



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**





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



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.



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

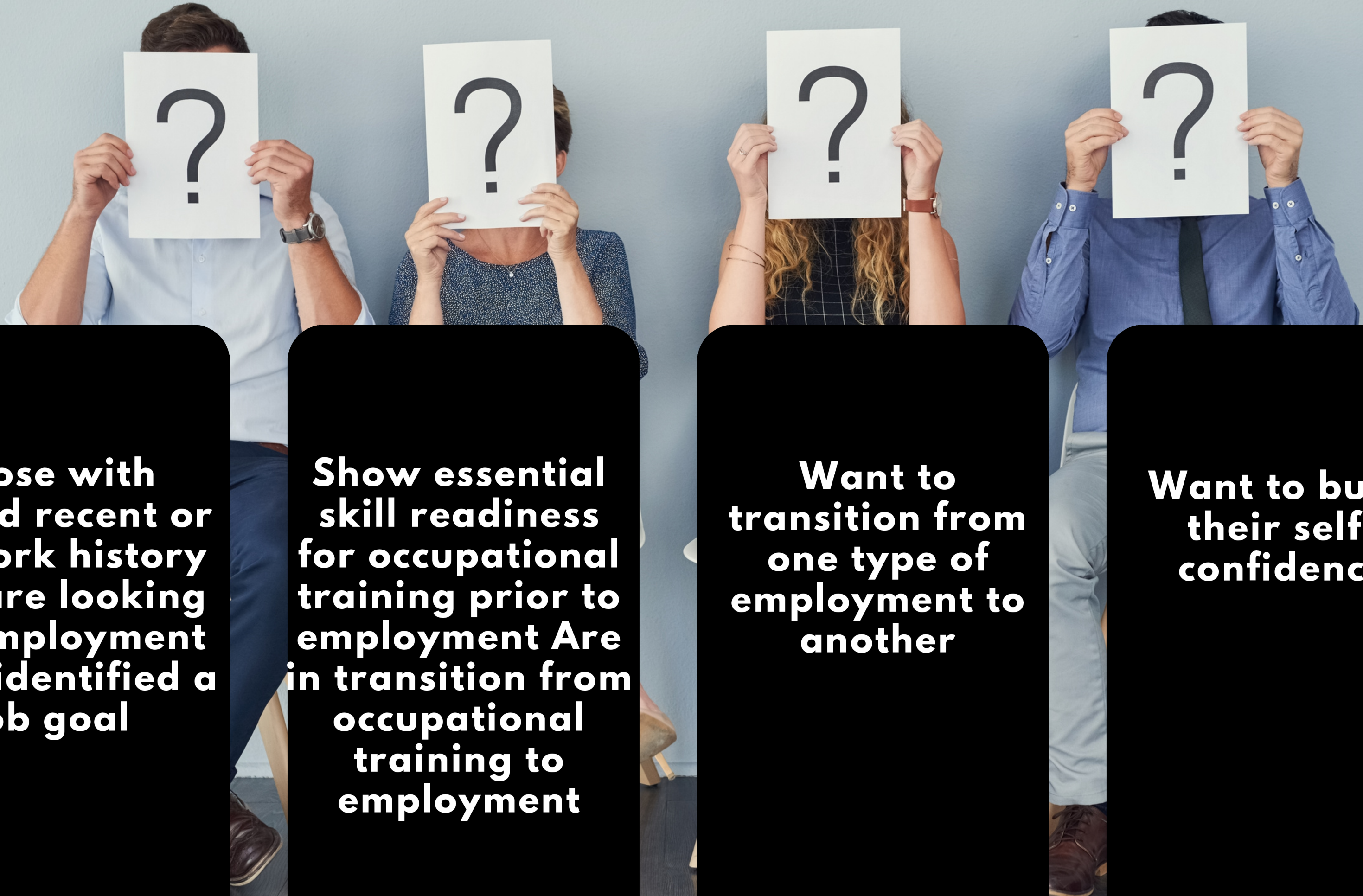
Personal Management Basics & Employability Skills Program

