**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 Orillia:**

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| **Wendy Alger**, Georgian College-Orillia | 705-325-2740 ext.3028 | |
| **Charlotte Parliament**, Simcoe County DSB,  The Learning Centres-Orillia | 705-725-8360 ext. 45162 |
| **Cathy Graham**, Orillia & District Literacy  Council | 705-327-1253 | |



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