to report on the effectiveness of the regulation
- 7. Evaluate & Review Impacts**  
Regulators review and assess the results of a regulation to allow further consideration of impacts on stakeholders and citizens



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*This course is applicable to*

## THE DEVELOPMENT OF REGULATIONS



*This course corresponds to:*

**(2) SPECIFY OBJECTIVES  
AND EXPECTED RESULTS**

**(3) GENERATE AND ASSESS  
REGULATORY OPTIONS**

**(4) CHOOSE THE DESIRED OPTION  
(COSTS/BENEFITS)**

# BerkeleyX

Free online courses from University of California,  
Berkeley

## ACADEMIC AND BUSINESS WRITING

[www.edx.org/course/academic-and-business-writing](http://www.edx.org/course/academic-and-business-writing)

### Description

This course provides an introduction to academic and business writing for English Language Learners. Students focus on understanding the demands of different styles of writing, and work to improve grammatical correctness, vocabulary development, and revision and editing skills. The course includes material on vocabulary, tone, diction, and editing, all in the areas of academic and business writing. Students will have the opportunity to write on a number of different topics and ideas, always centered on areas of interest to them. The course materials are offered through readings and videos. Assignments include short writing assignments, quizzes, journal entries, and longer essays.

### Learning Objectives

- Refine persuasive writing techniques and essay development
- Gain skills for proofreading, self-editing, revision, tone, and vocabulary
- Develop strong English-language writing and communication skills

### Skills/Competencies

- Communication
- Analytical Ability

### Time Commitment/Level of Effort

- 3-5 hours per week for 6 weeks

### Language

- English

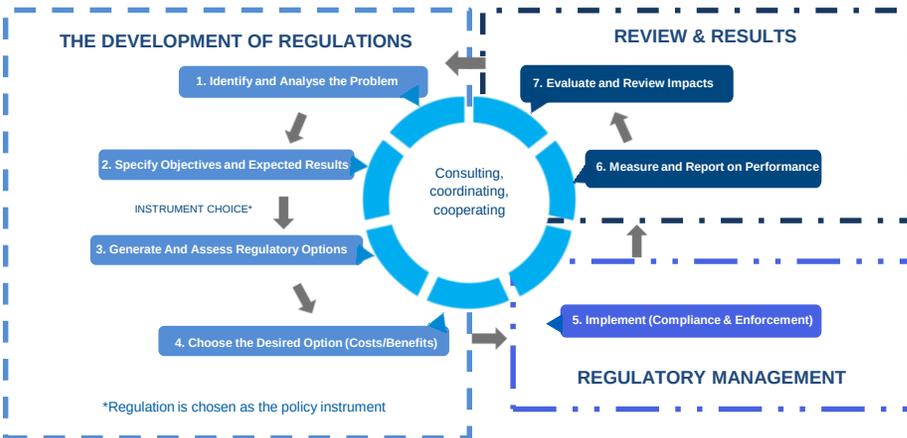




CFR | CRF

*This course is applicable to*

## THE DEVELOPMENT OF REGULATIONS



*This course corresponds to:*

**(1) IDENTIFY AND ANALYSE THE PROBLEM**

**(2) SPECIFY OBJECTIVES AND EXPECTED RESULTS**

OpenLearn

Free learning from  
The Open University

## PLANNING A PROJECT

[www.open.edu/openlearn/money-business/business-strategy-studies/planning-project/content-section-0?active-tab=description-tab](http://www.open.edu/openlearn/money-business/business-strategy-studies/planning-project/content-section-0?active-tab=description-tab)

### Description

Gantt charts, critical path analysis, SMART objectives and estimation skills are just some of the topics covered in this free course, Planning a Project, to help you understand how to plan for a project. You will gain an appreciation of the range of planning techniques available and the situations in which it is appropriate to use them.

