

Skills Enhancement: Introductory Computer Program

WorkplaceNL offers a Skills Enhancement - Introductory Computer Training program designed for workers involved in the Labour Market Re-Entry program. This training aims to equip workers with fundamental knowledge and confidence in using computers, which will aid in securing employment and excelling in your role.

The program runs for one week, from Monday to Friday, and covers the essentials of computer usage. Topics include Email, Internet navigation, Microsoft Word, Microsoft Excel, Microsoft Windows, and File Management. With a small class size, the program creates a comfortable yet professional environment that accommodates various functional requirements and training needs. Workers will earn a certificate of completion.

This program is currently available through the College of the North Atlantic and has been tailored specifically for our workers.

Where: TBD

Note: It is recommended that you arrive 10-15 minutes early to ensure you get a parking space close to the entrance. Although the parking lot is large, it fills up quickly.

When: Date to be determined
8:30 am – 12:30 pm daily

What to bring: All your supplies will be provided, including notepad and pens.

Note: Lunch will not be provided but there are lunch options nearby.