



Improve your **Essential Skills** At Work



The SkillsPlus project is a free training program that gives you the chance to improve your skills at work. If you choose to participate, your personal information will not be made public without your express permission.

What are Essential Skills?

Essential Skills are the skills we need to succeed at work. They include using forms and computers, working and communicating with others, problem solving and thinking skills. The reading, writing and math that we use at work are also Essential Skills.

What will Essential Skills training do for you?

Employees who take Essential Skills programs have:

- more confidence
- improved job satisfaction and overall quality of life
- better chances for promotion
- higher incomes over the course of their working life

How does it work?

We will interview you, your colleagues and your employer to decide on the learning needs at your business. A training schedule will be created that works for you and your employer. The location and time will be decided by you and your trainer. Training sessions could be arranged at your worksite or at another location, either during work hours or at another time.

Money may be available for childcare and transportation – just ask us.

Who are your trainers?

Helen Thomas and Sheila Moulton have both been adult educators for more than 20 years. They believe any learner can enjoy success, given the right approach, time and encouragement. SkillsPlus is offered through the READ Society and Bridges for Women Society, two non-profit organizations with more than 55 years of experience in literacy and workplace training.

This is what **SkillsPlus** participants say about their training

"It's always good to learn new things and improve my skills."

-Bakery employee

"I feel more confident about talking to people."

-Restaurant employee

"I love that we do the training right here."

-Sales staff, surf shop

I got "lots of tips on how to organize."

-Organic foods employee

"We have so much fun together."

-Employer, consignment store



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