

Skills Training Programs:

Administrative & Clerical Training (ACT)

Description: Learn the office and business skills necessary to succeed in a variety of administrative roles.

Course Length: 12 Weeks
(10 weeks in class + 2 weeks co-op with a local employer)

You will learn: MS Office, Business English, vocabulary and terminology, Efficient communications skills, Reception and multi-line phone skills, Office procedures and equipment, Typing training (wpm), Basic accounting & bookkeeping, Basic graphic design

Construction Technology Training (CTT)

Description: Learn the industry processes to prepare you for employment in commercial and residential construction

Course Length: 9 Weeks (8 weeks in class + 1 week co-op with a local employer)

You will learn: Construction measurement, Blueprint reading, Framing, footings and foundations, Basic plumbing and Electrical Drywall installation and finishing, Ontario Building Codes, Hand Tools and Power Tools, Occupational Health and Safety

Logistics & Manufacturing Training (LMT)

Description: Learn the essential skills and gain the certifications needed to succeed in the warehouse and manufacturing industry.

Course Length: 8 Weeks (7 weeks in class + 1 week co-op with a local employer)

You will learn: Warehouse procedures, Quality assurance techniques, Statistical process control, Occupational Health and Safety, Lockout/Tagout procedures, Injury reporting, Shipping and receiving, Confined space awareness training

Property Maintenance Training (PMT)

Description: Learn the critical skills to work in the cleaning industry, including medical office and hospital cleaning.

Course Length: 8 Weeks (7 weeks in class + 1 week co-op with a local employer)

You will learn: Occupational Health & Safety; Material Safety Data Sheets (MSDS); Office, restaurant and home cleaning; Infection control; Hospital and medical office cleaning; Minor plumbing and electrical awareness; Lockout/tag out procedures; Operation of industry specific machinery and maintenance

NEW! Foundations in Wood Manufacturing (FWM)

Starts September 2022

Description: Learn the essential skills and gain the certifications needed to succeed in the advanced wood manufacturing sector.

Course Length: 12 Week course (8 weeks in class + 4 week co-op)

You will learn: Woodworking techniques, Basic Joinery; CNC design, Shop Safety and Management

Funding is available for qualified individuals to attend Skills Training. Contact us to see if you qualify!

Life Stabilization for Newcomers

If you are a newcomer to Canada **we can help you in your job search with practical assistance:**

- Build an action plan
- Understand Canadian business culture and employer expectations
- Develop confidence and prepare for workplace success

Workshops: Explore workshops to help you succeed in your job search.
Topics include: Updating your resume, Job searching, Interviewing, Networking, Identifying your transferrable skills, Preparing for job fairs, Apprenticeship

Employment Placement Assistance for Hiring Newcomers

One-on-One Job Search Support:

Throughout your journey, an Employment Specialist will assist you to navigate the road to employment.

- Help preparing for interviews
- Job search tips and assistance
- Connections to local employers
- Funding for Training
- Wage Subsidies

Employment Resource Centre

Monday-Friday (8:00am-4:00pm) Walk-ins welcome. No appointment needed!

- Access Computers, Printer and Phone
- Job Board
- Support staff onsite

Located at: 150 Dufferin Avenue East (Suite 100), London, ON N6A 5N6

Pathways Employment Help Centre: Two locations to help you!

| Dufferin Campus | Horton Campus |
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| <p>150 Dufferin Avenue, Suite #100 London, ON N6A 5N6</p> | <p>205 Horton Street East, Unit #100 London, ON N6B 1K7</p> <ul style="list-style-type: none"> • All Employment Services and Job Search Supports are available at our Horton Campus |

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| <ul style="list-style-type: none">• All Employment Services and Job Search Supports are available at our Dufferin Campus• Employment Resource Centre• Advocacy Centre | <ul style="list-style-type: none">• Skills Training Centre & Certifications |
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[www. Pathwaysehc.ca](http://www.Pathwaysehc.ca)
Call: 519.667.7795

Services are available in: English, Arabic, Spanish and more.