

From the list below, select what you need help with in order to find or secure sustainable employment:

- |   |  |
|---|--|
| <input type="checkbox"/> Finding and using information          | <input type="checkbox"/> Using digital technology (computer skills)                    |
| <input type="checkbox"/> Communicating ideas and information    | <input type="checkbox"/> Managing your learning (goal setting and action plans)        |
| <input type="checkbox"/> Understanding and using numbers (math) | <input type="checkbox"/> Engaging with others ("soft skills" such as customer-service) |

The iWIN Program is offered at no cost to eligible learners by the York Region District School Board, with support from the Ministry of Training, Colleges and Universities.

## Book your assessment today!

Date: \_\_\_\_\_ Time: \_\_\_\_\_

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**EMPLOYMENT  
ONTARIO**

**York** Region  
DISTRICT SCHOOL BOARD  
Inspire Learning!



# DESIGN YOUR PATH TO SUCCESS



This program is right for you if you are a resident of Ontario (19+) and need to:

- Enhance your employability skills
- Gain or upgrade computer skills for the workplace
- Prepare for college, university or apprenticeship programs
- Prepare for a High School Credit program or GED
- Gain confidence in life, work and studies

Our **iWIN Program** will help you reach your goals faster! Get individualized support from a highly qualified and experienced instructor and create a class schedule that **works for you.**

Select the program(s) you'd like to learn:

### Basic Computer Skills

Minimum time commitment - 8 classes

- |  |  |
|--|--|
| <input type="checkbox"/> <b>Getting to Know a Computer</b> <ul style="list-style-type: none"><li>- Terminology</li><li>- Hardware and software</li><li>- Mouse skills</li><li>- Keyboarding</li></ul>                          | <input type="checkbox"/> <b>File Management</b> <ul style="list-style-type: none"><li>- Saving files to a hard drive or USB</li><li>- Creating folders</li><li>- Moving files</li></ul>  |
| <input type="checkbox"/> <b>Getting Started with Email</b> <ul style="list-style-type: none"><li>- Setting up a new address</li><li>- Sending/receiving email</li><li>- Attaching a document (résumé, picture, etc.)</li></ul> | <input type="checkbox"/> <b>Basic Text and Image Skills (in MS Word)</b> <ul style="list-style-type: none"><li>- Working with documents</li><li>- Moving text</li><li>- Inserting pictures, clip art, shapes</li><li>- Formatting images and shapes</li><li>- Creating a basic chart/table</li><li>- Using spell-check</li><li>- Inserting, editing and removing a header/footer</li></ul> |
| <input type="checkbox"/> <b>Internet Searches</b> <ul style="list-style-type: none"><li>- Conducting searches</li><li>- Making searches more effective</li><li>- Choosing reliable sites</li></ul>                             |  |

### Digital Technology for Effective Job Searches and Online Applications

Minimum time commitment - 8 classes

- |   |   |
|---|---|
| <input type="checkbox"/> <b>Email for Employment</b> <ul style="list-style-type: none"><li>- Subject line</li><li>- Address: to, cc, bcc</li><li>- Reply, reply all, and forward</li><li>- Body of email</li><li>- How to attach a file</li><li>- Formal/informal tone</li><li>- Purpose of email</li></ul> | <input type="checkbox"/> <b>Résumés and Cover Letters</b> <ul style="list-style-type: none"><li>- How to format</li><li>- Salutations and closings</li><li>- Purpose of letter</li><li>- Appropriate language and tone</li><li>- Inserting, editing and removing a header/footer</li><li>- Applying to positions online</li></ul> |
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### Soft Skills and Successful Oral Communication

Once a week

- |   |  |
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| <input type="checkbox"/> <b>Conversation Group</b> <ul style="list-style-type: none"><li>- Weekly topics for discussion</li><li>- Appropriate language and tone</li></ul> | <ul style="list-style-type: none"><li>- Workplace culture and etiquette</li><li>- Body language</li><li>- Enhanced pronunciation</li><li>- Confidence building</li></ul> |
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### High School Credit or GED Preparation

- Get individualized support and instruction while preparing for your high school credit program or GED (high school equivalency). All subjects are offered.

### Computer Skills for Employment and Further Education

Blended learning using training software and instructional support

Minimum time commitment - 8 classes

- Microsoft Office Skills Introduction**
- Word: creating and editing original documents, using proofing tools, templates, setting page layout
  - Excel: entering data, formatting worksheets, setting worksheet layout, creating formulas, exercises
  - PowerPoint: creating simple presentations
  - Publisher: creating basic publications, formatting objects, duplicating an existing tri-fold brochure
  - Outlook: making contacts, using the calendar
  - Access: creating relational database tables, field properties
- Microsoft Office Skills Intermediate to Advanced**
- Word: working with tabs, bullets and numbering, drawing objects, using building blocks, tables, mail merge, macros. Creating flyers using WordArt, images and tables
  - Excel: conditional formatting, sorting and filtering data, pivot tables and charts, security features, larger orders and charts
  - PowerPoint: slide show view, animations, inserting sound, charts, tables and objects. Creating presentations using animation and sound. Delivering presentations to a group.
  - Publisher: using master pages, customizing schemes, page set-up and layout. Creating an original tri-fold brochure and other business stationary such as gift certificate and flyers
  - Outlook: tasks, folders, mailbox options
  - Access: queries, creating forms, form and report controls, macros
- Google at Work**  
Once a Week
- Gmail
  - Calendar
  - Drive
  - Sharing documents
  - Hangouts
- Increasing Keyboarding Speed**

### Employment and Academic Skills Upgrading

- |  |  |
|--|--|
| <input type="checkbox"/> <b>Math</b><br>Minimum time commitment - 8 classes  | <input type="checkbox"/> <b>English Language Skills</b><br>Minimum time commitment - 8 classes   |
| <ul style="list-style-type: none"><li>- Basic arithmetic</li><li>- Money math</li><li>- Time (time sheets, calendars)</li><li>- Math for college</li></ul> | <ul style="list-style-type: none"><li>- Grammar: parts of speech, word order, parts of a sentence</li><li>- Mechanics: punctuation, capitalization, spelling</li><li>- Writing complete sentences</li><li>- Verb tenses, agreement</li></ul> |