

Restart your Career

LOOKING FOR A JOB!

This is What You Need:

- Practical Work Skills
- Effective Computer Skills

And this is What we Offer:

- 24 Weeks of Work Skills and Computer Training

REGISTER TODAY

Training starts October 7, 2019
Monday—Thursday, 8:45 AM.—4:00 PM.



Early application is key as acceptance is on a first-qualified, first accepted basis.

For more information and to register call Donna at 780.945.4637

donnag@employabilities.ab.ca

EMPLOY
Abilities

Also drop in our office
402, 10909 Jasper Avenue
Edmonton, Alberta

PROGRAM OUTLINE

The Restart Your Career Training Program is a 24 week FULL-TIME practical skill development program that includes 460 hrs of training in current job related computer skills, essential and work related skills, and 140 hrs of occupational activities. Training is offered Monday – Thursday, 8:45 am – 4:00 pm for 26 hrs per week. Additional training supports are offered on Fridays, but are not mandatory.

Essential & Work Related Skills (230 hrs)

Essential Skills Training (Professional Development) focuses on activities such as:

- career planning
- accountability
- stress management
- financial literacy
- communication
- managing change
- barriers disclosure
- building self-esteem
- positive attitudes
- conflict resolution
- teambuilding
- supervisory and leadership

Work Related Skills:

- interview skills
- employer presentations
- office equipment
- First Aid/CPR
- resume development
- labour market research
- customer service
- networking opportunities
- business forms
- labour laws
- WHMIS

Basic Computer Training includes (230 hrs)

Introduction to Computers

- Windows 10
- MS Office Suite 2016:
- Outlook/Email
- Keyboarding
- Word
- Internet
- Social Media
- Excel
- Power Point

Occupational Activities (140 hrs)

- Work Practicum

UPON GRADUATION PARTICIPANTS WILL RECEIVE THE FOLLOWING CERTIFICATIONS:

- Restart Your Career Training Program Completion
- Microsoft Office Suite Training Completion
- First Aid/CPR /WHMIS/Service Best Customer Service