



Adult Learning Opportunity Fall/Winter 2024 Calendar

For more information or to sign up for a program, please call, text, email or come in!
 (902) 930-4555 ALO@empsolutions.ca 215 Dominion St. Bridgewater

Study Skills: Get Ready for Learning

Are you ready for learning? Effective study skills are instrumental for learner success. Many people struggle to be successful in learning because they lack basic study skills. Whether you are joining an adult learning program, training for employment, or moving on to post-secondary learning, active listening, time management, and note-taking skills are the building blocks of good study habits, and this program will help prepare you for what comes next. *Class held again January and June 2025*

Class Length	Start Date	End Date	Days	Time
2 Weeks	September 16	September 27	Monday to Friday	9am – 12 Noon

WorkSmart: Elevating Your Employability Skills

Get ready to work! If you are looking to get employed and stay employed, essential skills like communication, teamwork, document use, and stress management are required for success at work. With a special focus on retail work skills, this program will introduce you to the skills you need to get the job--and keep it. *Class held again March 2025*

Class Length	Start Date	End Date	Days	Time
6 Weeks	October 29	December 5	Tuesdays & Thursdays	9am – 11:30am

Language Basics: The Rules of Writing

Learn the rules of writing! Sentence structure, punctuation, and grammar are all important parts of language that help (or hurt) communication. This program will boost your confidence and comfort with written language, making you a better writer and a clear communicator. *Class held again February 2025*

Class Length	Start Date	End Date	Days	Time
10 Weeks	September 16	November 22	Mon, Wed, Fri	9am – 11am
10 Weeks	November 25	February 21	Mon, Wed, Fri	1pm – 3pm

Powerful Paragraphs: Writing with Clarity

Do you struggle to be understood when you write a letter, note, email, or cover letter? Learning to craft a powerful paragraph may be the key to your communication success. This program focuses on turning words and sentences into powerful paragraphs, making your writing clear, organized, and ready to impress. *Class held again February 2025*

Class Length	Start Date	End Date	Days	Time
10 Weeks	September 17	November 21	Tuesday & Thursday	9am – 12 Noon
10 Weeks	November 26	February 20	Tuesday & Thursday	1pm – 4pm

Numeracy Mindset: Essential Math Skills

Ready to boost your math skills? Numeracy Mindset teaches you everything from understanding numbers to mastering basic math. It's a fun and supportive environment where you'll gain confidence in math, lower your math anxiety, and gain foundational skills for work and everyday life. *Class held again February 2025*

**Michelin Math – Math specially aimed at passing the Michelin entrance test.*

Class Length	Start Date	End Date	Days	Time
10 Weeks	September 16	November 22	Mon, Wed, Fri	1pm – 3pm
*10 Weeks	*October 2	*December 4	*Mon, Wed, Fri	*9am – 12 Noon
*10 Weeks	*November 25	*February 2	*Mon, Wed, Fri	*9am – 11am

Basic Digital Skills

Learn to use a computer! Basic digital skills are needed in every area of life, from getting a job to making an appointment. This program will start with the basics and move up to using the internet, creating documents, and using social media to help you become a confident and capable computer user.

Class Length	Start Date	End Date	Days	Time
8 Weeks	September 16	November 8	Monday to Thursday	1pm – 3:30pm
8 Weeks	November 18	January 30	Monday to Thursday	1pm – 3:30pm

Computer Skills: For the Workplace

Boost your computer skills! Designed for those seeking to excel in the workplace, this course covers essential office software, data management, and professional communication tools. Gain practical skills and confidence to thrive in today's digital workplaces. *Class held again January 2025*

Class Length	Start Date	End Date	Days	Time
6 Weeks	October 2	November 6	Wednesday	5:30 – 8:30

CAEC Prep (Formally GED Prep)

Are you working toward your high school equivalency? The Canadian Adult Education Credential (CAEC) has replaced the GED in Canada. This program helps prepare you to complete the CAEC, delivering instruction and practice questions on all five subjects of the CAEC. We will also focus on test-taking strategies and anxiety to boost your confidence and help you succeed on your exciting journey. *Class held again February 2025*

Class Length	Start Date	End Date	Days	Time
10 Weeks	September 17	November 21	Tuesdays & Thursdays	1pm – 4pm
10 Weeks	September 17	November 21	Tuesdays & Thursdays	5:30pm – 8:30pm
10 Weeks	November 26	February 20	Tuesdays & Thursdays	9am – 12 Noon