



Looking to refresh important skills before landing a new job?

Essential Skills: Learning Made Easy

What are essential skills? Working well with others, communicating clearly and being able to solve problems on the job are the top three skills employers say are needed to get a job and stay employed. It also helps to brush up on other important skills that keep you up to date with technology.

Would you like to improve your communication and problem-solving skills?

Want to refresh your learning skills before a training program?

The Government of Canada has identified nine essential workplace skills that are used in every job: reading, writing, document use, numeracy, computer use/digital skills, thinking, oral communication, working with others and continuous learning.

Master some of these skills and become a job-ready candidate employers will want to hire with the help of our fun, confidence-building essential skills workshops.

With the help of your case manager, decide which program or programs are right for you.

Program A: Jan 16th - 25th “Soft Skills for the Changing Workplace”

- Communicate Effectively
- Customer Service
- Working With Others
- Solving Problems in the Workplace
- Conflict Resolution

Program B: Jan 30th - Feb 8th “Computer Essential Skills Boot Camp”

- Introduction to Computers
- Microsoft Windows
- Computer Security
- Email and Internet
- Digital Citizenship
- Microsoft Office

Essential Skills: Learning Made Easy Jan 16-Feb 8/18 (Tues, Wed & Thurs 9:30-12)

Need more information? Interested in participating?
Make an appointment with your case manager who will guide you on how to enroll for this program.

Start the New Year off Learning!
\$500 Value Per Program!
Limited seating. Register today!



Both Programs Delivered at
the Grand Forks Location
Call Community Futures to Register
250-442-2722 Grand Forks
250-445-6618 Greenwood