

WorkReady

Skills for Employment

PROGRAM OVERVIEW:

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

This comprehensive 8-week employment preparation program will help you:

- Gain digital skills to job search effectively and succeed at work
- Market yourself effectively to employers
- Build your confidence communicating with management, co-workers, and customers
- Understand Canadian work culture and develop essential workplace skills

PROGRAM INCLUDES:

- MS Word
- MS Excel
- Emails
- AODA training
- Creating a resume
- Interview practice
- Completing and processing workplace documents
- Math for the workplace

PROGRAM DETAILS:

- Available in both Brampton and Mississauga
- 12:30 p.m. to 3:00 p.m. - Monday to Friday

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

Call: 905-495-2700, ext 2
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Call to Register! 905-495-2700 ext. 2