**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 North Simcoe:**

|  |  |
| --- | --- |
| **Jennifer Ellis**, Gateway Centre for Learning | 705-527-1522 |
| **Sarah Roberts**, Georgian College | 705-526-3666 ext 3713 |
| **Charlotte Parliament**, Simcoe County DSB, The Learning Centres-North Simcoe | 705-725-8360 ext. 45162 |
| **Nathalie Lanthier**, La Clé d’la baie | 705-549-5227 |



This *Employment Ontario* program is funded in part by the Government of Canada and the Government of Ontario and through the Canada- Ontario Job Fund Agreement