

## Connecting Workplace Needs & Essential Skills Workshop



Presented by: *SkillPlan*

### Course Description:

Learn about the process of integrating Essential Skills into the workplace, including how to:

- Engage employers and employees by connecting the Essential Skills to the needs of the workplace
- Identify workplace Essential Skills issues through an employer-employee needs analysis
- Benchmark employees' Essential Skills and identify gaps
- Discuss various models for designing and delivering Essential Skills interventions into the workplace

### Training & Certification:

**(3 days of instruction + assignment)**

SkillPlan will issue a Connecting Workplace Needs and Essential Skills Certificate to those who attend all 3 days and successfully complete the post session assignment.

### Who Should Attend?

We welcome participants who are interested in learning the process of integrating Essential Skills into the workplace. Curriculum developers, workplace educators and instructional designers will find this training particularly relevant to their field.

Although there are no formal pre-requisites for this course, previous training and/or experience with Essential Skills is strongly recommended. For more information on Essential Skills, visit

[http://www.hrsdc.gc.ca/eng/workplaceskills/essential\\_skills/general/home.shtml](http://www.hrsdc.gc.ca/eng/workplaceskills/essential_skills/general/home.shtml).

### When:

**Wednesday, November 23 to Friday, November 25, 2011**

Time: 8:30 am to 3:30 pm

**Where:** Granville Island Hotel  
1253 Johnston Street  
Vancouver, BC V6H 3R9  
(604) 683-7373

**Cost:** \$595 + 12% HST

Note: Continental breakfast and lunch will be served each day.

## Accommodation:

Reserve your guest room at the Granville Island Hotel. Rooms are not guaranteed. A small block is being held until October 22, 2011.

Contact [reservations@granvilleislandhotel.com](mailto:reservations@granvilleislandhotel.com) or call

1-800-663-1840 and ask to receive the SkillPlan rate of \$199 per night. Direct: (604) 683-7373.

## Registration & Payment:

**Registration:** You can submit your completed registration form by fax (604) 436-1149 or by mail (address below). Your registration will be confirmed by email.

**Payment:** Payment is due by November 4. Please mail your cheque for \$666.40 payable to SkillPlan to:

SkillPlan  
405 – 3701 Hastings Street  
Burnaby, BC V5C 2H6

## Facilitator:

### **Kyle J. Downie – VP Operations, SkillPlan**

For over 10 years, Kyle Downie has worked both internationally and nationally leading educational teams, developing and designing curriculum, and instructing, mentoring and creating educational programs in secondary and post-secondary schools and for private and public industries. Currently, he is the Vice President of Operations with SkillPlan where he focuses on developing strategies to improve the Essential Skills of people working in the construction industry in both British Columbia and the Yukon Territory.

## Contact Us:

Email: [info@skillplan.ca](mailto:info@skillplan.ca)

Phone: (604) 436-1126

Fax: (604) 436-1149

## Register Now!

## Connecting Workplace Needs & Essential Skills Workshop

November 23 – 25, 2011  
Granville Island Hotel, Vancouver, BC

### REGISTRATION FORM

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Address to mail certificate to: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_

Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

**Fax the form to (604) 436-1149**

**Or mail the form with your cheque to:**

SkillPlan  
Suite 405, 3701 Hastings Street  
Burnaby, BC  
V5C 2H6

**Cost:** \$595 + \$71.40 HST = **\$666.40**