

**CONTINUING EDUCATION? LOOKING FOR EMPLOYMENT?  
VOLUNTEERING IN YOUR COMMUNITY?**

## **UPGRADE YOUR SKILLS FIRST**



at the

### *Training & Learning Centre*

Choose your own hours and learn at your own pace.  
We offer customized activities for your specific needs.

#### **DAY & EVENING CLASSES AVAILABLE**

Call (613) 628-1720 to register.

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### **Coming in October**

#### **ESSENTIAL SKILLS FOR BOOKKEEPING**

- ✓ Build your confidence working with fractions, ratios, decimals & percentages
- ✓ Learn the basics of working with spreadsheets using Excel
- ✓ Develop your soft skills: problem solving, time management, organizational skills & more

Learn or review the *Essential Skills* you need to work  
in the following fields:

CLERICAL  
FOOD COUNTER ATTENDANT & KITCHEN HELPER  
HEALTHCARE PREPARATION  
RETAIL & MORE

**Classes in Eganville, Barry's Bay & Pikwàkanagàn**



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