### Learning Objectives

After studying this course, you should be able to:

- develop plans with relevant people to achieve the project's goals
- break work down into tasks and determine handover procedures
- identify links and dependencies, and schedule to achieve deliverables
- estimate and cost the human and physical resources required, and plan for necessary resources
- allocate roles with clear lines of responsibility and accountability

### Skills/Competencies

- Project Management
- Leadership

### Time Commitment/Level of Effort

- 8 hours of study

### Language

- English

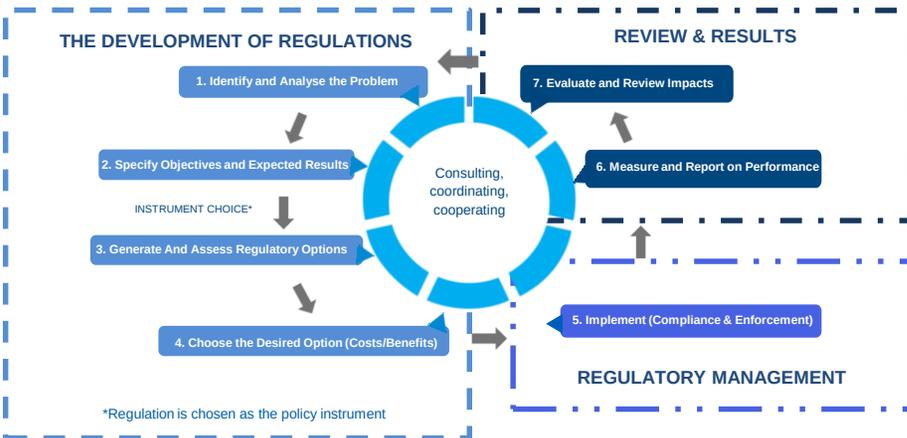




# CFR | CRF

*This course is applicable to*

## THE DEVELOPMENT OF REGULATIONS



*This course corresponds to:*

**(2) SPECIFY OBJECTIVES  
AND EXPECTED RESULTS**

**(4) CHOOSE THE DESIRED OPTION  
(COSTS/BENEFITS)**



# RHETORIC: THE ART OF PERSUASIVE WRITING & PUBLIC SPEAKING

<https://www.edx.org/course/rhetoric-art-of-persuasive-writing-public-speaking>

## Description

In this course, you will learn to construct and defend compelling arguments, a crucial skill in many settings. We will be using selected speeches from prominent twentieth-century America to explore and analyze rhetorical structure and style. Through this analysis, you will learn how speakers and writers persuade an audience to adopt their point of view. It will also help you analyze and apply rhetorical structure and style, appreciate the relevance of persuasive communication in your own life, and understand how to persuade and recognize when someone is trying to persuade you.

## Learning Objectives

- When and how to employ a variety of rhetorical devices in writing and speaking
- How to differentiate between argument and rhetorical technique
- How to write a persuasive opinion editorial and short speech
- How to evaluate the strength of an argument
- How to identify logical fallacies in arguments

