

Upgrade your skills with JOB READINESS



This course is provided by the Good Learning Anywhere program from Sioux-Hudson Literacy Council.



e-Channel is a core service of Contact North

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Ontario's Distance Education & Training Network

Funded by the Government of Ontario

This course is offered online, from Monday to Friday,
10:00 a.m. - 12:30 p.m. (ET) / 9:00 a.m. - 11:30 a.m.
(CT) for 3 weeks.

Course dates: May 9 - 27, 2016

The 3-week Job Readiness program provides clients with the tools needed to determine which job is right for them, and how to set goals to get that job. The course provides clients with knowledge of safe and practical work habits. Clients will create résumés and cover letters to use in their job search, and practice interview skills.

The First Step program **MUST** be taken before registering for this program.

- Communication
- Habits of Effective Workers
- Conflict Resolution
- Résumés and Job Applications
- Interview Skills
- Cover Letters
- Customer Service and Telephone Skills
- Cultural Considerations
- Lateral Violence
- WHMIS
- Rights and Responsibilities
- Health and Safety
- Work Ethics
- Career Exploration
- Time Management
- Goal Setting
- Job Search Skills

For more information, call

Vicky Bolduc,

Online Learning Recruitment Officer,

at **1-855-901-3425**

or e-mail saultstemarie@contactnorth.ca.

e-channel.ca



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