

SKILLS FOR WORK



Looking for fun, online learning to understand the Canadian workplace?

The Skills for Work courses are for you!

There are two levels. Each level has nine courses with many activities to improve how you use documents, communicate and write at work.

Use your laptop, tablet or smartphone.

To register go to: <https://skillsforwork.trajectoryiq.com>

- 1 Click on "Create an Account"
- 2 Fill in your name, email and password
- 3 Choose a question to answer in case you forget your password
- 4 Click "Continue" and choose the best answers
- 5 Click "Create account"
- 6 Choose a course
- 7 Have fun and learn!



LEVEL 1: CLB 3+

- Use tables
- Follow instructions
- Fill in forms
- Use signs and symbols
- Use diagrams
- Complete checklists
- Find information
- Check understanding
- Organize information

LEVEL 2: CLB 5+

- Find information quickly
- Show you understand: key expressions
- Write a shift report
- Use forms
- Keep records
- Use complex documents
- Identify unsafe work
- Complete reports
- Show you understand: paraphrase