



# CAREER PROGRAM

## FREE JOB TRAINING & PRE-EMPLOYMENT PROGRAM

### PROGRAM DESCRIPTION:

EDGE Career Program is a customized employment preparation and job skills training program. The program is a very successful, long standing, government funded program, which commenced in 1989. Participants partake in our on-site program and may access short-term vocational training or work experience leading to long-term, sustainable employment.

### ON-SITE PROGRAM COMPONENTS:

- **In-depth Self-Assessment**
  - Skills, Values, Attributes, Interests, Learning Styles and Needs Assessments.
- **Life Skills/Personal Development**
  - Assertiveness, Goal Setting, Self-Esteem, Workplace Safety & Health.
- **Guest Presenters** from different community organizations
- **Computers Skills**
  - Computer Fundamentals, MS Word, Excel, Power Point, Outlook, Access.
- **Employability Skills**
  - Career Exploration, Labour Market Research, Information Interviews, Interview Preparation, Cover Letter and Resume Writing, Training Plan Development for off-site training, Work Experience and Marketing.
- **Training Plan Development**, leading to off-site components

### OFF-SITE COMPONENTS:

- Work Experience,
- Vocational Training
- Employment, Placement, and Follow-Up

### ELIGIBILITY:

**Our mandate is to work with adults who are low income, including:**

- Adults on EIA (Employment and Income Assistance)
- Unemployed individuals
- Underemployed Individuals
- Immigrants and Refugees
- Individuals on Work Permits
- CUAET Visa Holders

*EDGE Career Program provides focused, current, and effective employment training, based upon the diverse needs of participants. Our commitment is to provide individual career coaching & life skills services for the enhancement of employment results. Our goal is to help our participants achieve independence and self-sufficiency by gaining meaningful employment.*