

## Skills needed for entrance to CICE Program @ St. Clair

### Personal Transition (to College then to employment)

Study skills  
Organization  
Time management  
Stress management  
Essential employability skills  
Goal setting

### Effective Communication

Basic reading  
Writing  
Document use  
Finding info using a variety of sources  
Communicating ideas verbally  
Communicating ideas in writing  
Practicing effective communication by:

- using effective listening
- recognizing communication barriers
- reading and using non-verbal messages

### Workplace Numeracy

- basic workplace related computational skills

### Basic computer use including:

- internet
- email
- Microsoft word
- Microsoft PowerPoint

### Job search skills

- Career exploration
- Personal skill assessment
- Networking
- Employment Resources: resume, cover letter, and preparation for interview skills

### Personal Growth (related to workplace success)

- Customer service
- Teambuilding
- Problem solving
- Decision making
- Conflict resolution
- Workplace diversity
- Occupational health and safety
- Self-esteem/ Assertiveness
- Human rights and the rights of the worker in Ontario