

Program Outline

The Restart Your Career Training Program is a **6-month (24 week), full-time** practical skill training program that includes 460 hours of training in current job-related computer, essential and work-related skills, and 140 hours of work practicum at the conclusion of the training. Training is offered onsite Monday through Thursday 9am - 4pm.

Professional Development (230 hours)

Training in Essential & Work-Related Skills with focus on activities such as:

- Positive Attitudes
- Communication Types
- Team Building
- Building Self-Esteem
- Managing Change
- Conflict Resolution
- Stress Management
- Barriers Disclosure
- Accountability/Responsibility
- Boundaries
- Office Politics
- Employer Expectations
- Budgeting
- Goal Setting
- Supervisory and Leadership
- Interview Skills
- Resume Development
- Cover Letter Development
- Labour Market Research
- Labour Laws
- Networking Opportunities
- Virtual Etiquette
- Professional Etiquette
- Employer Presentations
- First Aid/CPR
- WHMIS
- Customer Service

Basic Computer Training (230 hours)

Training in computer usage including:

- Introduction to Computers
- Keyboarding
- Windows 11
- MS Office Suite 2019
- Word
- Excel
- Power Point
- Social Media
- Outlook / Email
- Virtual Presentations
- Internet
- Working Remotely

Work Practicum (140 hours)

Participants will work onsite at employers' location of choice, gaining hands-on experience.

Upon **graduation**, participants receive certificates in:

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