

YWCA TORONTO SKILLS DEVELOPMENT CENTRE

“We offer more than jobs; we help build futures.”

ABOUT YWCA TORONTO

YWCA Toronto is dedicated to improving the lives of women and girls. We help women and girls flee violence, secure housing, find jobs, establish their voices, enhance skills and develop confidence. We offer a range of housing options, employment and training programs, community support programs, girls' programs and family programs. We also advocate for systemic change. As part of a national and international movement, the YWCA is a turning point in the lives of 25 million women and girls worldwide.

ABOUT THE SKILLS DEVELOPMENT CENTRE

The Skills Development Centre (SDC) specializes in strength-based programs and embeds social innovation into Community Economic Development (CED) work. We are committed to building sustainable futures primarily for women, communities and organizations.

Housed within the Employment and Training department, SDC has become the heart of a vibrant national learning community where leadership development, partnerships, collaborations and social engagements are nurtured and advanced. Branded as the *LinksToJobs* community, it has grown to include thousands of individuals, governmental entities, businesses and community partners.

Join our *LinksToJobs* community by:

- ✓ Participating in a program
- ✓ Purchasing a product or service
- ✓ Hiring, mentoring, training, sponsoring, partnering, collaborating and/or providing a placement
- ✓ Subscribing to receive free email updates on our exclusive 'News and Views'

Our programs and services promote personal and professional growth. Each program and/or training seat(s) can be purchased on a fee-for-service basis, subsidized through bursaries, and/or contracted. Eligibility criteria for each program may apply.

We welcome partnership opportunities and invite you to discover what SDC can do for you and your organization! Read our participant success stories at www.ywcautoronto.org/testimonials. Employers can learn more about what we can do for them at www.ywcautoronto.org/employers.

For more details, call 416.269.0091 x231 and visit us at www.ywcautoronto.org/sdc

Each year, over 4000 individuals participate in one or more of our local and/or national programs. SDC will continue to contribute to making individuals and communities stronger and building a diverse and vibrant Canada.

YWCA Toronto Skills Development Centre | Products and Services

Our strength-based programs and services range from Career Management to Leadership Programs.
Eligibility criteria apply for each program and/or service.

Personal and Career Management Services

PROGRAMS/SERVICES

Career Planning and Employability Skills Assessment (2 weeks)
Career Assessment & Planning (individualized service)
Essential Skills for Building Sustainable Futures (up to 6 weeks)

LEARN MORE

www.ywcautoronto.org/mots
www.ywcautoronto.org/cap
www.ywcautoronto.org/ese

Essential Skills and Employability Skills Training

PROGRAMS/SERVICES

Academic Upgrading
Literacy and Essential Skills Program-
includes GED preparation (7 weeks)

Pre-Employment Services
Employment Focus - *Employment Essentials Program* (10 weeks)

Computer Training
Computer Training Series: MS Office
Intermediate & Advanced Workshops (1 week)
Computer Training for Employment (6 weeks)

Occupational Skills Training
Administrative Clerk Certificate Program (up to 11 weeks)

Professional Business/Administration
Professional Office Administration Series (1 week)
Customer Service Training (up to 2 days or 1 week customized)

LEARN MORE

www.ywcautoronto.org/les

www.ywcautoronto.org/empfocus

www.ywcautoronto.org/computertraining

www.ywcautoronto.org/eti

www.ywcautoronto.org/poa
www.ywcautoronto.org/customerservice

Job Readiness and Placement Services

PROGRAMS/SERVICES

Job Finding Club
Job Search and Networking Workshops
Recruitment and Placement Services
Job coaching, Mentoring, and Retention Services

LEARN MORE

www.ywcautoronto.org/empcentre

Professional Development Services and Training Resources

PROGRAMS/SERVICES

Life Skills Coach Training -
train-the-trainer (up to 1 week or customized)

Personality Dimensions™ Level 1 Training - train-the-trainer (3 days)

Leadership through Facilitation 101 (2 days or customized)

Discovering Life Skills Manuals - English (Volumes 1 to 9)

Discovering Life Skills Manuals - French (Volumes 1, 5, 6, 7, 8)

Other Resources: (Action Manual for Group Activities)

LEARN MORE

www.ywcautoronto.org/lifeskills

www.ywcautoronto.org/pd
www.ywcautoronto.org/leadership101
www.ywcautoronto.org/publications

Leadership and Business Services

PROGRAMS/SERVICES

LinksToJobs Employer Services - Pre-screening, candidate sourcing
Workforce Development
Customized Training and Solutions for Teams and Organizations
Program Development and Consultation
Essential Skills for Employment - A National Initiative
Community Development Services

LEARN MORE

www.ywcautoronto.org/employers

www.ywcautoronto.org/ese