



STEPS

Training and Employment Services

* 8 Week Program

THIS PROGRAM INCLUDES:

Life Strategies

- Goal setting
- Managing stress
- Building Self-Esteem
- Problem Solving
- Team Building

Self Discovery

- Personality Dimensions
- Who Am I?
- Learning Styles
- Career Exploration

Employment Prep

- Job Search
- Employment Action Plan
- Transferable Skills

Job Readiness

- Resume
- Cover letter
- Interview Techniques

Computer Skills

- E-mail and Internet
- MS Word – Excel – PowerPoint
- Mavis Beacon

Steps Employment programs are specifically designed to address the employment challenges of individuals in Recovery from alcoholism and drug addiction or those individuals personally affected by alcoholism and/or drug addiction.



For more information on enrollment contact:

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Call Now To Reserve Your Seat.

*These courses are **free** to anyone who is in Recovery or impacted by Alcohol and/or Drug addiction and residing in York Region.



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