## Skills/Competencies

- Communication
- Analytical Ability

## Time Commitment/Level of Effort

- 2-3 hours per week for 3 weeks

## Language

- English

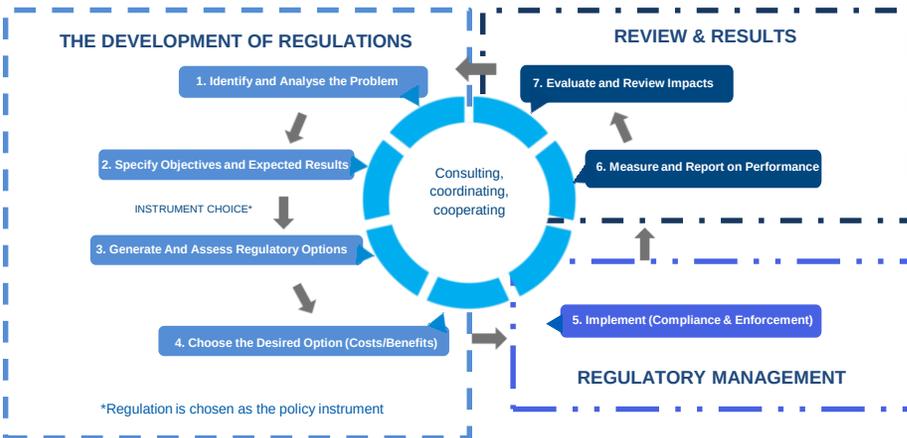




CFR | CRF

*This course is applicable to*

## THE DEVELOPMENT OF REGULATIONS



*This course corresponds to:*

**(2) SPECIFY OBJECTIVES AND EXPECTED RESULTS**

**(3) GENERATE AND ASSESS REGULATORY OPTIONS**

**(4) CHOOSE THE DESIRED OPTION (COSTS/BENEFITS)**



# FRAMING YOUR COMMUNICATION TO INSPIRE AND CONVINC

<https://www.edx.org/course/communicating-effectively-how-to-inspire-and-con-2>

## Description

In order to be effective, leaders need a high tolerance of complexity. Beyond this, they need to inform their people and the outside world of their strategies, policies and decisions. Effective leaders are often inspiring communicators - their own high tolerance of complexity helps them reduce this complexity to a concise and powerful message. This course introduces the sense-making mindset.

## Learning Objectives

Learn how to:

- apply a sense-making mindset to derive a concise message from a complex situation
- use pitching methods, debating methods and framing & reframing effectively to achieve your goals
- frame your ideas and plans to gain support from senior management and your teams

## Skills/Competencies

- Communication
- Stakeholder Engagement and Consultation

## Time Commitment/Level of Effort

- 4-5 hours per week for 5 weeks

## Language

- English

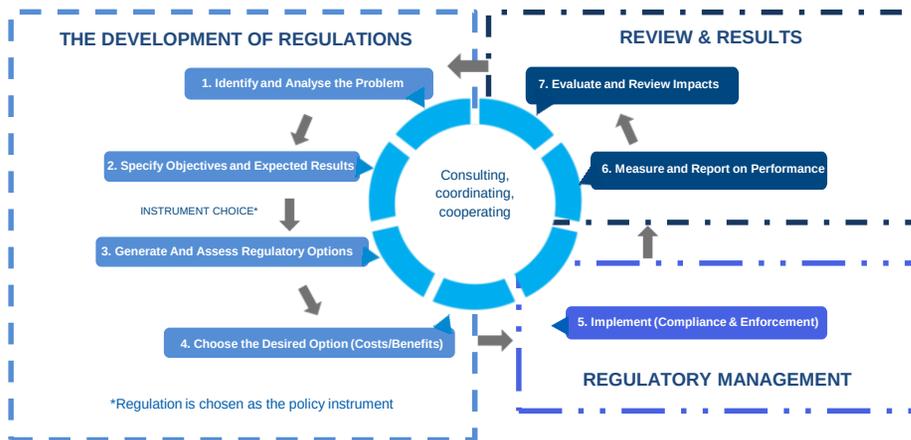




CFR | CRF

*This course is applicable to*

## THE DEVELOPMENT OF REGULATIONS



*This course corresponds to:*

### (2) SPECIFY OBJECTIVES AND EXPECTED RESULTS



# CORPORATE STRATEGY FUNDAMENTALS

<https://www.edx.org/course/les-fondements-de-la-strategie-dentreprise-2>

## Description

What is the secret behind one company being more successful than another? How do you make the right strategic choices? This course provides answers to these questions through a number of case studies. It will provide you with invaluable analysis methods and tools to understand companies' strengths and their competitive environment.

This is an original approach for everyone, whether you are a director, executive, entrepreneur, student or simply want to know how to make informed and coherent decisions while pursuing a long-term goal.

