



Course Catalogue

2026 – 2027

Role-based professional learning for Ontario school board staff, with learning skills areas customized to roles across Artificial Intelligence, Cybersecurity, and Compliance — backed by AI simulations, skill benchmarks, books, and audiobooks.

3

SKILLS
AREAS

6

ROLE
PATHWAYS

93+

CURATED
COURSES

POWERED BY



About ELSA

The ECNO Learning & Skills Academy (ELSA) is a professional learning platform built for the people who keep Ontario school boards running. ELSA recognizes that a payroll officer, an IT manager, and a director of education face very different risks and opportunities, so every course has been curated into learning skills areas customized to roles.

Each role pathway combines two kinds of learning. A foundational core, shared by all six roles, builds the common knowledge and habits every school board employee needs. Role-specific courses then go deeper into the responsibilities of each function, from executive risk governance to vendor management. Beyond the courses, the ELSA platform includes a library of additional resources — AI simulations for safe practice, skill benchmarks to assess learning, and curated books and audiobooks — so learning can be practiced, measured, and extended.

Three Skills Areas

Artificial Intelligence

From everyday productivity to responsible adoption

Cybersecurity

Safer digital habits for every member of staff

Compliance

Workplace obligations, made clear and current

Six Role Pathways

Senior Leadership

Directors, superintendents, and senior administrators setting direction and managing organizational risk

Human Resources

HR professionals safeguarding employee data, policy, and workplace culture

Information Technology

IT leaders and staff protecting systems, infrastructure, and information

Communications

Communications professionals managing the board's voice, channels, and crisis response

Finance & Payroll

Finance and payroll staff handling sensitive financial and personal information

Procurement

Procurement professionals managing vendors, contracts, and supply chain risk

Courses are delivered on demand through the ELSA platform and can be completed in any order. Most foundational courses run under 30 minutes; short-format courses take less than 10 minutes, designed to fit into a working day.

SKILLS AREA

Artificial Intelligence

From everyday productivity to responsible adoption

Build practical AI fluency across the board office. This skills area moves staff from understanding what generative AI is to using it confidently and responsibly in their daily work, with role-specific learning for the people leading adoption, evaluating tools, and applying AI to their own functions.

Foundational Core

14 courses • included in all six role pathways

- AI in the Workplace
- Responsible Use of AI
- Recognizing Hallucinations, Inaccuracies, and Bias in AI
- Navigating AI Ethical Challenges and Risks
- Establishing AI Guardrails and Governance
- Work smarter with AI using Microsoft Copilot
- Discovering the Microsoft 365 Copilot app
- Creating documents efficiently with Copilot for Microsoft 365
- Enhancing communication with Microsoft 365 Copilot in Outlook & Teams
- Understanding Gemini - A Primer for All
- Gemini for Everyday Tasks
- Using the Gemini app for Google Workspace
- Streamlining communication with Gemini for Google Workspace
- Enhancing collaboration & productivity with Gemini for Workspace

Senior Leadership

+6 role-specific courses

- Leading in the Age of Generative AI
- Leading through the AI Disruption with Empathy (Global)
- Encouraging Innovation and Experimentation with AI
- Using & creating agents in Microsoft 365 Copilot
- Building agents in Microsoft Copilot Studio
- Instant Intelligence with Gemini Flash 2.0

Human Resources

+5 role-specific courses

- Using AI to Improve the Employee Experience
- Developing an AI/ML Data Strategy: Building an AI-powered Workforce
- Automating data analysis with Microsoft 365 Copilot in Excel
- Managing knowledge with Microsoft 365 Copilot in SharePoint & beyond
- Creating and analyzing content with Gemini for Google Workspace

Information Technology

+7 role-specific courses

- AI Agents and Workflows
- Inside Agentic AI: Foundations and Frontiers
- Introduction to Prompt Engineering
- Crafting Effective Prompts

