

## Interesting Facts

68% of adult Canadians need help to develop the problem-solving skills required in today's workplace.

42% of adult Canadians fall below the reading skill level needed to thrive in today's society.

50% of adult Canadians need training to learn the basic math skills they need in order to lead productive lives.

"Upgrading employee skills is the most important strategy that companies intend to employ to meet their future labour needs"

*Perrin Beatty, President & CEO  
Canadian Manufacturers  
& Exporters*

Call us to Register

**lcys.ca**

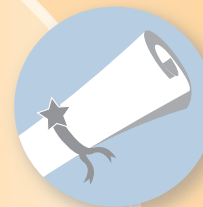


**Literacy  
Council**  
York-Simcoe

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Promotion of this project in partnership  
with the Workforce Planning Board of  
York Region Bradford West Gwillimbury  
[wpboard.ca](http://wpboard.ca)



**EMPLOYABILITY  
SKILLS**



**COMPUTER  
TRAINING**



**ESSENTIAL  
SKILLS**



**A better  
education.  
A better job.  
A better  
life.**



**Literacy  
Council**  
York-Simcoe

**Build  
a better  
employee  
through  
skills  
upgrading**

# Unlock the true potential of your workforce

Successful business strategies that help your business to thrive and grow in today's business world include employees who have upgraded skills.

## Your Employee will:

- Improve performance
- Become empowered
- Improve customer service
- Reduce errors
- Reduce absenteeism

## Your Company will:

- Develop stronger labour/management relations
- Advance goals and profitability
- Increase ROI on job training
- Improve team performance
- Improve health and safety records
- Increase employee retention and transferability



## Affordable Skills Development Programs

The Literacy Council York-Simcoe provides a friendly learning environment where adult students progress at their pace. Programs are confidential and are offered at flexible times. Extended hours enable students to upgrade their skills without disrupting their work schedule.

### Employability Skills\*

**\$140** for all  
or **\$35** per course

#### Effective Communication 5 hours

Improve presentation skills, interpersonal skills, learn about body language and different communication strategies.

#### Working with a Team 6 hours

Understand civility in the workplace, workplace diversity, workplace harassment, conflict resolution and the importance of teamwork and team building.

#### Self-Management 5 hours

Learn how to manage workplace anxiety and attention, improve self-awareness, develop creativity and positive thinking.

#### Organizational Skills 4 hours

Learn the basics of organizational skills, time management, goal setting and getting things done.

#### Analytical Skills 2 hours

Improve your analytical skills, critical thinking and creative problem-solving.

\* Free for individuals who meet eligibility criteria

### Computer Training\*

**\$300** for all  
or **\$25** per course

15 Basic and Intermediate computer courses, Microsoft Office 2010 (Word, Excel, Powerpoint), Exploring the web/email

### Essential Skills

**FREE** per student

An e-learning format and supporting self-paced computer-based learning. A confidential service for adults who want to upgrade:

- Reading
- Numeracy
- Writing



Upgrade your employee's skills at:

**lcys.ca**