

Connecting Workplace Needs & Essential Skills Workshop



Presented by: *SkillPlan*

Course Description:

Learn about the process of integrating Essential Skills into the workplace, including how to:

- Engage employers and employees by connecting the Essential Skills to the needs of the workplace
- Identify workplace Essential Skills issues through an employer-employee needs analysis
- Benchmark employees' Essential Skills and identify gaps
- Discuss various models for designing and delivering Essential Skills interventions into the workplace

Training & Certification:

(3 days of instruction + assignment)

SkillPlan will issue a Connecting Workplace Needs and Essential Skills Certificate to those who attend all 3 days and successfully complete the post session assignment.

Who Should Attend?

We welcome participants who are interested in learning the process of integrating Essential Skills into the workplace. Curriculum developers, workplace educators and instructional designers will find this training particularly relevant to their field.

Although there are no formal pre-requisites for this course, previous training and/or experience with Essential Skills is strongly recommended. For more information on Essential Skills, visit

http://www.hrsdc.gc.ca/eng/workplaceskills/essential_skills/general/home.shtml.

When:

Tuesday, December 7 to Thursday, December 9, 2010

Time: 8:30 am to 3:30 pm

Where:

Executive Hotel Vintage Park Downtown
Portofino B
1379 Howe Street
Vancouver, BC
V6B 2R5, Canada

Cost:

\$ 595 (+12% HST \$71.40)

Connecting Workplace Needs & Essential Skills

Accommodation:

Reserve your guest room at the Executive Hotel. Rooms are not guaranteed. A small block is being held until November 3. Contact reservationsd@executivehotels.net or call 1-800-570-3932 and ask to receive the SkillPlan rate of \$99 per night.

Registration & Payment:

Registration: You can submit your completed registration form by fax (604) 436-1149 or by mail (address below).

Payment: Please mail your cheque payable to **SkillPlan** to:

SkillPlan
405 – 3701 Hastings Street
Burnaby, BC V5C 2H6

Facilitator:

Kyle J. Downie – VP Operations, SkillPlan

For over 10 years, Kyle Downie has worked both internationally and nationally leading educational teams, developing and designing curriculum, and instructing, mentoring and creating educational programs in secondary and post-secondary schools and for private and public industries. Currently, he is the Vice President of Operations with SkillPlan where he focuses on developing strategies to improve the Essential Skills of people working in the construction industry in both British Columbia and the Yukon Territory.

Contact Us:

Email: info@skillplan.ca
Phone: (604) 436-1126
Fax: (604) 436-1149

Register Now!

Connecting Workplace Needs & Essential Skills Workshop

December 7 – 9, 2010
Vancouver, BC

REGISTRATION FORM

Date: _____

Name: _____

Organization: _____

Address to mail certificate to: _____

City: _____

Province: _____

Postal Code: _____

Email: _____

Phone: _____

Fax: _____

Fax the form to (604) 436-1149

Or mail the form with your cheque to:

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