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;**

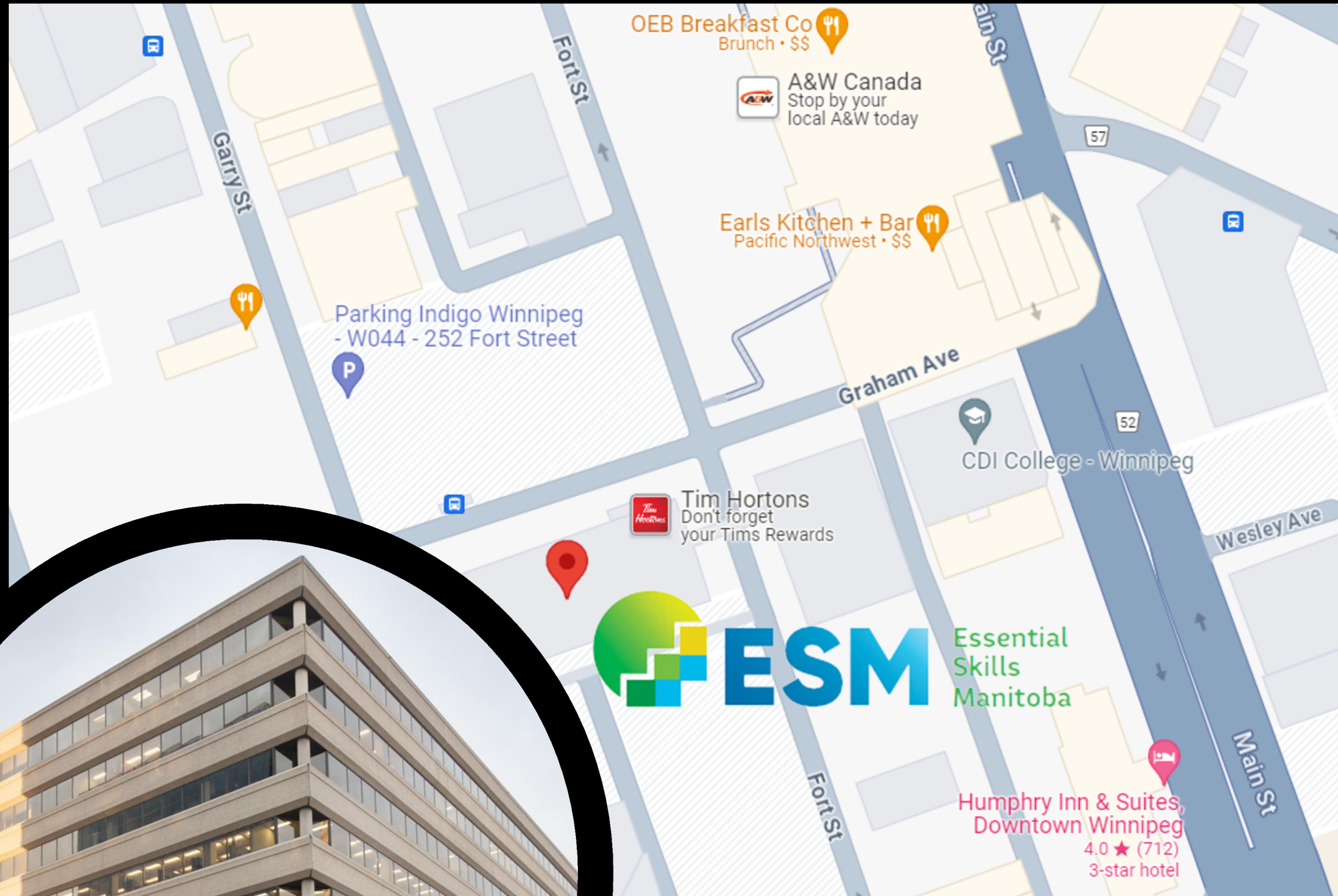
**commit to
the complete
all modules
of the
program**

**attend and
participate
in classes**

**complete
assignments
within
deadlines**

Get started today!

Contact us at
info@esmanitoba.ca
or call 204-282-9980



Assessible through the
skywalk



240 Graham Avenue, Unit 250
second floor, Cargill Building