

PASSPORT TO EMPLOYMENT CERTIFICATE PROGRAM

This program is designed to help women identify their strengths, skills, and accomplishments and then match those with occupations/jobs where they would be most suited. The content of this program develops Employability Skills recognized by Industry Canada.

A Certificate will be awarded upon the completion of 6 Core Courses and 2 Electives. Total of 8 courses for completion.

Core Courses:

Discovering Career Options and Career Cruising
 Interacting Assertively and Handling Criticism
 Elements of Workplace Communication Part I
 Elements of Workplace Communication Part II
 How to Find a Job Part I (*Self Marketing, Networking, Cover Letters, Interviewing,*
 How to Find a Job Part II *Cold Calls, Resumes*)

Electives (Choose Two):

What's Good Customer Service All About?
 Decision-Making/Problem Solving
 Boundaries in the Workplace
 Understanding Workplace Culture / Employer Expectations
 One Computer Course (Self-directed learning in *Microsoft Word, Excel* and typing - *designed so you can work through programs at your own level*)
 Oxford County Jobs - Where are they? What skills do you need to get them?
 Thinking Outside of Traditional Boxes

Schedule: Tuesday and Thursday 9am - 3pm (unless specifically noted)

*note: lunch hour 12pm - 1pm

Tuesday Feb 2 & Wednesday Feb 3	Tuesday Feb 9 & Thursday Feb 11	Friday Feb 12 9 – Noon	Tuesday Feb 15 & Thursday Feb 18	Tuesday Feb 23 & Thursday Feb 25
Workplace Communication Part II	What's Good Customer Service?	Nutrition in the Workplace	Discovering Career Options & Career Cruising	Interacting Assertively & Handling Criticism
Kathryn	Mary L	Board of Health	Heather & Carol	Kathryn

Women's Employment Resource Centre

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