

# Essential Skills Workshops

Durham College's Essential Skills Workshops are flexible, personalized and supportive programs that help learners prepare to meet the needs and challenges of future academic and/or employment goals. Funded by the Ministry of Labour, Training, and Skills Development (MLTSD) as part of Employment Ontario's Literacy and Basic Skills (LBS) program, all programming is designed to align with the Ontario Adult Literacy Curriculum Framework (OALCF) while providing learning opportunities that are task-based and applicable to real-world situations.

All programming is completely free of charge for learners, and in addition to our in-person classroom sessions are also now available for distance learning through Durham College's online learning platform!

## Who is eligible?

In order to register, participants must:

- Be 19 years of age or older;
- Canadian Citizens or Permanent Residents, residing in Ontario;
- Have a valid Social Insurance Number;
- Have the necessary English Literacy & Numeracy skills to succeed in self-directed learning;
- If taking online workshops, have regular access to a computer & internet (some certifications also require a webcam for test proctoring) and the necessary digital literacy to use an online learning platform

## Registration

All learners are required to complete our entry assessment process, and fill out the registration paperwork before beginning with the programming. This entire process may be completed by booking an in-person appointment at our Oshawa Campus, attending a "Pathways Exploration" session at one of our host community agencies, or from home via email and phone call.

As a government funded, Employment Ontario program you will be asked to provide personal information (incl. SIN), and some basic background information on your education and employment history. All of your details are kept strictly confidential, and are not used by Durham College for any other purpose beyond registering you with Employment Ontario.

Once registered, you are entitled to take as many or few of our available workshops as you choose!



## Learning Plan

All of our programming is designed to be tailored specifically to suit your educational needs! In order to do this, our Facilitators will ask you to complete a basic entrance assessment to measure what common workplace/school-based skills you are strong in, and which may need further development. Using this information, along with your goals in taking the workshops, the Facilitator will develop your personalized Learner Plan. All of the activities you complete during your workshops are chosen specifically with your personal growth in mind!

While learners are encouraged to work at their own pace, with no official deadlines to complete a workshop, you are encouraged to follow the timeline outlined by your Facilitator in your learning plan. Workshops are designed to be completed within a few weeks, with a modest time commitment (approximately 10 hrs/week). This time commitment is flexible, as we realized everyone has their own busy schedule to work around! **However, because space is limited individuals whose accounts have had no activity for a 6 week period will be deregistered from the program to create space for new learners.**

## Available Workshops

**Note: While the employment certificates may be your primary goal for participating in our programming, please be mindful that they are only a component(s) of a workshop, and other content must be completed in order to progress to the certification.**

### Food Service Industry Workshop

- The Food Service Industry Workshop focuses on building and developing the knowledge and basic skills necessary to succeed in a variety of roles in the industry. The Workshop is structured to build the interpersonal skills needed to effectively communicate with both customers and co-workers, while also providing information on the practises and standards required in Food Services. Individuals will also receive Government of Ontario Approved Certifications relevant to the industry (Safe Food Handling & Smart Serve).

#### **Food Service Industry Modules:**

1. Introduction
2. Communication and Customer Service
3. Smart Serve
4. Safe Food Handling

### Health Literacy Workshop

- The Health Literacy workshop concentrates on building learner capacity to find, evaluate, communicate and understand basic health information and the services needed to make appropriate health decisions. The workshop is structured to foster a dynamic group of skill-sets: reading, writing, listening, numeracy, and critical analysis, as well as communication and

interaction skills; these can promote the learners ability to implement these skills to health situations, in order to improve personal wellness. The workshop also includes the Standard First Aid and CPR-C certifications as offered by the Red Cross.

**Health Literacy Modules:**

1. Introduction
2. Evaluating Health Resources
3. Health Care Access and Medicine
4. Healthy Lifestyle and Health Risks
5. Nutrition Basics
6. Standard First Aid and CPR-C

**Financial Literacy Workshop**

- The Financial Literacy Workshop focuses on building budgeting and money management skills. Participants will gain the skills needed in order to effectively review their personal finances, and properly assess whether the banking services offered to them are to their advantage. Furthermore, participants will learn some basic “do it yourself” skills in order to reduce common financial stresses, including filing an income tax return independently.

