



January to June Classes 2025

Skills for Success: Get Ready for Work and Learning

There are many skills that are essential for our daily life, whether it be on the job, making appointments, or keeping in touch with friends and family. Skills for Success is designed to help you develop these important life skills for personal and professional growth. This course focuses on taking in information, setting goals, active listening, time management, and maintaining boundaries, all while building confidence to help you succeed in both your job and life!

- **January 6 to January 17, Monday to Friday, 1pm to 4pm**
- **June 2 to June 13, Monday to Friday, 9am to 12noon**

WorkSmart: Elevating Your Employability Skills

Get ready to work! If you are looking to get employed and stay employed, essential skills like communication, teamwork, document use, and stress management are required for success at work. With a special focus on retail work skills, this program will introduce you to the skills you need to get the job--and keep it.

- **March 25 to May 1, Tuesdays and Thursdays 9am to 11:30am**

Language Basics: The Rules of Writing

Learn the rules of writing! Sentence structure, punctuation, and grammar are all important parts of language that help (or hurt) communication. This program will boost your confidence and comfort with written language, making you a better writer and a clear communicator.

- **February 26 to May 8, Wednesdays and Thursdays 1pm to 4pm**

Powerful Paragraphs: Writing with Clarity

Do you struggle to be understood when you write a letter, note, email, or cover letter? Learning to craft a powerful paragraph may be the key to your communication success. This program focuses on turning words and sentences into powerful paragraphs, making your writing clear, organized, and ready to impress.

- **February 26 to May 9, Wednesdays and Fridays, 9am to 12noon**
- **May 12 to June 6, Monday to Friday, 1-4**

Numeracy Mindset: Essential Math Skills

Ready to boost your math skills? Numeracy Mindset teaches you everything from understanding numbers to mastering basic math. It's a fun and supportive environment where you'll gain confidence in math, lower your math anxiety, and gain foundational skills for work and everyday life.

- **February 27 to May 9 – Thursdays 9am-12noon and Fridays 1pm to 4pm**

Michelin Entrance Prep

Want to boost your math, reading, and document use skills so you can pass the Michelin Entrance Exam? We can help! Similar to Numeracy Mindset, we can help navigate math anxiety, gain foundational skills, and learn information for on the job.

- **May 12 to June 20, Monday to Friday 1pm to 4pm**

Basic Digital Skills

Learn to use a computer! Basic digital skills are needed in every area of life, from getting a job to making an appointment. This program will start with the basics and move up to using the internet, creating documents, and using social media to help you become a confident and capable computer user.

- **February 10 to April 11, Monday to Thursday, 1pm to 3:30pm**
- **April 14 to June 5, Monday to Thursday, 9am to 11:30**

Basic Computer Skills: For the Workplace (Evening Classes)

Boost your computer skills! Designed for those seeking to excel in the workplace, this course covers essential office software, data management, and professional communication tools. Gain practical skills and confidence to thrive in today's digital workplaces.

- **January 8 to February 12, Wednesdays, 5pm to 8pm**
- **March 25 to April 29, Tuesdays, 5pm to 8pm (social media)**
- **May 7 to June 10, Tuesdays, 5pm to 8pm**

Basic Computer Skills for Seniors

Learn to use a computer! Get hands-on practice with a computer to learn everything from basic operations (turning on a computer, using a mouse, and keyboarding) to using the internet and social media safety. We will also focus on making appointments, filling out online forms, and sending emails. This program will help you get the skills you need to become a confident and capable computer user.

- **March 25 to April 17, Tuesdays and Thursdays, 9am to 11:30am**
- **TBD**

CAEC Prep (Formally GED Prep)

Are you working toward your high school equivalency? The Canadian Adult Education Credential (CAEC) has replaced the GED in Canada. This program helps prepare you to complete the CAEC, delivering instruction and practice questions on all five subjects of the CAEC. We will also focus on test-taking strategies and anxiety to boost your confidence and help you succeed on your exciting journey.

- **DAYTIME February 24 to May 6, Mondays and Tuesdays, 1pm to 4pm**
- **EVENING February 24 to May 6, Mondays and Tuesdays, 5pm to 8pm**

To sign up for a class, please call, text, email, or come in!

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