## Learning Objectives

- Understand and decode the fundamental principles of strategic reasoning, competitive environment analysis, strategic diagnosis and the assessment of different development options
- Apply these principles to case studies
- Take into account the ethical dimensions through personal, social or political values and the corporate culture

## Skills/Competencies

- Problem Solving
- Research Methods
- Analytical Ability

## Time Commitment/Level of Effort

- 3-6 hours per week for 10 weeks

## Language

- French

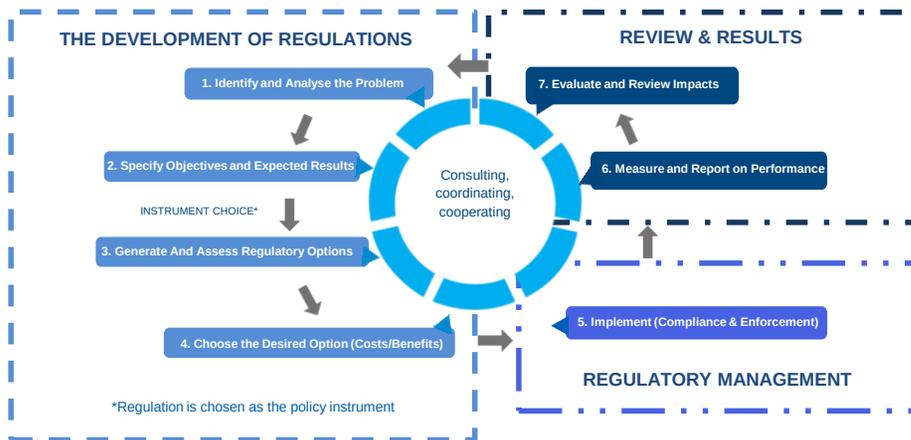




# CFR | CRF

*This course is applicable to*

## THE DEVELOPMENT OF REGULATIONS



*This course corresponds to:*

**(3) GENERATE AND ASSESS REGULATORY OPTIONS**



## CRITICAL THINKING

<https://www.edx.org/course/penser-critique-2>

### Description

Critical thinking is not innate—it can be learned just like you learn to read or do calculations. Developing your critical thinking means learning to implement a real approach that includes in particular assessing the reliability of information and comparing different opinions. It also means becoming aware of cognitive biases that can alter our judgment, understanding how science works and comprehending the status of scientific knowledge.

### Learning Objectives

- Decode the mechanisms at work behind our stereotypes
- Spot how content staging can manipulate us
- Determine the reliability of information and its source
- Assess and interpret the quality of a scientific approach
- Discuss the place and limits of science today

