

EssentialSKILLS

The foundation for work, learning & life

“Essential Skills are the skills needed for work, learning and life. They provide the foundation for learning all other skills and enable people to evolve with their jobs and adapt to workplace change.”

Human Resources and Skills Development Canada

Essential Skills at the Training Group

The Training Group at Douglas College is a leader in Essential Skills with extensive experience in the areas of research, assessment, skills enhancement, workplace and practitioner training.

Developing your Essential Skills Portfolio

Participants are presented with a three step process to help clients identify and understand their Essential Skills. This process includes helping clients to:

- Step 1 – Create a personal portfolio
- Step 2 – Analyze their portfolio to identify and understand their Essential Skills
- Step 3 – Relate their skills to the world of work, learning and life

Pre-requisite:

Introduction to Essential Skills ESKL 1000

Essential Skills Practitioner Training (ESPT) Certificate Program

Completion of the courses below lead to an Essential Skills Practitioner Certificate

- Introduction to Essential Skills ESKL 1000
- Methodology and Task Analysis ESKL 2300
- Essential Skills Assessments, Interpretation and Application ESKL 1100
- Developing Your Essential Skills Portfolio ESKL 1200
- Bridging the Gap – Enhancing Essential Skills ESKL 1300
- Essential Skills Work Experience Study ESKL 2400

Who is this Program for?

Career practitioners, Employment Counsellors, Human Resource Professionals, Educators, Literacy Practitioners, Workplace Trainers.

Course Details:

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| Dates: | March 26-27, 2012 |
| Time: | 9:00 a.m. – 3:00 pm |
| Location: | Douglas College David Lam Campus, Health Sciences Building 1240 Pinetree Way, Rm. D2024 Coquitlam |
| Cost: | \$350 Includes registration fee, course materials and certificate of completion |
| Payment: | Payment can be made either by cash, cheque, Visa or Master Card |

To Register:

Call: 604 -527-5472 (Continuing Education Registration)
Course: ESKL 1200 004
Course Reference Number: 11317

For more information:

Telephone: (604) 777-6152
Fax: (604)777-6151
e-mail: essentialskills@douglascollege.ca

Cancellation:

A 100% refund less \$15 admin fee is provided up to 10 calendar days prior to the start date of the course

No refunds provided after this date
Please request refunds via telephone or in-person

Your partner in training solutions

The Training Group at Douglas College specializes in responsive career and workplace training solutions. We design and implement specialized programs for the specific needs of individuals, employers, industry groups and government agencies.