

From the list below, select what you need help with in order to find or secure sustainable employment:

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| ☐ Finding and using information | ☐ Using digital technology (computer skills) |
| ☐ Communicating ideas and information | ☐ Managing your learning (goal setting and action plans) |
| ☐ Understanding and using numbers (math) | ☐ Engaging with others ("soft skills" such as customer-service) |

The iWIN Program is offered at no cost to eligible learners by the York Region District School Board, with support from the Ministry of Training, Colleges and Universities.

Book your assessment today!

Date: _____ Time: _____

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**EMPLOYMENT
ONTARIO**

York Region
DISTRICT SCHOOL BOARD
Inspire Learning!



DESIGN YOUR PATH TO SUCCESS



This program is right for you if you are a resident of Ontario (19+) and need to:

- Enhance your employability skills
- Gain or upgrade computer skills for the workplace
- Prepare for college, university or apprenticeship programs
- Prepare for a High School Credit program or GED
- Gain confidence in life, work and studies

Our **iWIN Program** will help you reach your goals faster! Get individualized support from a highly qualified and experienced instructor and create a class schedule that **works for you**.

Select the program(s) you'd like to learn:

Basic Computer Skills

Minimum time commitment - 8 classes

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| ☐ Getting to Know a Computer <ul style="list-style-type: none">- Terminology- Hardware and software- Mouse skills- Keyboarding | ☐ File Management <ul style="list-style-type: none">- Saving files to a hard drive or USB- Creating folders- Moving files |
| ☐ Getting Started with Email <ul style="list-style-type: none">- Setting up a new address- Sending/receiving email- Attaching a document (résumé, picture, etc.) | ☐ Basic Text and Image Skills (in MS Word) <ul style="list-style-type: none">- Working with documents- Moving text- Inserting pictures, clip art, shapes- Formatting images and shapes- Creating a basic chart/table- Using spell-check- Inserting, editing and removing a header/footer |
| ☐ Internet Searches <ul style="list-style-type: none">- Conducting searches- Making searches more effective- Choosing reliable sites | |

Digital Technology for Effective Job Searches and Online Applications

Minimum time commitment - 8 classes

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| ☐ Email for Employment <ul style="list-style-type: none">- Subject line- Address: to, cc, bcc- Reply, reply all, and forward- Body of email- How to attach a file- Formal/informal tone- Purpose of email | ☐ Résumés and Cover Letters <ul style="list-style-type: none">- How to format- Salutations and closings- Purpose of letter- Appropriate language and tone- Inserting, editing and removing a header/footer- Applying to positions online |
|---|---|

Soft Skills and Successful Oral Communication

Once a week

- | | |
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| ☐ Conversation Group <ul style="list-style-type: none">- Weekly topics for discussion- Appropriate language and tone | <ul style="list-style-type: none">- Workplace culture and etiquette- Body language- Enhanced pronunciation- Confidence building |
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High School Credit or GED Preparation

- ☐ Get individualized support and instruction while preparing for your high school credit program or GED (high school equivalency). All subjects are offered.

Computer Skills for Employment and Further Education

Blended learning using training software and instructional support

Minimum time commitment - 8 classes

- ☐ **Microsoft Office Skills Introduction**
- Word: creating and editing original documents, using proofing tools, templates, setting page layout
 - Excel: entering data, formatting worksheets, setting worksheet layout, creating formulas, exercises
 - PowerPoint: creating simple presentations
 - Publisher: creating basic publications, formatting objects, duplicating an existing tri-fold brochure
 - Outlook: making contacts, using the calendar
 - Access: creating relational database tables, field properties
- ☐ **Microsoft Office Skills Intermediate to Advanced**
- Word: working with tabs, bullets and numbering, drawing objects, using building blocks, tables, mail merge, macros. Creating flyers using WordArt, images and tables
 - Excel: conditional formatting, sorting and filtering data, pivot tables and charts, security features, larger orders and charts
 - PowerPoint: slide show view, animations, inserting sound, charts, tables and objects. Creating presentations using animation and sound. Delivering presentations to a group.
 - Publisher: using master pages, customizing schemes, page set-up and layout. Creating an original tri-fold brochure and other business stationary such as gift certificate and flyers
 - Outlook: tasks, folders, mailbox options
 - Access: queries, creating forms, form and report controls, macros
- ☐ **Google at Work**
Once a Week
- | | |
|------------|---------------------|
| - Gmail | - Sharing documents |
| - Calendar | - Hangouts |
| - Drive | |
- ☐ **Increasing Keyboarding Speed**

Employment and Academic Skills Upgrading

- | | |
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| ☐ Math
Minimum time commitment - 8 classes | ☐ English Language Skills
Minimum time commitment - 8 classes |
| <ul style="list-style-type: none">- Basic arithmetic- Money math- Time (time sheets, calendars)- Math for college | <ul style="list-style-type: none">- Grammar: parts of speech, word order, parts of a sentence- Mechanics: punctuation, capitalization, spelling- Writing complete sentences- Verb tenses, agreement |