### Skills/Competencies

- Analytical Ability

### Time Commitment/Level of Effort

- 4-5 hours per week for 14 weeks

### Language

- French

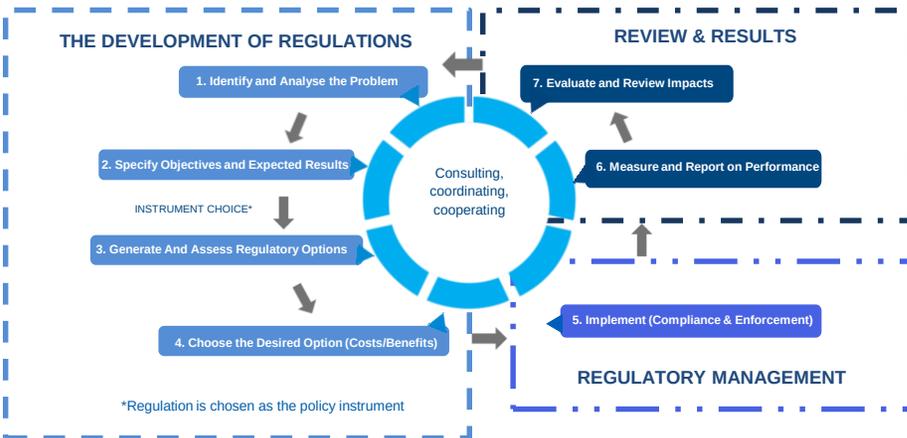




CFR | CRF

*This course is applicable to*

## THE DEVELOPMENT OF REGULATIONS



*This course corresponds to:*

**(3) GENERATE AND ASSESS  
REGULATORY OPTIONS**



# CFR VIDEO LIBRARY: THE DUTY TO CONSULT - AN OVERVIEW

<https://cfr-crf.hubs.vidyard.com/watch/M9YSm9GaiKyocAwbsar4RB>

## Description

Canada consults Indigenous groups for many reasons: from guidance on good governance and policy decisions, to statutory obligations. In addition, the Crown has a duty to consult and, where appropriate, accommodate when its actions might adversely impact potential or established Aboriginal or Treaty rights. This commitment to consultation also promotes open and ongoing dialogue between the Crown and Indigenous groups.

This session provided an overview of Canada's duty to consult and approach to consultation, including an overview of tools and training available for federal officials.

[Visit GCpedia](#) to consult additional documentation presented at this CFR Regulatory Speaker Series held on June 20, 2016.

## Speaker:

Bruno Steinke, Director, Consultation and Accommodation Unit, Indigenous and Northern Affairs Canada

## Time Commitment/Level of Effort

• 45 minutes

## Language

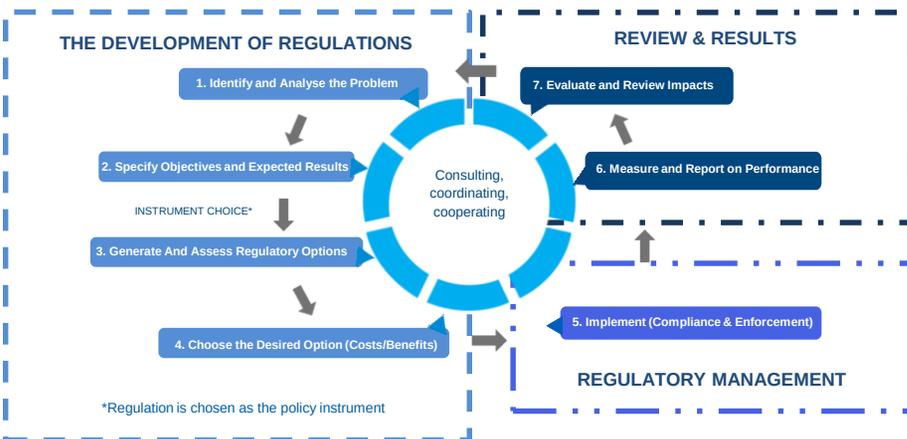
• English





# CFR | CRF

## *This course is applicable to* **REGULATORY MANAGEMENT**



*This course corresponds to:*

**(5) IMPLEMENT  
(COMPLIANCE & ENFORCEMENT)**

# QUALITATIVE RESEARCH METHODS: CONVERSATIONAL INTERVIEWING

<https://www.edx.org/course/qualitative-research-methods-conversational-interv>

## Description

This online course will focus specifically on teaching how to prepare for and conduct a conversational interview for data gathering purposes. We will also discuss the nature of qualitative research as a methodology, how it compares and differs from other forms of research, and how qualitative and quantitative research complement each other in a research project. This is the first in a multi-part series which will focus on Conversational Interviewing, Data Analysis and Constructing Theory.

## Learning Objectives

Learn how to:

- Prepare an interview protocol and conduct an interview
- Assess validity in qualitative research

