

## Overview

This program is offered to Aboriginal women, youth and men who require assistance entering and/or re-entering the work force. The Job Readiness Skills Training Program encourages and supports participants to increase their skill level in the following areas: personal life management skills, career studies, computer skills, information technology skills and academic upgrading.

The Job Readiness Skills Training Program is funded by the Sioux Lookout Area Aboriginal Management Board (SLAAMB) in partnership with Human Resources and Skills Development Canada (HRSDC).

## 2010-2011 Program

**Start Date:** September 2010

**End Date:** January 2011

**Duration:** 23 weeks (30 hours per week)

**Subjects:** Individual & Family Living  
Career Studies  
Designing Your Future  
Information Applications  
Information Technology  
Job Shadows  
Job Placement

## Course Outline

### Information Applications in Business/ Information Technology:

Each participant will receive guided instruction, hands-on exposure and experience working on an IBM compatible computer, which is equipped with software common in today's office environment.

Course Outline: Building Keyboarding Skills; Orientation to Computers; Windows 7; Corel WordPerfect X4; Print Shop Deluxe III; Microsoft Internet Explorer Web Browser; E-Mail Etiquette; Microsoft Excel 2007; Microsoft Word 2007; Microsoft PowerPoint 2007; and Introduction to Common Office Equipment and Procedures.

### Individual and Family Living/ Career Studies/ Designing your own Future:

Group and individual sessions are facilitated to assist participants to increase their awareness and skill level as it pertains to obtaining and maintaining employment.

Topics include (but are not limited to): Individual Development, Relationships, Self Awareness; Assertiveness Training; Time and Stress Management; Communication Skills; Conflict Resolution; Problem Solving, Goal Setting; Community Awareness/Current Trends; Job Search; Occupational Research; Resume and Cover Letter Development; and Interview Techniques.

### Academic Upgrading:

Students have an opportunity to enroll in courses offered through Wahsa Distance Education.

## Course Outline

### Job Shadows\Job Placement:

Employers in Sioux Lookout

Participants have the opportunity to receive practical on-the-job training experience with employers in career field(s) of choice. Participants are exposed to a variety of work environments via one-day job shadows (estimated 5 per program), as well as during a four-week job placement. During the job placement component of the Job Readiness Skills Training Program, participants are expected to follow the hours and operating policies and procedures of the employer.

## Inquiries

Should you require additional information regarding the Job Readiness Skills Training Program sponsored by Equay-wuk (Women's Group) please contact:

Jennifer Derosier, Program Director

Phone: (807) 737-2214

Toll Free: 1-800-261-8294

Fax: (807) 737-2699

E-Mail: [equaywuk@bellnet.ca](mailto:equaywuk@bellnet.ca)

## Participant Eligibility

- ✓ Aboriginal with Status (Sioux Lookout District Zone)
- ✓ Collecting E.I.
- ✓ 19 years or older
- ✓ Unemployed

We also accept individuals who are:

- ✓ Aboriginal with Status Treaty #3
- ✓ Aboriginal with Status Treaty #3 Collecting EI
- ✓ Status out-of-province (must meet OGI criteria)
- ✓ Aboriginal non-affiliation (must meet OGI criteria)
- ✓ Unemployed and have received EI in the past three years or EI Maternity in the past five years

## How to Apply

- ✓ **Mail** (your resume or letter of interest)  
Attention: Hiring Committee  
Job Readiness Skills Training Program  
Equay-wuk (Women's Group)  
P.O. Box 1781  
Sioux Lookout ON P8T 1C4
  
- ✓ **Drop Off** (your resume or letter of interest)  
Equay-wuk (Women's Group)  
16 Fourth Avenue North  
(Above Ireland's Jewellery Store)  
Sioux Lookout ON  
  
Attention: Hiring Committee  
Job Readiness Skills Training Program
  
- ✓ **Fax** (your resume or letter of interest)  
Equay-wuk (Women's Group)  
Attention: Hiring Committee  
Job Readiness Skills Training Program  
Fax: (807) 737-2699

## Deadline for Applications

3:00pm August 20, 2010

## Equay-wuk's Background

Equay-wuk (Women's Group) is a non-profit, provincially, incorporated organization that has been in existence since 1989. It is governed by a volunteer Board of six directors. The Board is elected by the general membership to serve a two year term.

## Equay-wuk's Mission Statement

Equay-wuk (Women's Group) is committed to empowering women, youth and families who reside within Northwestern Ontario First Nation communities. Through the guidance of the Creator, Equay-wuk (Women's Group) promotes: love; respect; tolerance; fairness; understanding; and equality among all First Nation citizens. We welcome, as members, people of all cultures and races.

## Equay-wuk's Services

Equay-wuk (Women's Group) secures financial support from various government initiatives both provincial and federal, which enables it to provide a wide variety of programs and services for Aboriginal people from 31 First Nation communities in Northwestern Ontario.

## Equay-wuk's Programs

Community Wellness Program, Building Aboriginal Women's Leadership Project, Nishnawbe Women's Wellness Program, Early Childhood Education Diploma Program by Distance Education.

# Job Readiness Skills Training Program

sponsored by

## Equay-wuk (Women's Group)



**16 Fourth Avenue North**

**P.O. Box 1781**

**Sioux Lookout ON P8T 1C4**

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**Web Site:** [www.equaywuk.ca](http://www.equaywuk.ca)