

ESSENTIAL SKILLS



There are nine essential skills, they are:

1. Reading Text
2. Document Use
3. Numeracy
4. Writing
5. Thinking Skills
6. Teamwork
7. Continuous Learning
8. Oral Communication
9. Computer Use

For more information, visit:

http://www.hrsdc.gc.ca/eng/workplaceskills/essential_skills/general/home.shtml

PARTICIPATING EMPLOYERS TO DATE

- Acadian Stained Glass
- Atlantic Health Sciences Corporation
- Centenary Queen Square Adult Day Care Centre
- City of Saint John
- Coast Tire & Auto Service
- Fortis Properties
- John Howard Society
- YMCA-YWCA

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TIES 2 Work
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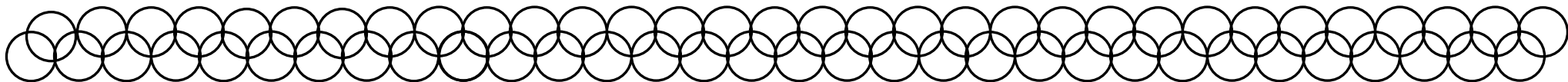
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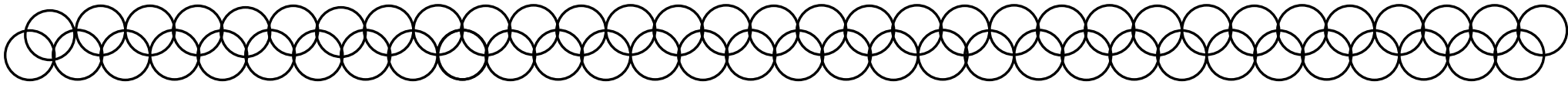
Training in Essential Skills

2 WORK



Connecting employers to
 individuals who are trained
 and ready to work





WHAT IS TIES 2 WORK?

The Saint John Learning Exchange and Vibrant Communities are partnering with employers, government and education institutions to support a new employer-specific training approach which began in April 2009.

TIES 2 Work facilitates matches between employers and potential employees through 12 weeks of job specific training, resulting in employment at a minimum starting wage of \$10/hour.

The twelve week training will focus on workplace essential skills; these are the nine essential skills needed for enhanced employability.

Staff from the Learning Exchange and the Department of Post-Secondary Education, Training and Labour (PETL) work with employers to identify the workplace essential skills they require. Employer and participants are matched before the training starts and the program includes a three week job placement.

This new approach, funded by Post-Secondary Education, Training and Labour, builds on the skills of individuals through short-term workplace essential job specific skills training, delivered by the Saint John Learning Exchange that has over 20 years of experience in adult education and training.

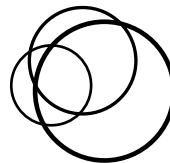


“...our corporate responsibility to give a “hand up” to those that want to better themselves and by doing so our community becomes enriched by this investment.”

*~ Paulette Hicks
General Manager, Fortis Properties*

ADVANTAGES FOR EMPLOYERS

- You have employees who are trained specifically for the position you are recruiting for.
- There is a great opportunity for employers to find good workers that they may have otherwise passed over for lack of experience, education or qualifications.
- Invested interest by the participants, they want to learn and work.
- Another recruitment option for employers.
- Reduced cost and risk of bringing on a new employee.
- Increased productivity as a result of the pre-screening and training.



THE PROCESS



- Employer meetings are held with representatives from PETL, the Learning Exchange or Vibrant Communities Saint John to identify interest.
- Employer meets with representative from PETL and Learning Exchange Program Facilitator to provide job description and materials relevant to the position and to develop essential skills profile.
- Suitability meeting is held with potential client(s) and employer to provide an overview of the workplace and decide on a match.
- Employer signs Memorandum of Understanding agreeing to participate in all aspects of the program.
- Classroom training begins, which includes a three week placement at week eight.
- If successful, a regular employer / employee relationship begins upon completion of the program.

“TIES 2 Work gives employers pre-screened candidates for the positions they have available.”

*~ Shirley Mitchell
Human Resource Manager,
Coast Tire & Auto Service*

