

▶ RAMP UP TO EMPLOYMENT

WORK ON YOUR EMPLOYMENT SKILLS AND ACADEMIC READINESS



Ramp Up to Employment is a three-week workshop that helps you gain the confidence and skills needed for success in today's workforce. This program is an ideal stepping stone to further educational opportunities.

Included in the program:

- Service Excellence certificate
- Smart Serve certificate (optional)

MAY 14 TO 30, 2019

Tuesdays, Wednesdays and Thursdays
9 a.m. to 3:30 p.m.

EDUCATIONAL/WORK PLANNING

- Mock interviews
- Organizational skills
- Time management

COMPUTER SKILLS

- Formatting resumés and cover letters
- Emailing attachments
- Completing online applications
- PowerPoint

WORKPLACE MATH/COMMUNICATIONS

- Financial literacy
- Business emails
- Written communication for cover letters and resumés
- Verbal communications (talking to employers)

FOR MORE INFORMATION OR TO REGISTER

Contact Jennifer Rousseau at 705.325.2740, ext. 3024 or jennifer.rousseau@georgiancollege.ca



ACADEMIC AND
CAREER PREPARATION



This is a free program available to individuals 19 years of age or older who meet eligibility requirements.

This Employment Ontario program is funded in part by the Government of Canada and the Government of Ontario and through the Canada-Ontario Job Fund Agreement.