

GROUNDWORKS



This **ONLINE & IN-PERSON** pre-employment program offers the guidance, training, and tools you need to participate and thrive when learning, working or just living everyday life, with all it's ups and downs. Individuals are unique—let's plan and strive to develop those digital, critical, essential, and employment skills from the **GROUND UP!**

TYPICAL WEEK

- 3 half days of virtual classroom using Google Meet
- Full day in-person training with lunch provided
- 1 on 1 coaching

MODULE SCHEDULE

Cohort 1

Module 1 - April 17 - May 12
Module 2 - May 22- June 16
Module 3 - June 26- July 21

Cohort 2 (repeat Modules)

Module 1 - July 31 - Aug. 25
Module 2 - Sept. 5 - Sept. 29
Module 3 - Oct.10 - Nov. 3

Cohort 3 (repeat Modules)

Module 1 - Nov.13 - Dec. 8
Module 2 - Jan. 2 - Jan. 26/24
Module 3 - Feb. 5 - Mar.1/24

**JOIN FOR 12 WEEKS OR
PICK A MODULE**

TRAINING SCHEDULE

Module One

Week One: Intro & Basic Computers
Week Two: Word
Week Three: Excel
Week Four: Career Exploration & Skills

Module Two

Week One: Word (part 2) & Goal Setting
Week Two: Excel (part 2) & Budgeting
Week Three: Google & Power Point
Week Four: Problem Solving

Module Three

Week One: Resume Development
Week Two: Communication
Week Three: Adaptability
Week Four: Interview Skills



SCAN QR CODE
TO REGISTER

**FOR MORE INFORMATION CONTACT US AT:
780-815-0048
jan@employabilities.ab.ca**

*Athabasca, Edson, Grande Prairie, High Level, Hinton, Peace River, and Whitecourt

The Province of Alberta is working in partnership with the Government of Canada to provide employment support programs and services.