

- Successful participants may work in a broad range of occupations including:
 - Office
 - Retail
 - Financial
 - Computer
 - Customer Service
 - Medical Support
 - Library Aid
 - Teacher Aid
 - General Maintenance

**Program runs for 12 weeks
Spring and Fall:**

For information session and program dates, phone
765-1748, (961-7957)
765-1572,
765-1772.

Jobs to Build A Career On!

SIAST is pleased to offer a Career Enhancement Program designed to enhance computer skills and labour market preparation! Also included is a **Work Placement Component increasing employment opportunities.**

Contact us today!

**Career Enhancement Programs
SIAST Woodland Campus**

Academic Center
1500 10th Avenue East
Prince Albert, SK

Telephone:

(306) 765-1748
(306) 765-1572
(306) 765-1772

E-mail:

hauserc@siast.sk.ca
dickie@siast.sk.ca
whitley@siast.sk.ca

Mailing Address:

SIAST Woodland Campus
Career Enhancement Programs
PO Box 3003
Prince Albert, SK S6V 6G1



SIAST

www.siastr.sk.ca

Career Enhancement Program

Are you looking for quick training to enhance your skills and employment opportunities?



 **SIAST**
Putting knowledge to work.

Career Enhancement Program

Career Enhancement Programs have several years experience in providing enhanced computer and other skills and enabling improved employment.

How does the program work?

Your Career Enhancement Program will have three components:

1. Computer Skills Development

Computer skills training will provide you with an increased comfort level with computer technology, including general knowledge of the operation of the computer's hardware and software components, and a working knowledge of word processor, spreadsheet, presentation package, internet and e-mail programs. Credit and non-credit options are available.

Overview of Computer Skills

- Basic Computer Operation
- Introduction to Windows XP
- Introduction to the Internet
- Introduction to Word
- Introduction to Excel
- Introduction to PowerPoint
- Introduction to Electronic Communication – (email)
- Keyboarding
- Advanced study options in most areas

2. Labour Market Preparation

The Labour Market Preparation component of your Career Development program offers courses and workshops to enhance your career development.

Know Yourself – Job satisfaction is enhanced by a "good fit". You will use a variety of tools, evaluators and activities to identify your personal career interests, preferences and values. You will also identify transferable skills and use TOWES to verify your level of workplace essential skills.

Labour Market Research – You will learn how to use print and Internet-based resources to locate information on occupations of interest. You will also gather and interpret current labour market information relevant to your career and employment goals.

Job Search Tools – You will develop the knowledge, skills and tools required to conduct a successful job search (including a customized resume, cover letters, thank you letters and an employment portfolio). You will also practice professional interviewing techniques and review applicable tips and techniques for job seekers.

Skills for Job Success – You will review and practice a variety of employability skills valued by today's employers. You will improve your oral and written communication skills (including effective speaking and basic business writing techniques). You will also apply skills related to problem solving, teamwork, goal setting, stress management and conflict resolution, and review important customer service techniques.

3. Work Placement

Work placement is the final component of your program. You will work on-site with a local employer in exchange for training, skill development, networking and employment opportunities. We support and assist you and your employer throughout the work placement period.

How long are the programs?

Classroom training is 6 weeks. Work placement is usually 6 weeks long or until employment, whichever comes first. It can be reduced depending on how much training and time are required for you to learn the job, and for the employer to assess your relevant skills.

What results can I expect?

As you progress through the program, you will set, work through and realize the employment and/or training goals that best meet your needs. Most participants obtain employment.

Who is eligible to apply for the programs?

Any motivated, work-ready, available adult with viable career goals. Preference is given to those applicants who have a minimum grade 12 standing, a demonstrated ability to work and employment goals that can be realized within the time frame of the program. Referrals are also welcome.