



Job Ready Toolkit

Develop key skills to prepare yourself for the working world!

Receive a certificate of completion for each 4-week module and a program completion certificate for successfully completing all six modules.

MODULE 1:

Employability Skills Profile

September 8th to October 4th, 2016

MODULE 2:

Cover Letter, Resume & Portfolio Prep

October 6th to November 1st, 2016

MODULE 3:

Interview Skills

November 3rd to November 29th, 2016

MODULE 4:

Customer Service/Relationship Building

January 10th to February 2nd, 2017

MODULE 5:

Dealing with Difficult People

February 7th to March 2nd, 2017

MODULE 6:

Leadership

March 7th to March 30th, 2017

When: Tuesdays and Thursdays from 10:00-11:30am
with drop-in sessions on Wednesdays from 10:00-11:30am



Register online at
mohawkcollege.ca/cityschool