



ABOUT US

Kelsey Learning Centre offers programming to Adults in literacy to job readiness and the requirements for the Manitoba Mature Student Diploma. We are an all-inclusive school that will help you with your goals! We understand that people come from a variety of backgrounds and sometimes-personal challenges. We are here to help! Register in person today, and Change Your Life!

CONTACT US

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www.kelseylearningcentre.com



PASSPORT TO EMPLOYMENT PROGRAM

2019

www.kelseylearningcentre.com

Tuition Cost:

\$100.00

(non-refundable), you must register in person with ID by Jan. 15th, 2019

Course Objective

Passport to Employment Program will help students discover the skills needed to obtain a job after graduation or during school.

During the course, students will have the chance to attend different workshops provided through the school, which include customer service training, resume building, portfolio creation and cover letter writing.

Students will learn with computers on a regular basis to help build their digital literacy confidence.

Completion of the program with 95% attendance and a score of 65% or higher, will receive two credits towards their Manitoba Mature Student Diploma.

Program Schedule

18 weeks (Feb. 5th- June 21st, 2019)

Monday to Friday 1:30-3:30



Course Topics

Communication

Students will learn how to construct letters, memos, and emails and how to professionally communicate.

Workplace situations

Students will analyze the elements of a safe workplace and build an understanding of work ethics. Work placements will be provided to students who excel in the program.

PowerPoint

Students will complete assignments using PowerPoint to help build computer confidence and understand how to use PowerPoint.

Career Elements

Students will use the computer program, Xello, to analyze careers through a career matchmaker. Students will complete other tasks such as interviewing questions using Xello. Students will also develop a resume and cover letter that they can use to obtain future employment.

Guest Speakers Local business and industry guest speakers will join the class to provide insight on the requirements of local employers.

JOB READINESS AND WORK EXPERIENCE PROGRAM

Program Outcomes

An afternoon, 18 week program which offers the students the opportunity to review work requirements, plan work assignments, prioritize tasks, enhance essential employability soft and technical skills, develop confidence and to prepare for the worksite experience where they obtain credit hours and develop effective and efficient job skills leading to potential employment.

Short course certification in:

- First Aid/CPR
- Food Safe Handling
- Mental Health First Aid
- Short Line Cook
- Driver Education
- WHMIS
- Manitoba Heavy Construction
- Computer Awareness and Operation

