



Essential Skills Training



Reading

is the ability to read and comprehend written information that may be found in several workplace documents. These documents may include: instructions, emails, memos, health and safety manuals, policies, and reports. This skill is used to scan documents for information and overall meaning, evaluate the information, and integrate information from multiple sources.

Writing

is the ability to use clear and concise language to create messages. This also includes non-paper-based writing such as typing on a computer. Writing skills are used to organize, record, and document information, as well as to persuade, request, and justify.

**Document Use is imbedded in the above skills*



Numeracy

is the ability to use numbers and think mathematically. This skill includes the ability to measure and make calculations, estimate figures, work with money, analyze numerical trends, and create schedules and budgets.



Digital Technology

is the ability to use information and communication technology. This skill includes computer use for the workplace or personal tasks, as well as operating a smartphone or cash register. Examples may include; word processing, spreadsheets, web browsing and email.





Who would benefit?

People who want to:

- improve their essential skills
- prepare for further education or employment
- enhance their ability to take on new tasks in the workplace and life
- build their self-confidence

What to Expect?

Upon Enrollment

A customized learning plan will be developed based on your ESM Assessment Summary Report results.

Upskilling in preparation for further education or employment may include; Reading, Document Use, Writing, Numeracy and/or Digital Technology.

Orientation

You will meet with your team of ES instructors to review the program expectations and access the learning materials.



What to Expect?

During the Program

The average length of time to complete the program is between 3-6 months, depending on your learning plan.

- You will work through the learning material with your dedicated instructor.
- One on one training will be scheduled at a mutually agreed upon time/method (online, in person or a combination of both).
- Progress reports will be provided regularly to ensure you are on pace to completion.





Upon Completion

You will receive a Certificate of Achievement and an Essential Skills Summary Report.

You may also have the opportunity to register for additional Essential Skills Development such as:

- Communicating in the Workplace workshop
- Speaking to the Skills I Have workshop
- Reach Forward (Pre-employment & Personal Management Basics program)

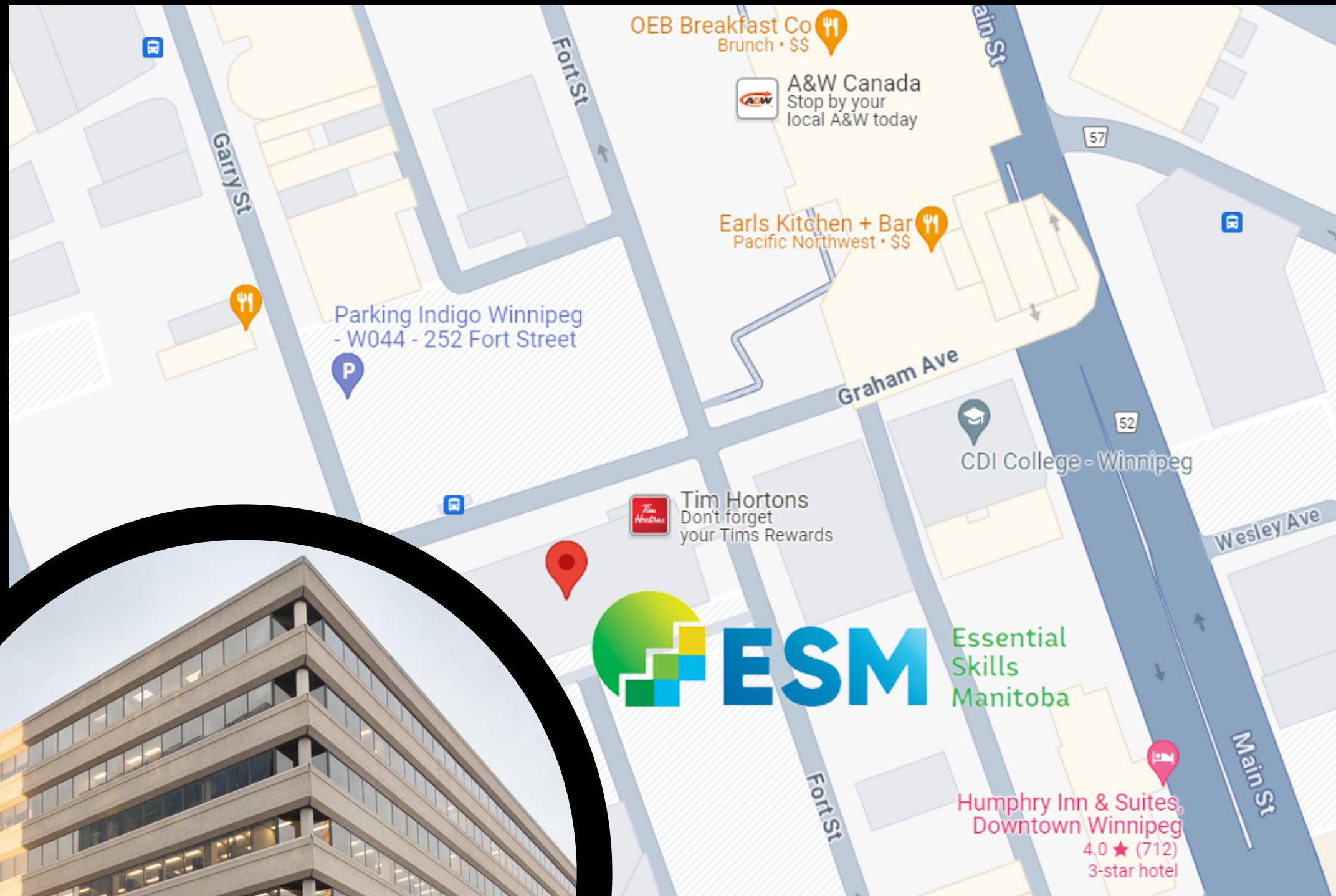


**The ESM team will follow
up with alumni to hear
about your success!!!!**

Available online
or in person

Get started today!

Contact us at
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or call 204-282-9980



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