**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 Muskoka:**

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| **Bracebridge**: | Michelle Kennedy, Georgian College  | 705-646-7629 ext 4825 |
| **Gravenhurst**:  | Dave Steeves, Literacy Society S. Muskoka  | 705-687-9323 |
| **Huntsville**:  | Rebecca Smith, YMCA Learning Services | 705-789-1850 |