

Base Service Spotlight: Base Training



How many people work in the Base Training team?

There are three members of the Base Training team.

What are the responsibilities of the Base Training team?

The responsibilities of the Base Training team are to administer instructor-led D365 training for DND/CAF members in the Atlantic region, provide general training guidance/oversight for CFB Halifax personnel, provide advice/guidance to Unit Training Coordinators on training requirements/initiatives and track the completion rates of Common Mandatory Training for CFB Halifax personnel.

How does the Base Training team support CAF members and/or operations?

The Base Training team supports CAF members and their operations by overseeing the Common Mandatory Training requirements for Defence Team members as outlined by DND and/or Treasury Board Secretariat. Base Training is the only Base service in Atlantic Canada that houses online instructor-led Office 365 training open to all Defence team members across Canada.

Where is the Base Training team located?

The Base Training team is located on the 3rd floor of CFB Halifax headquarters (building S-90) in Room 334/5.

How can I contact the Base Training team?

The Base Training team can be contacted at: BaseTraining@forces.gc.ca.

Defence team members can also find Common Mandatory Training Program information/resources at the following links (accessible via DWAN only):

- [*Base Training \(mil.ca\)*](#)
- [*Base Command \(BComd\) & Base Executive Services \(BES\) - Base Training \(BTrg.\) \(mil.ca\)*](#)

Are there any noteworthy achievements or interesting facts to share about the Base Training team?

Microsoft (MS) Office Training for Defence Team members was discontinued in 2017 by the Learning & Career Centre. The Base Training team recognized that the demand for MS Office Training remained substantial despite the training being discontinued. In 2020 (in light of the COVID-19 pandemic and DND's shift to Defence 365) the Base Training team shifted in-person training sessions to online training sessions via MS Teams, which continues to be the primary delivery method and is now known as Office 365 Training.