**Financial Literacy Modules:**

1. Introduction
2. Basic Budgeting
3. The Savvy Consumer
4. Banking
5. Taxes and Records

**Pathways to Employment in the Cannabis Industry Workshop**

- The Pathways to Employment in the Cannabis Industry Workshop centres on providing learners with the background knowledge to seek employment in this expanding field. Along with basic information on the Cannabis plant, legalisation, and medicinal uses; participants will also be introduced to the workplace skills being sought after by employers in the Industry. Individuals will also have the opportunity to complete the CannSell program – a required certificate to for employment in the field.

**Pathways to Employment in the Cannabis Industry Modules:**

1. Introduction
2. Medicinal Cannabis
3. Literacy in the Workplace
4. Numeracy in the Workplace
5. Workplace Skills
6. CannSell

### **Basic Health & Safety Workshop**

- The Health & Safety Workshop provides learners with a basic knowledge of Workplace Health and Safety; outlining the rights of workers, supervisors, and employers. Learners will gain an understanding of the Occupational Health and Safety Act (OHSA). Along with this training, enrolled individuals also receive the opportunity to complete the WHMIS certification, which is often required to gain meaningful employment in relevant industries.

#### **Basic Health and Safety Modules:**

1. Introduction
2. Worker Health and Safety in 4 Steps
3. WHMIS Resource

### **Mental Health & Stress Management Workshop**

- The Mental Health and Stress Management workshop concentrates on building learner capacity to understand basic mental health, illness and recovery, with a concentration on mental health in the workplace. Stress and stress management material is included to aid in the development of strategies which may assist the learner in reaching optimal mental health. This workshop was designed to foster a dynamic group of skills: reading, writing, listening, numeracy, and critical analysis; as well as communication and interaction skills that encourage learners to implement these skills to promote mental health. This workshop also includes the “Mental Health in the Workplace” certificate from the Canadian Centre for Occupational Health and Safety (CCOHS) and the “LivingWorks Start” certificate which focus on how to recognize when someone is thinking about suicide and teaches learners how to connect individuals to help and support.

#### **Mental Health and Stress Management Modules:**

1. Introduction
2. Understanding Mental Health, Illness & Recovery
3. Stress and Stress Management
4. CCOHS Mental Health in the Workplace
5. LivingWorks Start

### **Computer Essentials (In-person only – temporarily unavailable due to COVID)**

- The Computer Essentials Workshop focuses on developing individuals’ Computer-based literacy. The Workshop begins by reviewing the basic skills necessary when first starting with technology, such as proper file organization, professional emailing, and safely navigating the internet. The Workshop also gives learners an overview of how information and social media are used in the digital world. Finally, there is a focus on the Microsoft Office suite of programs, emphasizing those which are generally required in an office or educational based setting.

## Computer Essentials Modules:

1. Introduction
2. Operating Systems and File Management
3. Professional Emailing & Safe Internet Use
4. Social Media and Information in the Digital World
5. Microsoft Word
6. Microsoft PowerPoint
7. Microsoft Excel

## Learning to Learn Online

- The Learning to Learn Online workshop focuses on improving participants computer/technology skills, with an emphasis placed on those that are involved with using an Online Learning Management System, such as DC Connect. Along with tutorials on how to use this system, the workshop also provides learners coaching and strategies on how to be successful in a self-directed, online learning environment.

## Learning to Learn Online Modules:

1. Overview of DC Connect
2. Transitioning to Online Learning

## Contact Information

For more information or registration please contact the Learning Facilitator in your area via the email listed below:

Pickering/Ajax/Whitby – Jamie McAdam, [Jamie.McAdam@durhamcollege.ca](mailto:Jamie.McAdam@durhamcollege.ca)

Uxbridge/Scugog/Brock – Kyle Trivett, [Kyle.Trivett@durhamcollege.ca](mailto:Kyle.Trivett@durhamcollege.ca)

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