

Skills Enhancement Introductory Computer Training Program

In today's job market, many workplaces use computers. Jobs that once used notepads and pens to work with information often use computers for at least some of the same tasks.

WorkplaceNL has a **Skills Enhancement - Introductory Computer Training program** available to workers participating in the Labour Market Re-Entry program. The goal of this training is to provide a basic knowledge and comfort level with computers to assist in obtaining employment and successfully performing on the job.

The program is one week long, from Monday to Friday, and provides an introduction to computer basics. Areas covered include Email, Internet, Microsoft Word, Microsoft Excel, Microsoft Windows and File Management. The class size is small. The program provides a very comfortable yet professional setting for participants and flexibility for functional requirements and training needs. Participants will receive a certificate of completion.

The program is currently offered through Keyin College in St. John's. This program has been developed specifically for our clients.

Where: Keyin College, 644 Topsail Road, St. John's, NL

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: TBD

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.

Workers who travel outside of their home community while participating in the Skills Enhancement program may be eligible for cost reimbursement as outlined in Policy RE-17 and Procedure 48.00, "Labour Market Re-entry Expenses".