

Skills for Employment

PROGRAM OVERVIEW:

Are you looking for work or seeking to improve your skills? Do you have limited job experience or gaps in employment, or have you recently arrived in Canada? Our Skills for Employment program is designed to help you gain the functional, digital, and professional skills necessary to effectively job search and thrive at work.

This comprehensive employment preparation program will help you:

- Develop the functional skills you will need to perform job tasks, complete workplace forms, make calculations, read information from training materials, and interpret workplace documents.
- Build your confidence communicating with management, co-workers, and customers.
- Market yourself to employers by crafting a resume and practicing your interview skills.
- Understand Canadian work culture and develop essential workplace skills.

PROGRAM INCLUDES:

- Computer Basics
- MS Word & MS Excel
- Creating a resume
- Interview practice
- Completing and processing workplace documents
- Math for the workplace

PROGRAM DETAILS:

- Available in both Brampton and Mississauga
- Full-time and part-time classes available

ELIGIBILITY

- 19 years of age and older
- Valid Social Insurance Number
- Minimum CLBA 5 (for second language speakers)
- Successfully complete an intake assessment

LOCATIONS

151 Superior Blvd,
Unit 19-23, Mississauga,
ON L5T 2L1

3 Conestoga Drive,
Suite 100, Brampton,
ON L6Z 4N5



CONTACT

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Call for more information! **905-495-2700 ext. 2**