



Employability Skills Training

Learn skills that will help you get the job you want!

World of Work

Discuss what influences job choices, the benefits of working, and explore the hidden job market for possible opportunities.

Personality Dimensions

Explore how personality impacts workplace interactions, learn to understand yourself while appreciating differences in others, and find ways to communicate effectively in your relationships.

Making Work Stick

Find out how to stay employed, reduce stress, and feel more satisfied at work. Learn about common work challenges and discover tools to help you make work stick even when it gets tough.

Time Management

Review the value of time management in the workplace and explore strategies to best manage time in your personal and professional life.

Working in Teams

Explore what a team is, the benefits of teamwork, and how to improve your teamwork skills.

Communication

Learn key elements of body language and verbal communication. Apply communication tactics and discuss topics for professional workplace conversations.

Customer Service

Learn techniques to routinely deliver positive customer experiences, deal effectively with difficult customers, and demonstrate a positive, confident, and professional approach.

Prepare for Meaningful Employment

Get to know yourself by taking an inventory of your values, interests, skills, and strengths. Learn how this plays a key role in your job satisfaction.

Problem Solving

Learn to recognize and address problems as they arise and acquire the skills to solve problems in an effective and timely manner.

Understanding Conflict

Learn to recognize default conflict style patterns to improve self-awareness and explore positive solutions for resolving workplace conflicts.

Technology in the Workplace

Explore strategies to use e-mail, text messaging apps and social media effectively and professionally at work and for job searching.

Contact your local employment service provider to register!

A list of providers is available on the Muskoka-Kawartha Employment Services website.

www.flemingemploymenthub.ca