







General Professional Development & Trade-Specific Training Resources

Product	Delivery Model	Skill Levels	Content Focus	Audience	Facilitation	Description
A Day on the Job	 Hard-Copy	2&3	<i>4 Versions Available:</i> <ul style="list-style-type: none"> • Carpenter • Electrician • Welder • Pipefitter 	<ul style="list-style-type: none"> • Industrial Apprentices • Pre-Apprentices • Workers needing to improve skills 	Optional May be used independently or incorporated into existing training	A Reading, Document Use and Numeracy curriculum teaching skills needed for success in industrial trades training
Building Workplace Essential Skills	 Hard-Copy	1&3	Broadly Based	<ul style="list-style-type: none"> • Entrance to the workforce • Low skilled 	Optional/Recommended May be used independently or incorporated into existing training.	A generic Reading, Document Use and Numeracy curriculum that teaches skills needed for a variety of occupations and daily life.

English as a Second Language, Foundational Skills, Personal & Professional Skills Training Resources						
Product	Delivery Model	Skill Levels	Content Focus	Audience	Facilitation	Description
On Target! Stage I	 Hard-Copy	1 to 2 CLB 1-4	Broadly-based with emphasis on daily life	<ul style="list-style-type: none"> English as a Second Language (beginner) Newcomers 	Must be Facilitated	An informal classroom assessment and instructional resource that is linked to the Canadian Language Benchmarks.
On Target! Stage II	 Hard-Copy	1 to 3 CLB 5-8	Broadly-based with emphasis on daily life and work	<ul style="list-style-type: none"> English as a second Language (intermediate) Newcomers 	Must be Facilitated	An informal classroom assessment and instructional resource that is linked to the Canadian Language Benchmarks.
In Focus	 Hard-Copy	1 & 2	Broadly-based with emphasis on foundational skills	<ul style="list-style-type: none"> Entrance to work or adult education High-School At-Risk Individuals Career Planning Newcomers 	Optional May be used independently or incorporated into existing training	A career and personal exploration program related to the foundational skills needed for work, education and everyday life.
Skills for Working, Learning and Living	 CD-ROM	1 & 2	Broadly-based with emphasis on foundational skills	<ul style="list-style-type: none"> Entrance to work or adult education High-School At-Risk Individuals Newcomers 	Optional May be used independently or incorporated into existing training	A series of personal development activities aimed at improving the basic employment and life skills needed learning and labour market success.