



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;

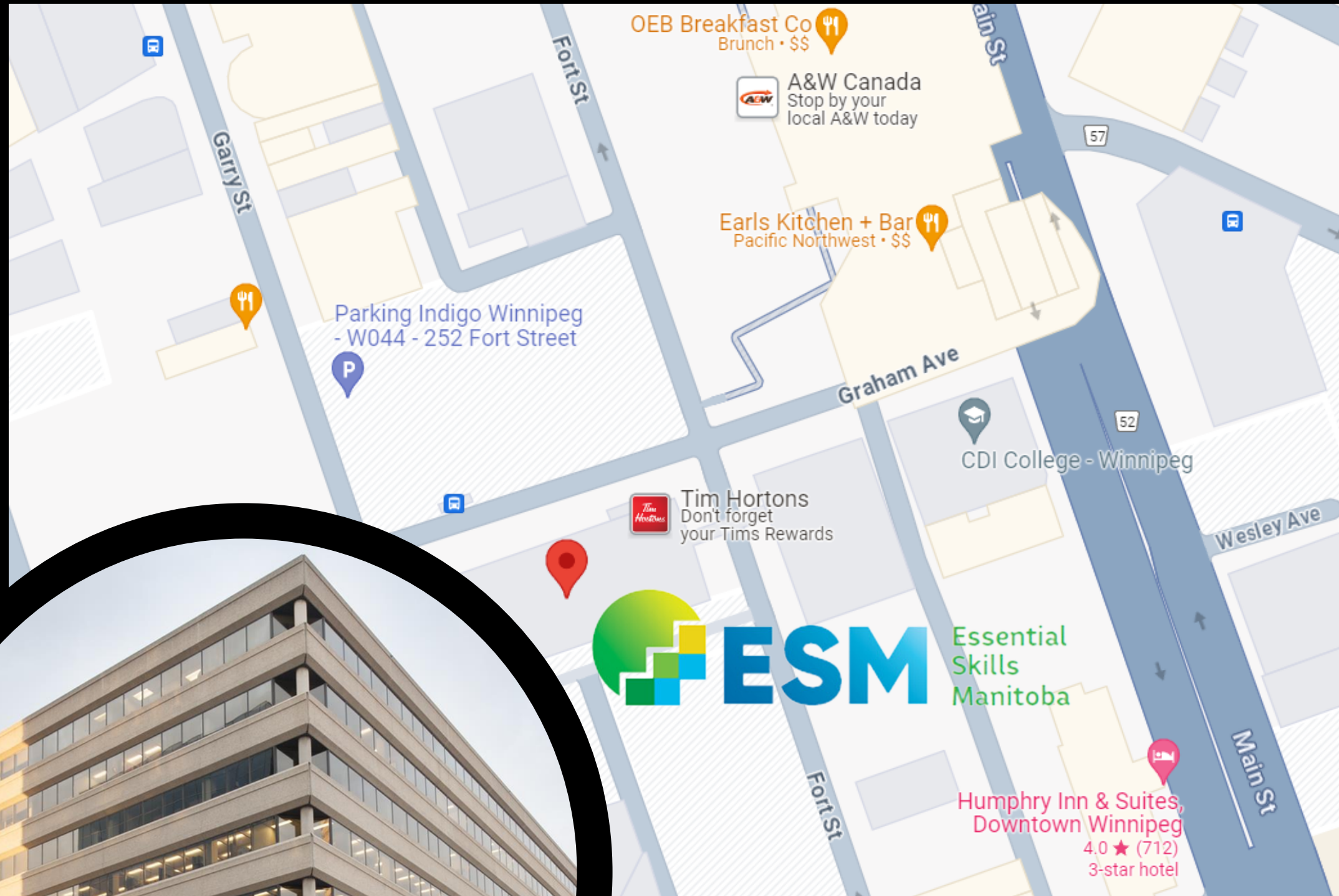
commit to the  
complete  
program (all  
modules);

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



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