

## REACH FORWARD

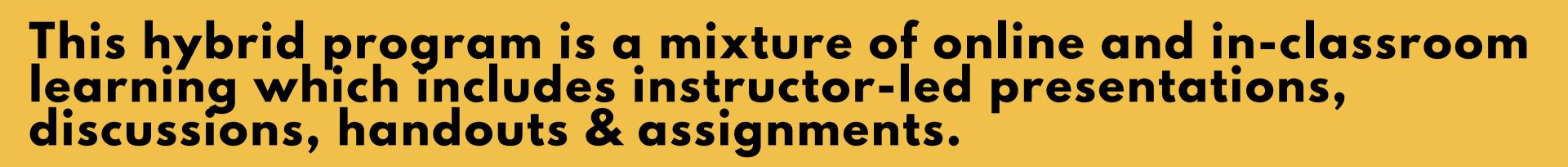


Reach Forward focuses on the development of Employability Skills, Essential Skills for work, and Personal Management Basics. This program is designed to assist participants to achieve sustainable, long-term employment.

#### 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







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.





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



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

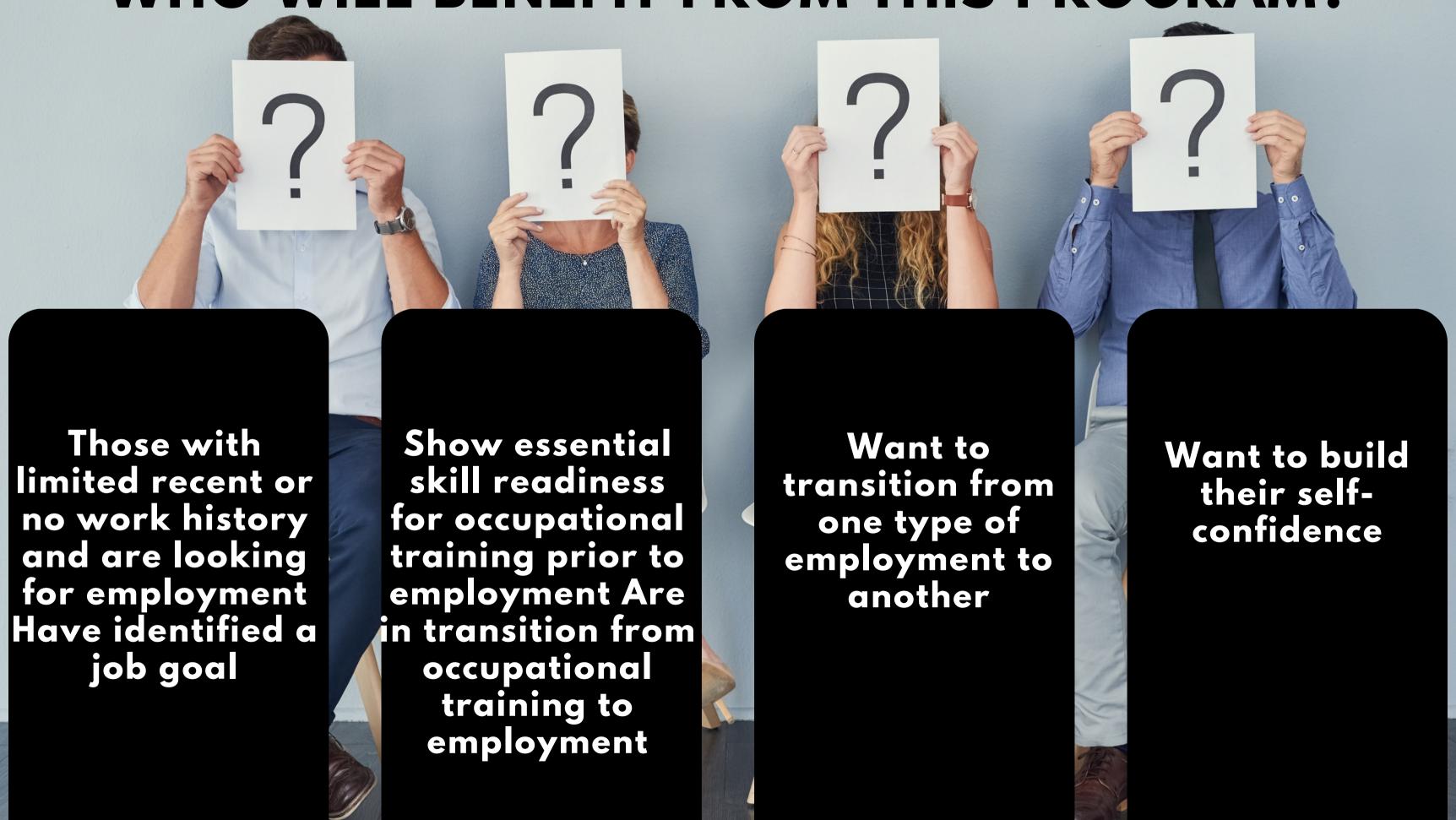




Date Completed: Certificate ID:



#### WHO WILL BENEFIT FROM THIS PROGRAM?



### 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

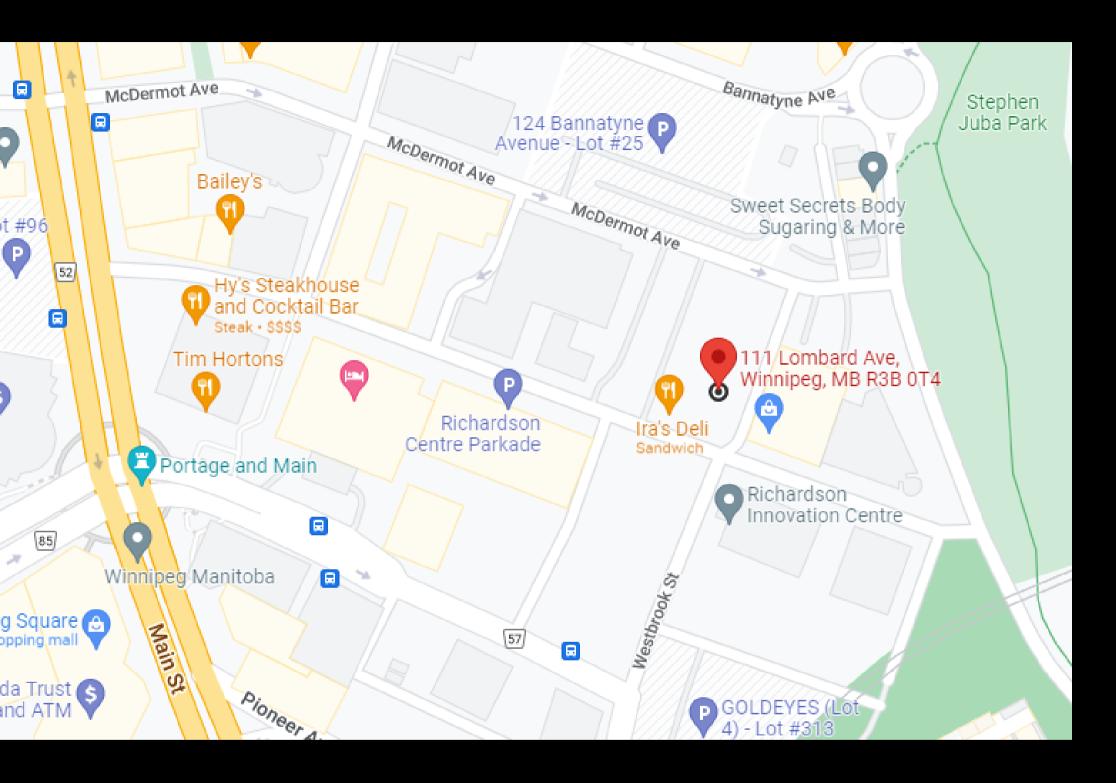
#### An open and positive attitude and be motivated to:

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