Background

This program aims to provide a method whereby participants can learn basic technology skills such as how to use spreadsheets, word processors and video conferencing software, but will also focus on when and how to use them appropriately at/for work.

In the past 10 to 15 years, the advent of technology has introduced a number of unexpected behaviours. Employers have complained about employees with inappropriate cell phone usage, lack of time management skills, and other basic tenets of professionalism that was once thought of as common sense. With COVID-19, working from home or taking classes remotely via email and through software such as Zoom or Google Meet is becoming the new norm. It has been said that in 2020, working from home has increased productivity up to 47% for some (Forbes Magazine), but those that struggle with technology or have limited access are marginalized. In the future, employment will require skills/training in new technology and software in addition to the following:

- work ethic
- time management
- interpersonal skills
- professionalism - attire/demeanor/online conduct
- organization
- appropriate technology use

Offered as an 8-week course, it would entail an hour of individual tutoring on the computer with activities relating to email, spreadsheets, word processing and file management, followed by an hour of "soft skills" related to professionalism in a work environment. After successful completion of the course, graduates will receive a certificate. Each student will be assessed for technology skills and use those skills for employment in a more effective and profitable area.
Funding for this pilot project is supplied by the NS Department of Labour and Advanced Education.

Eligibility Criteria:

- Applicants must be 19 years or older (at the time of application or by program completion)
- Applicants must be intending to seek employment or improve their employment options through participation in this program.
- As seats are limited, there will be a screening/selection process

** Due to COVID and NS Health Guidelines, Proof of Vaccination is required*

Questions? For further information, contact Jeff at bahs@ssrce.ca

Bridgewater ADULT HIGH

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LEADING EDGE
CAREER TRAINING
Keys to your future success

Application Form

Applicant Information

Full Name: _____
Last *First*

Address: _____
Street Address *Apartment/Unit #*

_____
City *Province* *Postal Code*

Phone: ( ) _____ E-mail Address: _____

SIN Number: _____ Home Community: _____ Birthdate: (D/M/Y) ___ / ___ / ___

Currently have government ID? YES ☐ NO ☐

Emergency Contact Information

Emergency Contact Information

Name: _____ Relationship: _____

Email: _____ Phone: ( ) _____

Self-Identification (optional)

Please indicate which of the following group(s) you self-identify with

☐ Person with a Disability ☐ Racialized Person ☐ Indigenous Person (First Nations, Métis or Inuit) ☐ Prefer not to answer

Employment Status

☐ Full time ☐ Part time ☐ Seasonal ☐ Unemployed

Motivation

Briefly describe why you think this applicant would make a good candidate for our program.

Disclaimer and Signature

By signing here, the applicant agrees to the terms and condition of the program.

Signature: _____ **Date:** (D/M/Y) ___ / ___ / ___

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