## Skills/Competencies

- Stakeholder Engagement and Consultation
- Communication
- Research Methods

## Time Commitment/Level of Effort

- 2-3 hours per week for 3 weeks

## Language

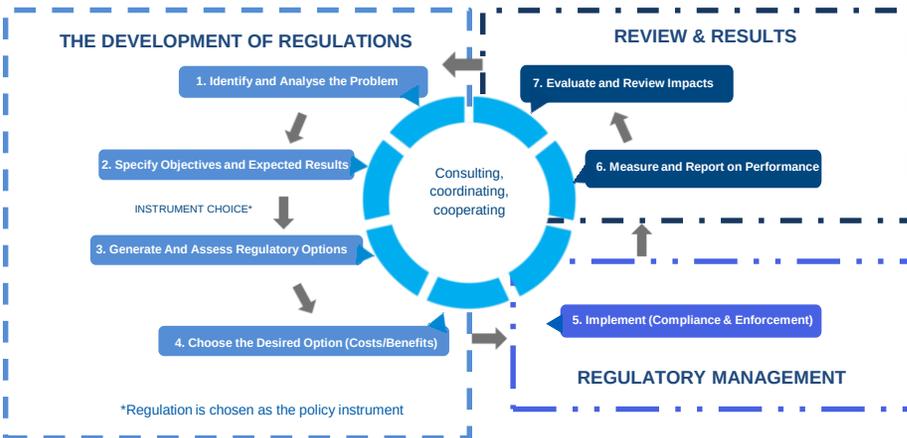
- English





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*This course is applicable to*  
**REGULATORY MANAGEMENT**



*This course corresponds to:*

**(5) IMPLEMENT (COMPLIANCE & ENFORCEMENT)**



# CFR VIDEO LIBRARY: SHIFTING PHILOSOPHY IN C&E POLICY

<https://cfr-crf.hubs.vidyard.com/watch/6xvGXx7Gd2aRX2aeMuDxQr>

## Description

There is a shift occurring in the philosophy of compliance and enforcement that is re-shaping the way the government approaches C&E activities.

This panel explored the following topics:

- Risk-based regulatory approaches.
- Shift to using compliance promotion methods.
- Changes in roles, with respect to inspections and investigations.

[Visit GCpedia](#) to consult additional documentation presented as part of the CFR Regulatory Law Enforcement Symposium held on June 4, 2019.

## Speaker:

- Terence Stechysin, A/Director of Compliance, Competition Bureau Canada
- Shane Holmquist, Sergeant, Royal Canadian Mounted Police
- Tracy Adams, A/Manager, Ontario Ministry of Agriculture, Food and Rural Affairs
- Philippe Madgin, Senior Council, Office of the Commissioner of Canada Elections

## Time Commitment/Level of Effort

- 1 hour

## Language

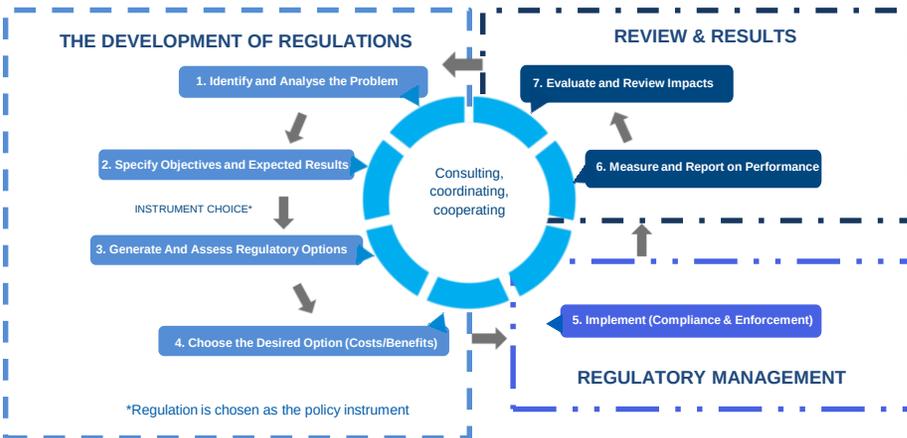
- English





CFR | CRF

*This course is applicable to*  
**REVIEW & RESULTS**



*This course corresponds to:*

**(6) MEASURE & REPORT ON PERFORMANCE**



# CFR VIDEO LIBRARY: REGULATIONS AND HOW TO MEASURE THEIR PERFORMANCE

<https://cfr-crf.hubs.vidyard.com/watch/a8SBCAf6dAKW94t6AeGDfN>

## Description

Regulations are key instruments that government uses to reduce or prevent societal, economic and environmental harm while promoting competitiveness and innovation. How do we measure their effectiveness in reaching the desired result? Don't miss this opportunity to hear about:

- The principles and foundation of regulatory measurement
- Existing performance measurement frameworks
- An example of regulatory performance measurement

[Visit GCpedia](#) to consult additional documentation presented at this CFR Regulatory Speaker Series held on February 11, 2020.

