



District School Board of Niagara

NEW PATHWAYS PROGRAM

A certificate program for skills retraining



Workplace Skills I – Sample Schedule

		8:30 - 10:30	10:30 - 12:15	12:45 - 2:30
Day	Week	AM 1	AM 2	PM
1	1	Orientation	Windows XP	Career Change
2	1	Keyboarding	Windows XP	Time management-career management
3	1	Windows XP	Windows XP	Starting a new career; staying motivated
4	1	Internet Explorer	Internet Explorer	Preparing to return to work - new opportunity
5	1	Email	Email	
6	2	Word 2007	Word 2007	Identifying Your Skills/transferable
7	2	Word 2007	Word 2007	Resumes
8	2	Word 2007	Word 2007	Resumes
9	2	Word 2007	Word 2007	Resumes
10	2	Word 2007	Word 2007	
11	3	Excel 2007	Excel 2007	Cover Letters
12	3	Excel 2007	Excel 2007	Goal setting, continuing your education
13	3	Excel 2007	Excel 2007	Self esteem
14	3	Excel 2007	Excel 2007	Communication styles
15	3	Excel 2007	Excel 2007	
16	4	PowerPoint 2007	PowerPoint 2007	Communication-professional image
17	4	PowerPoint 2007	PowerPoint 2007	Positive attitudes, personal presentation
18	4	PowerPoint 2007	PowerPoint 2007	Marketing yourself - Networking
19	4	PowerPoint 2007	PowerPoint 2007	Networking
20	4	PowerPoint 2007	PowerPoint 2007	
21	5	Access 2007	Access 2007	Application forms
22	5	Access 2007	Access 2007	Job Research
23	5	Access 2007	Access 2007	Business English/grammar
24	5	Access 2007	Access 2007	Business English/grammar
25	5	Access 2007	Access 2007	
26	6	Review Office 2007	Review Office 2007	Job search
27	6	Review Office 2007	Review Office 2007	Work Habits
28	6	Review Office 2007	Review Office 2007	Workplace environments
29	6	Review Office 2007	Review Office 2007	Workplace attitudes
30	6	Review Office 2007	Review Office 2007	

Please call 905-646-3737 ext 430 for further information



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Workplace Skills II

Sample Topics

- **Windows – File Management, Tools & Options**
- **Browser Personalization and Customization**
- **Advanced Internet Searching**
- **Internet Employment Research**
- **Advanced Email Options**
- **Distributing your Resume**
- **MS Office Review**
- **Customer Databases**
- **Customer Service**
- **Telephone Skills in your Job Search**
- **Employer Research**
- **Interview Skills**