



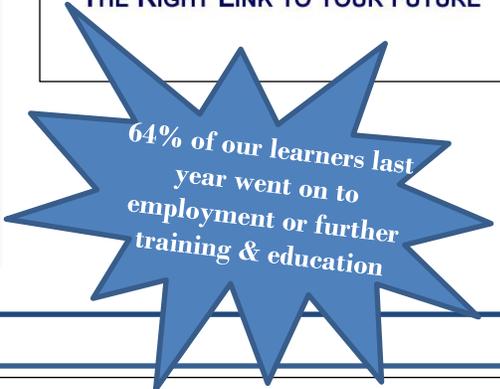
*"I completed a few computer courses and a Clerical Course.*

*Now I am thrilled to say I have a new job working in the field I always wanted and in my own community!"*

**TR LEGER SCHOOL**

**Adult, Alternative and Continuing Education**

**THE RIGHT LINK TO YOUR FUTURE**



# 9 Essential Skills

- 1-Reading
- 2-Writing
- 3-Numeracy
- 4-Oral Communication
- 5-Working with Others
- 6-Thinking Skills
- 7-Document Use
- 8-Computer Use
- 9-Continuous Learning

- Assessment, Goal Setting, Individualized training geared to needs
- **FREE** Essential skills training to prepare for high school, employment, post-secondary, apprenticeship, or independence
- Occupational curriculums for entry level positions (see back of page)
- Connected to Employment Agencies, TR Leger, Online Learning, & other agencies
- Continuous intake, free parking, flexible schedules

**Ontario's new Lifelong Learning and Skills Plan recognizes and supports the need for digital technology training to keep up with today's workplace.**



- Using email
- Finding and researching information online
- Creating documents and spreadsheets
- Preparing for employment, further education or independence in today's world



Eligibility: Must be 19 years or older and need stronger literacy skills to find and keep a job or meet every day

# TR Leger's STEP offers many exciting work skill courses!

<b>Call Centre</b>	For those wanting to work in a Call Centre. This course includes customer service, telephone and computer skills.
<b>Cleaner</b>	Excellent for those planning to work as a cleaner in private homes, businesses, and hotels. Topics learned will include health and safety, workplace math and customer service skills.
<b>Clerical</b>	This program helps you develop the skills needed to work in an office setting. Learn file management, workplace communications, computer use and organizational skills.
<b>Day Care Worker</b>	This program is ideal for anyone planning a career working with children. It is also beneficial to prepare to enter an ECE college program.
<b>Food Counter Attendant</b>	This is the perfect program for individuals wanting employment at fast-food restaurants, cafeterias, delis and other take-out style restaurants.
<b>Health Care Field</b>	For anyone interested in preparing for the Personal Support Worker Certification, this is the course for you! This course includes managing shift work, college preparation, and health and safety.
<b>Landscaping and Grounds Maintenance Labourer</b>	This course is designed to provide the Essential Skills training required to work as a Landscaping Labourer. Learn planting tips, workplace safety, landscape math, and information on proper lawn care. Start now to be ready for the growing season!
<b>Retail Industry</b>	This program is helpful for anyone planning to work at a retail business, such as a grocery or clothing store. It includes team work, workplace communications, marketing, inventory, critical thinking skills and working with upset customers.
<b>Skilled Trades</b>	This is the ideal course for someone interested in becoming a Skilled Trades Helper. Whether it is roofing, framing a house or road construction, this course will help prepare you for the worksite.
<b>Public Works</b>	This program is a great start for anyone planning to work in maintenance for the government. It includes health and safety, workplace equipment, and document use.
<b>Warehouse Worker</b>	Want to work in the growing warehouse field? This Material Handler's course will give you an overview of the essential skills needed to succeed including health and safety, WHMIS, workplace document use, and working with others.

See [trlegerstep.ca](http://trlegerstep.ca) for more choices

## Contact a campus near you!

And ask to speak to one of our STEP instructors

212 Main Street North, **Alexandria** 613-525-1700

1500 Cumberland Street, **Cornwall** 613-933-9626

674 rue Principale, **Casselman** - 613-764-2006

12835 Highway 43, **Chesterville** – 613-448-2707

129 Main Street, **Hawkesbury** - 613-632-9208

860 Caron Street Unit 4 **Rockland** - 613-446-9842

10 Ontario Street, **Smiths Falls** 613-283-5418

9 Houston Drive, **Almonte** 613-256-2519

2288 Parkedale Avenue, **Brockville** 613-342-1127

600 MacDonald Street, **Gananoque** 613-382-9894

Parish Building, **Kemptville** College 613-258-8336 x61643

490 Jessup Street, **Prescott** 613-925-1834

350 Edmund Street, **Carleton Place** 613-253-3626

1881 Rogers Road, **Perth** 613-267-4825