## Speakers:

- Scott Postma, Senior Regulatory Policy and Risk Management Advisor, Health Canada
- Shannon Townsend, Senior Evaluation Manager, Environment and Climate Change Canada
- Steve Montague, Adjunct Professor, School of Public Policy and Administration, Carleton University, and Partner, Performance Management Network Inc.

## Time Commitment/Level of Effort

- 2 hours

## Language

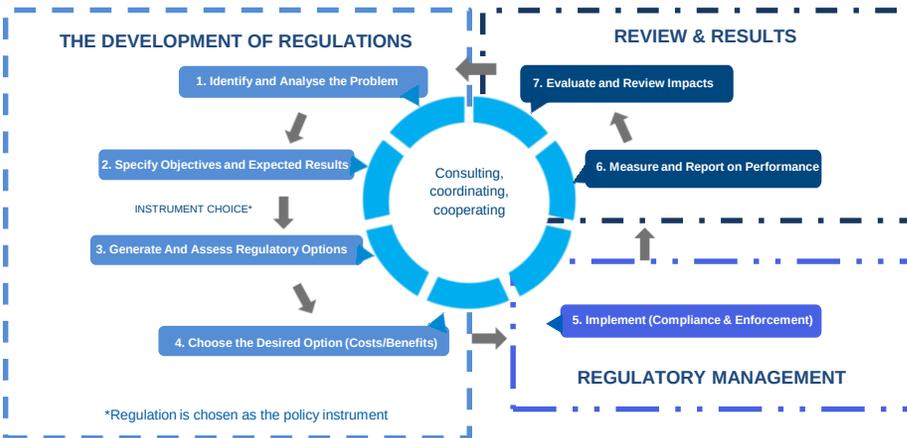
- English





# CFR | CRF

## This course is applicable to REVIEW & RESULTS



*This course corresponds to:*

**(3) GENERATE AND ASSESS  
REGULATORY OPTIONS**

**(4) CHOOSE THE DESIRED OPTION  
(COSTS/BENEFITS)**

**(6) MEASURE & REPORT ON  
PERFORMANCE**



# STORYTELLING IN THE WORKPLACE

<https://www.edx.org/course/storytelling-in-the-workplace>

## Description

In this course, you'll learn about the structure of a narrative and how it varies depending upon the situation, the medium used, and the audience. In today's world of abbreviated messaging through a variety of devices, the importance of crafting a cohesive, professional, and understandable message to achieve a desired outcome is more important than ever. You will learn how to create written messaging tailored to a target audience and how to determine the specific medium through which it should be communicated.

## Learning Objectives

- Understand the elements of effective stories and how to use them in the workplace
- How to tailor your messaging to a defined target audience
- How to structure written messages for maximum audience impact, taking into consideration tone, style, point of view
- How various platforms convey messages differently in a professional setting