- Using & creating agents in Microsoft 365 Copilot
- Building agents in Microsoft Copilot Studio
- Gemini for Technical Teams

Communications

+7 role-specific courses

- Reimagining Marketing with Generative AI
- Introduction to Prompt Engineering
- Crafting Effective Prompts
- Getting Started with Prompt Engineering
- Creating content with Microsoft 365 Copilot in Word & other apps
- Optimizing communication & information with Copilot for Microsoft 365
- Creating and analyzing content with Gemini for Google Workspace

Finance & Payroll

+7 role-specific courses

- AI Change Management: Understanding Drivers and Impact
- AI for Financial Planning and Analysis Skillshort
- Unlocking Business Solutions with AI-Powered Analytics
- AI Change Management: Leading the Transformation
- Automating data analysis with Microsoft 365 Copilot in Excel
- Performing actions with Microsoft 365 Copilot in Outlook
- Creating and analyzing content with Gemini for Google Workspace

Procurement

+7 role-specific courses

- Unlocking Business Solutions with AI-Powered Analytics
- Developing an AI/ML Data Strategy: Data Management & Governance in AI
- Developing an AI/ML Data Strategy: Data Analytics & Data Ethics
- Developing an AI/ML Data Strategy: Data Bias & Ethical Considerations in AI
- Automating data analysis with Microsoft 365 Copilot in Excel
- Managing knowledge with Microsoft 365 Copilot in SharePoint & beyond
- Creating and analyzing content with Gemini for Google Workspace

SKILLS AREA

Cybersecurity

Safer digital habits for every member of staff

School boards are among the most frequently targeted organizations for phishing and ransomware. This skills area builds a shared baseline of threat awareness and safe digital habits across every role, then deepens into governance, incident response, data protection, and technical practice where each role needs it most.

Foundational Core

13 courses • included in all six role pathways

- Everyday Cybersecurity
- Cybersecurity and Online Habits
- Cybersecurity Awareness: Getting Started with Security Foundations
- Cybersecurity Awareness: Key Security Terms & Concepts
- Cybersecurity Awareness: Information Security Fundamentals
- Cybersecurity Awareness: Exposure to Security Risks
- Cybersecurity Awareness and Threat Vectors
- Cybersecurity Short: Avoiding Phishing Attacks
- Cybersecurity Short: AI Deepfakes and Social Engineering Attacks
- Cybersecurity Short: Essential Cybersecurity Tips
- Cybersecurity Short: Multifactor Authentication
- Cybersecurity Short: Proper Password Management
- Cybersecurity Short: Proper Use of Email

Senior Leadership

+7 role-specific courses

- Information Security for Leaders: An Introduction to InfoSec
- Information Security for Leaders: Elements of InfoSec
- Mitigating Security Risks: Information Security Governance
- Mitigating Security Risks: Maintaining Business Continuity
- Mitigating Security Risks: Managing the Incidents
- Data Security Breach Notification Process
- Information Security Practices: Budgeting & Forecasting for InfoSec

Human Resources

+7 role-specific courses

- Cybersecurity Short: Proper Use of the Internet at Work
- Mitigating Security Risks: Managing Security in a Hybrid Workplace
- Data Protection Short: Handling Sensitive Employee and Customer Data
- Data Protection Short: Insider Threats
- Privacy Short: Personally Identifiable Information (PII)
- Privacy Short: Reporting Suspected Breaches
- Data Protection Short: Preventing Data Loss and Theft

Information Technology

+8 role-specific courses

- Auditing & Incident Response
- Access Control and Security Architecture Design
- Describe authentication and authorization in cybersecurity
- Describe basic cybersecurity threats, attacks, and mitigations
- Mitigating Security Risks: Maintaining Business Continuity
- Data Protection Short: Insider Threats
- Third Party Risk Management
- Introduction to Software Supply Chain Security

