



Essential Skills Manitoba

**REACH
FORWARD**



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

PERSONAL MANAGEMENT BASICS

- **Reliability**
- **Interpersonal Skills**
- **Respect for Expectations**
- **Personal Presentation**
- **Positive Attitude**
- **Stress Management**
- **Self-Awareness**
- **Taking Initiative**
- **Adaptability**
- **Decision Making**
- **Problem Solving**
- **Organizing & Planning**



A long, straight asphalt road stretches into the distance under a cloudy sky. The road has white lane markings and a dashed center line. The surrounding landscape is arid and rocky.

This hybrid program is a mixture of online and in-classroom learning which includes instructor-led presentations, discussions, handouts & assignments.

**PERSONAL
DEVELOPMENT**

Learners will have the opportunity to meet with professionals in the industry and role of their career choice, and have master cover letters & resumes prepared for them by experts from ESM partners.



COMMITMENT

Classes run for 8 weeks, and an additional 2 weeks gives participants time for independent study and one-on-one coaching.



NEW CAREER

NEW JOB

BRIGHT FUTURE

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

THIS CERTIFICATE IS AWARDED TO

YOUR NAME HERE



FOR SUCCESSFULLY COMPLETING

Reach Forward

Personal Management Basics & Employability Skills Program

Date Completed:

Certificate ID:



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

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

PROGRAM CRITERIA

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.

PROGRAM CRITERIA

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



**Available online
or in person**

**Get started
today!**

Contact us at

info@esmanitoba.ca

or call 204-282-9980