## Skills/Competencies

- Communication
- Analytical Ability

## Time Commitment/Level of Effort

- 4-6 hours per week for 3 weeks

## Language

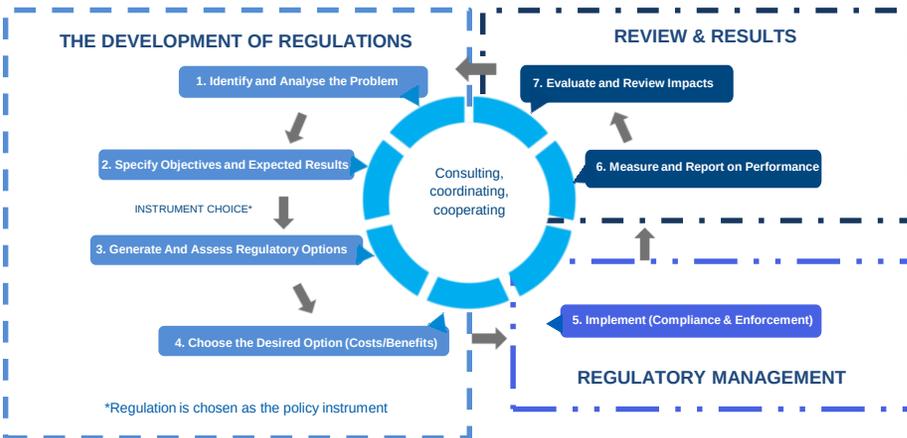
- English





# CFR | CRF

*This course is applicable to*  
**REVIEW & RESULTS**



*This course corresponds to:*

## **(7) EVALUATE & REVIEW IMPACTS**

# TOOLS FOR ACADEMIC ENGAGEMENT IN PUBLIC POLICY

<https://www.edx.org/course/tools-for-academic-engagement-in-public-policy>

## **Description**

As public policies become increasingly complex and technical in nature there is a clear need for scientifically informed solutions to major public policy challenges. However, most researchers do not have the training to effectively engage with policymakers. This short course will provide an essential introduction to the policymaking process through the lens of the U.S. federal government, while providing specific steps researchers can take to engage policy stakeholders and articulate the policy implications of their work.

## **Learning Objectives**

- Basic understanding of policymaking and policy stakeholders
- How to identify and prioritize policy stakeholders
- Practical skills to engage with policymakers

## **Skills/Competencies**

- Communication
- Analytical Ability
- Showing Initiative & being action-oriented

## **Time Commitment/Level of Effort**

- 1-3 hours per week for 3 weeks

## **Language**

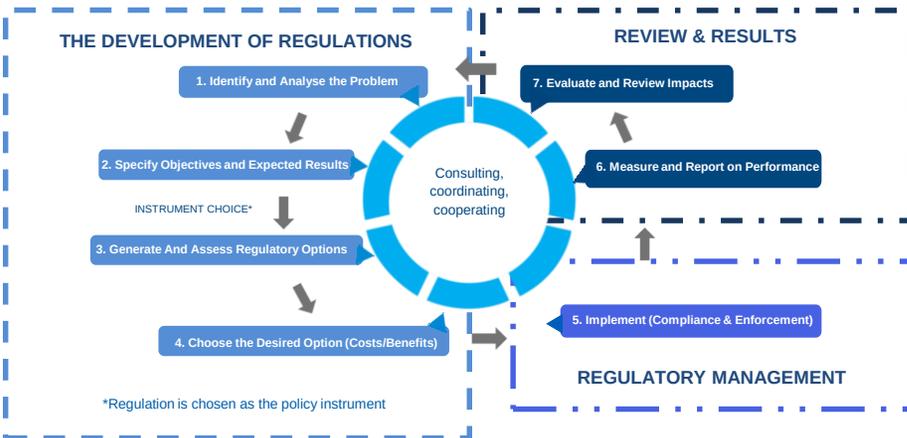
- English





CFR | CRF

*This course is applicable to*  
**REVIEW & RESULTS**



*This course corresponds to:*

**(7) EVALUATE & REVIEW IMPACTS**

Stanford | ONLINE

# ESSENTIALS OF PROGRAM STRATEGY & EVALUATION

<https://www.edx.org/course/essentials-of-program-strategy-and-evaluation>

## Description

The course will take you through the essentials of non-profit and philanthropy strategy. You will apply the basic elements of strategic planning—from defining the problem through designing a theory of change to evaluating outcomes—to real-world problems.

## Learning Objectives

- You will be able to develop strategies that will inform your work as a non-profit leader, philanthropist, or policy maker, and help ensure that you achieve demonstrable long-term impact, rather than the illusion of results.

## Skills/Competencies

- Problem Solving
- Analytical Ability

## Time Commitment/Level of Effort

- 5-10 hours per week for 4 weeks

## Language

- English

