

Upgrade Your Skills

Employability soft skills are important in all aspects of life, including at home, in school or at work. We'll teach you the skills you need to move forward through life with confidence and ease.



All courses are self-paced independent learning courses delivered through the computer. Exact time to complete a course will depend on the student's pace of learning.

All programs are offered free of charge to the residents of York Region who meet the income eligibility requirements; otherwise, a nominal administration fee per course applies.

Employability Soft Skills

Effective Communication

Improve presentation and interpersonal skills, and learn about body language and different communication strategies.

Organizational Skills

Learn the basics of organizational skills, time management, goal setting and getting things done.

Working with a Team

Understand civility in the workplace, workplace diversity, workplace harassment, conflict resolution and the importance of teamwork and team building.

Analytical Skills

Improve your analytical skills, critical thinking and creative problem-solving.

Self-Management

Learn how to manage workplace anxiety improve self-awareness, and develop creativity and positive thinking.

"This is a beneficial program to have available to quickly upgrade skills needed to secure employment."

