

BUILDING A NEW YOU!

This program will discuss and demonstrate leadership skills and focus on effective participation in the community. Students will identify leadership opportunities through content such as conflict resolution, assertiveness, and cooperation.

Topics include;

- ◆ Effective listening
- ◆ Verbal and non-verbal communication
- ◆ Respect
- ◆ Responsibility
- ◆ Conflict resolution
- ◆ Empathy and tolerance
- ◆ Personality Dimensions©
- ◆ Volunteerism



LEARN THE SECRETS OF THE JOB HUNT

This program focuses on acquiring the skills needed to find and maintain employment. Enhancing the learning experience, students will enjoy presentations from guest speakers and participate in a field trip.

Topics include;

- ◆ Resume writing
- ◆ Interview skills
- ◆ Job search techniques
- ◆ Teamwork strategies
- ◆ Workability skills
- ◆ Customer service
- ◆ How to dress for success on a budget
- ◆ Tattoo etiquette
- ◆ Appropriate office chat
- ◆ And much more.....



ADULT UPGRADING & CREDIT PREP




- ◆ Credit Prep
- ◆ Computer Prep
- ◆ Literacy & Numeracy
- ◆ Smart Serve
- ◆ Soft Skills Training
- ◆ Secrets of the Job Hunt
- ◆ Building a New You

TRANSFORMING LIVES,
STRENGTHENING COMMUNITIES

CALL NOW!
905.440.4507


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Durham Continuing Education
120 Centre St. S.
Oshawa, ON L1H 4A3
www.dce.ca

1.800.408.9619

SMART SERVE & SOFT SKILLS

Smart Serve

Smart Serve is a responsible alcohol beverage service training program developed by Smart Serve Ontario. This program promotes responsible alcohol beverage service and students that successfully complete the program will receive a wallet card.

Soft Skills Training

Employability skills are a critical element that employers use for hiring and promotion decisions. The content for this program is based on employer surveys regarding skills that are in demand and has been developed by the Workforce Development Board. This certificate program can be included on your resume. This is an Employment Ontario Project.

- Unit 1- Workplace Communication
- Unit 2- Teamwork
- Unit 3- Personal Management
- Unit 4- Problem Solving and Critical Thinking Skills
- Unit 5- Professional and Skills Development



LITERACY & NUMERACY

Literacy

Designed for adults who want to refresh or improve their reading and writing skills. This program will help students get ready for credit courses and the world of work.

Improve your skills in;

- ◆ Reading strategies
- ◆ Spelling and grammar
- ◆ Writing paragraphs
- ◆ Essay format
- ◆ Research skills
- ◆ Library skills



Numeracy

This class focuses on getting students ready for the MBF3C1 course. Students that are interested in improving math skills for their own independence will also benefit from this class. Students struggling in grade 11 or 12 math are also welcome to take this class while taking a math credit course.

Topics include;

- ◆ Multiplication/Division
- ◆ Fractions
- ◆ Geometry
- ◆ Algebra
- ◆ Word Problems

$$\frac{3}{8} + \frac{6}{4}$$

CREDIT PREP & COMPUTER PREP

Credit Prep

Credit prep students taking this class will focus on literacy skills and have the benefit of a smaller class size than the literacy class.

Improve your skills in;

- ◆ Reading strategies
- ◆ Spelling and grammar
- ◆ Writing paragraphs
- ◆ Essay format
- ◆ Research skills
- ◆ Library skills



Computer Prep

This class is ideal for students with little or no computer knowledge. Whether you are nervous about taking BTA3O1 or simply want to improve your skills, this class will boost your confidence in using technology.

Topics include;

- ◆ Creating Word© documents
- ◆ Document formatting
- ◆ Inserting graphics into documents
- ◆ Using email
- ◆ Using on-line banking
- ◆ Research using search engines
- ◆ Determining website reliability