



REACH FORWARD

Reach Forward focuses on the development of Employability Skills, Essential Skills for work, and Personal Management Basics. It is designed to assist participants achieve sustainable, long-term employment.

This online program consists of instructor-led presentations and discussions, handouts, and assignment.

Classes can be completed in eight weeks, and two additional weeks can be used for independent study.

A certificate of completion will be given to Reach Forward participants who have successfully met program requirements.

To attend Reach Forward - Participants with mental health disorders should be supported by professional treatment. Anyone with cognitive disabilities such as developmental delay, may find the program too challenging.

1 Who will benefit from this program?

- Those with limited recent or no work history and are looking for employment
- Have identified a job goal
- Show essential skill readiness for occupational training prior to employment
- Are in transition from occupational training to employment
- Want to transition from one type of employment to another
- Want to build their self-confidence

2 Program Criteria

Technology Access:

- Daily access to/use of a working computer (laptop, desktop, iPad, tablet) with a webcam and Chrome and Adobe Acrobat Reader (free version) installed
- Telephone (land line or cell phone) for one-on-one meetings and follow up calls
- Internet access and a functioning email

A Good Essential Skills Foundation:

- Reading: instructions, emails, guidelines, and scanning documents for information.
- Numeracy (basic mathematics): numerical estimating, money math, scheduling or budgeting math and analyzing measurements or data.
- Digital Technology: Basic computer skills (use of mouse, typing, use of webcam, connection to Internet, use of speakers), use of Word, downloading and saving files, attaching files to emails, sending and receiving emails, using search engines, using a USB drive to save files
- Oral communication: English at Level 6 or higher is required.

An open and positive attitude and be motivated to:

- move forward to employment and/or occupational training
- commit to the complete program (all modules)
- attend and participate in classes
- complete assignments within deadlines

204-282-9980 | referral@esmanitoba.ca