



IS ESSENTIAL SKILLS TRAINING RIGHT FOR ME?

This program may be helpful if you:

- require a minor skill gain and want to focus on specific Essential Skills;
- are able to work at your own pace with limited instruction (one-on-one support will be provided as needed);
- are able to commit and attend classes on a daily basis;
- **and are wanting to accelerate the progress towards your occupational-goal!**

Successful participants of this program generally possess a positive attitude, demonstrate a willingness to grow, and have no (or few) workplace barriers.

If you would like to discuss if you are a good fit for this program, please contact us at: 204-282-9980

HOW TO REGISTER

Prior to enrolling in this program, you will need to complete an Essential Skills assessment and then be referred by your Employment and Income Assistant Case Coordinator or your Training and Employment Services Career Development Consultant.

Are you ready?

- TRANSPORTATION** - Ensure you have a reliable source of transportation to get to and from ESM for the entire program. This may include public transportation (bus), bike, or getting a ride from a friend.
- CHILDCARE** - If you have a child in your care, ensure you have reliable childcare for the entire program. (Allow time for you to drop off before the start of class and pick up after.) ESM does offer preschool childcare at a limited capacity. Please contact ESM if you are interested.
- SUPPLIES** - No need to worry about this! ESM will provide all supplies required to complete the program.
- LUNCH** - You may bring a lunch! A lunchroom equipped with a fridge and microwave is available for use. ESM will provide water, tea, and coffee throughout the day.



Funding provided by:
The Government of Canada
The Manitoba Government

Essential Skills Training



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What to expect...

ESSENTIAL SKILLS TRAINING provides you with the Essential Skills needed to progress towards your occupational-goal. The Essential Skills you will develop in this program are transferable skills required in every workplace.

Your lessons will focus specifically on the Essential Skills you need, giving you the opportunity to accelerate your progress towards your occupational-goal. By upgrading these skills, your career and education options will expand.

This program is largely self-directed and provides one-on-one support as needed. Course material can be tailored to each participant and their chosen occupation.

Essential Skills Manitoba assesses and teaches Essential Skills up to Level 3, based on the Essential Skills profiles available from Employment and Social Development Canada.

● **Essential Skills Training offered:**

- • Reading
- • Writing
- • Numeracy
- • Document Use
- • Digital Technology*

● **Computers are equipped with Windows 7 and Microsoft Office 2013.*

● **SUPPORTS**

- ESM staff have access to and knowledge of various supports for every need. While in the program, please speak with your instructor if you are struggling or need assistance with anything that may be hindering your success.

● **SCHEDULE**

- Classes are Monday-Friday, 10:00 AM to 3:00 PM. You will get two 10-minute breaks and one 45-minute lunch break each day.
- Program length varies depending on your current skill levels and the levels required for your occupational-goal.

● **FINAL REPORTS**

- Upon completion of the Essential Skills Training program, a Final Report identifying your skill levels and recommendations will be developed.

- The reports will identify your current Essential Skills levels and skill gains in the areas you upgraded. Feedback will also be provided on strengths and areas for development. If applicable, recommendations for further upgrading and training will be included in the Final Report.

- A copy of your Final Report will be forwarded to your Employment and Income Assistance Case Coordinator and your Training and Employment Services Career Development Consultant. They will also receive progress and attendance reports throughout the program. A copy of your Final Report will be mailed to you as well.

You can be our next success story...

“This is a very interesting and full experience. There was a wide variety of things that were taught in this program.”

“This computer course has given me a confidence that I once lacked concerning computers. The future looks bright and it is because of this computer class.”