Communications

+8 role-specific courses

- Cybersecurity Short: Proper Use of the Internet at Work
- Cybersecurity Short: QR Code Risks
- Cybersecurity Short: Smart Downloading
- Cybersecurity Short: Secure Messaging and Virtual Meetings
- Privacy Short: Reporting Suspected Breaches
- Global Internet, Social Media, and Electronic Communication
- Data Security Breach Notification Process
- Cybersecurity Short: Blogging

Finance & Payroll

+8 role-specific courses

- Cybersecurity Short: Proper Use of the Internet at Work
- Cybersecurity Short: QR Code Risks
- Data Protection Short: Handling Sensitive Employee and Customer Data
- Privacy Short: Personally Identifiable Information (PII)
- Privacy Short: Reporting Suspected Breaches
- Data Protection Short: Preventing Data Loss and Theft
- Global Internet, Social Media, and Electronic Communication
- Information Security Practices: Budgeting & Forecasting for InfoSec

Procurement

+8 role-specific courses

- Cybersecurity Short: Proper Use of the Internet at Work
- Cybersecurity Short: QR Code Risks
- Cybersecurity Short: Smart Downloading
- Cybersecurity Short: Secure Messaging and Virtual Meetings
- Third Party Risk Management
- Supply Chain Short: Data Privacy and Information Security
- Information Security Practices: InfoSec Vendor Management
- Introduction to Software Supply Chain Security

SKILLS AREA

Compliance

Workplace obligations, made clear and current

Grounded in Ontario and Canadian requirements, this skills area covers the workplace health, safety, privacy, and accessibility learning every school board employee needs, including Ontario Reg. 297/13 awareness, AODA, and PIPEDA, with additional depth for leadership and Human Resources.

Foundational Core

8 courses • included in all six role pathways

- Occupational Health & Safety Awareness: Ontario Reg. 297/13
- Canada's Personal Information Protection and Electronic Documents Act (PIPEDA)
- AODA: Customer Service and Accessibility Standard – Ontario
- Office Safety 2.0 – Canada
- Fire Safety and Prevention 2.0 – Canada
- Emergency and Disaster Preparedness – Canada
- Office Ergonomics – Canada
- Infectious Diseases – Canada

Senior Leadership

+2 role-specific courses

- Preventing Harassment and Violence in the Canadian Workplace – Managers
- Global Safety Principles: Mental Health Awareness and Stress in the Workplace

Human Resources

+3 role-specific courses

- Preventing Harassment and Violence in the Canadian Workplace – Managers
- Global Safety Principles: Mental Health Awareness and Stress in the Workplace
- Promoting a Substance-free Workplace (Canada)

Information Technology, Communications, Finance & Payroll, and Procurement complete the shared Compliance foundational core.

Beyond the Courses: Additional Resources

Practice it, measure it, and go deeper

ELSA is more than a course library. Alongside the curated course pathways, the platform includes a growing library of additional learning resources, matched to the same skills areas and role pathways, so staff can practice new skills safely, benchmark their progress, and keep learning in the format that suits them best.

AI Simulations

Interactive, scenario-based simulations that let staff practice applying AI safely — from using AI responsibly and leading ethical AI transformation to spotting social engineering — in a realistic, risk-free environment.

Skill Benchmarks

Short assessments that measure where each learner stands in areas like generative AI literacy and cybersecurity awareness — before and after learning — so boards can see skills growth, not just course completions.

Books & Audiobooks

A curated library of book and audiobook titles — from plain-language AI primers to cybersecurity deep dives — for learners who want to go beyond the courses, on their own schedule.

Like the courses, additional resources are organized by skills area and role pathway, with a shared core available to everyone and further recommendations for each role. Content spans Artificial Intelligence and Cybersecurity and is refreshed as new titles and simulations are released.



Ready to build your board's pathway? ELSA launches for Ontario school boards in September 2026.

To learn more or register your board, visit

ecno.org/elsa

Delivered by ECNO and powered by Fair Chance Learning. Course titles listed reflect the 2026 curriculum plan and may be refreshed as new content is released.

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