

Pathways to Employment – Academic & Career Preparation

What: A four week program to help clients work on employment skills and academic readiness. Pathways will help participants gain the confidence and skills needed for success in today's workforce.

Who: For those looking for work.
Pathways may also be an ideal stepping stone to further educational opportunities.

Where: Georgian College, Orillia Campus
Academic and Career Preparation (upgrading) along with Employment Services

When: Monday, October 23 – Wednesday, November 15 (four weeks)

Schedule: Monday, Tuesday and Wednesday
9:00 a.m. – 3:30 p.m. (half hour for lunch)

Cost: This Employment Ontario program is funded in part by the Government of Canada and the Government of Ontario through the Canada Ontario Job Fund Agreement.
No direct cost to participants for the program.

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Group Intakes: **Monday, October 2 @ 10:00 a.m.**
Wednesday, October 4 @ 2:00 p.m.
(About 2 hrs. **Tuesday, October 10 @ 10:00 a.m.**

Or, individually by appointment.

Highlights:

Educational/Work Planning

- Dress for Success
- Exploring the hidden job market
- Networking
- Mock interviews
- Organizational skills
- Time Management
- Exploring options

Computer Skills

- Formatting resumes & cover letters
- Basic Excel
- Emailing with attachments
- Online research
- Completing online applications

Workplace Math & Communications

- Math skills brush up
- Budgeting
- Banking
- Emails with memos
- Written communications for cover letters & resumes
- Verbal communications (talking to employers)

Included in the program:

- Service Excellence Certificate
- Smart Serve Certificate
- WHMIS

You must attend the full program to receive your certificates.