**Essential Skills for Your Staff**

**We can help make your staff stronger!**

**If anyone on your team needs help to improve**

* time management and considerate use of cell phones
* decision making and problem solving
* communication with managers and co-workers
* understanding of instructions, labels and signage
* accuracy in filling out forms
* math skills, measuring, other work with numbers
* accuracy and speed on computer
* content, grammar, sentence structure of e-mails

**Contact us for flexible training solutions in Barrie-South Simcoe:**

|  |  |
| --- | --- |
| **Judy DesRoches**, Barrie Literacy Council  | 705-728-7323 |
| **Cheryl Boyes**, Georgian College-Barrie  | 705-728-1968 ext. 1157 |
| **Mélanie Bouchard**, Collège Boréal | 705-737-9088 |
| **Chanel Henne**, La Clé d’la baie | 705-725-9755 |
| **Bernie Pitts**, Next Step- Literacy Council of South Simcoe | 705-435-5624 |
| **Charlotte Parliament**, Simcoe County DSB, The Learning Centres-Barrie, Alliston, Bradford | 705-725-8360 ext. 45162 |