



opportunitiesforemployment
HOPE IN ACTION



Essential Skills at Work

Facilitator: _____ **Phone #:** _____

The Essential Skills at Work module is delivered based on individual learning plans, where participants will engage in activities designed to increase performance in four essential skills areas: reading, numeracy, document use and writing.

Who should participate? This program is designed for participants who are current or potential future candidates for the demand led streams and have been identified as individuals who would benefit from basic essential skills training through the assessment process.

Duration: The program runs **Every Tuesday and Wednesday** from 1:00 pm to 3:00 pm at Opportunities for Employment Inc., 4th Floor – 294 Portage Avenue, Winnipeg, Manitoba. Learners may be scheduled to start any Tuesday when space is available.

Program Objectives: After completing this program, the participant will:

- Have stronger essential skills in the areas that they require for future employment
- Have increased performance in reading, writing, numeracy and document use
- Be prepared to engage in occupational specific essential skills training if required

Program Requirements:

- Must be available to attend scheduled program hours
- Homework will be assigned so participants must be able to work on essential skills assignments outside of class time (at OFE or at home) up to 20 hours per week
- Basic computer skills including the ability to use a mouse to navigate on the Internet

Program Areas:

- Reading
- Numeracy
- Document Use
- Writing

Participants engage in learning activities in the specific areas that are required in order for them to meet their development goals, which will be outlined on their plan. Learners may exit the Essential Skills for Work module series as they meet their goals. The series has a continuous entry and exit model.

Some individuals may engage in further activities through occupational specific essential skills training if selected into a project group based on suitability and industry demand.

Your start date: _____

Employment Consultant _____ **Phone:** _____