

Mission

A community organization committed to supporting personal independence through:

- Innovative and responsive resources
- Partnerships and collaborations
- Striving for excellence

Vision

- Embracing personal independence
- Celebrating a caring community



Multi-Service Centre

Adult Literacy & Essential Skills Program

Reading, Writing & Skills

Are your reading or writing skills holding you back?

519-539-8161

ext. 292

EMPLOYMENT ONTARIO

Employment Ontario services provided by the MSC are funded in part by the government of Canada.

The Multi-Service Centre is located in The Livingston Centre (near the corner of Tillson Avenue and Durham Street).



**(Woodstock Location)
Community Employment
Services
40 Metcalf Street
Woodstock, ON N4S 3E7
Phone: (519) 539-8161**



Literacy and Basic Skills

Traditionally, literacy has been defined as the ability to read and write. Today this definition has expanded to include “essential skills”. It is the “ability to understand and use written information”. Employers seek independent, productive, and skilled workers that incorporate basic skills in their jobs.



Learn

- Reading and writing
- Math
- Computer skills
- Other work skills
- Employability skills



Prepare For

- Success in employment
- High School Credit
- College Skills Training



Achieve

- More Confidence
- Greater Independence
- Better Job Performance



Program Types

One-to-one Tutoring

We will match you with a trained volunteer tutor. You will compare your current abilities with what you would like to be able to do and your tutor will work with you to reach those goals. This option provides you with scheduling flexibility and privacy.

Small Groups

After determining your abilities and goals, we support your involvement in a small classroom setting. Here, we'll cover literacy related topics such as spelling, employability skills, "work language", critical thinking and problem-solving. This "training" or "bridging" component helps you seek further training or upgrading.

Improve reading, writing and spelling skills for:

- Future employment
- Employment goals
- Home
- Community
- Overall independence

Benefits

- Free to eligible individuals
- Improves accuracy in written work
- Complete tasks faster
- Helps to increase employment opportunities
- Designed to meet your needs and goals
- Increases your opportunities and skills



We Also Offer

- Continuous entry; year-round programming
- Day and evening programs
- Sensitivity to individual needs
- Individual tutors, small groups and classes
- Individual training programs

**(Woodstock Location)
Community Employment
Services
40 Metcalf Street
Woodstock, ON N4S 3E7
Phone: (519) 539-8161
R:May/11**