



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 16<sup>th</sup> - 25<sup>th</sup> “Soft Skills for the Changing Workplace”

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

### Program B: Jan 30<sup>th</sup> - Feb 8<sup>th</sup> “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