



Academic and Career Preparation

PATHWAYS TO EMPLOYMENT

Your edge to employment skills and academic success

Pathways to Employment is a **FREE** three-week program that helps you gain the confidence and skills needed for success in today's workforce.

Add new **COMPUTER, COMMUNICATION AND PLANNING** skills and qualifications to your resumé!

OCT 16 - NOV 1

Tuesdays, Wednesdays and Thursdays
Three weeks
9:30 a.m. to 12:30 p.m.

EDUCATIONAL / WORK PLANNING

- exploring the hidden job market
- networking
- mock Interviews
- organizational skills
- time management
- exploring career options

COMPUTER SKILLS

- introductory Microsoft Office
 - Word
 - Excel
- formatting resumé and cover letters
- e-mailing with attachments
- online research
- computer basics

WORKPLACE COMMUNICATIONS

- budgeting
- customer service
- conflict resolution skills

FOR MORE INFORMATION OR TO REGISTER

Call 519.940.0331, ext. 5664 or email katherine.belley@georgiancollege.ca



Orangeville Campus



Canada



Adult upgrading for career, college or apprenticeship.