



Retail and Employment
Skills Learning

atn

Objectives

Call today and take advantage of
this unique training opportunity!

**RETAIL and EMPLOYMENT SKILLS
TRAINING PROGRAM**
March 4, 2019 – March 29, 2019

ATN Access Inc.

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Phone: 519-433-7950

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- Monday to Friday
- 10:00 a.m. to 2:30 p.m.
- 4 weeks of in class instruction
- May be followed by a work experience placement of 2-10 weeks
- Small class size – only 8 seats available

Program includes:

- Retail Essential Skills
- Customer Service
- Tools of the Trade
- Employment Workshops
- Job Search Assistance
- Store Procedures
- Retail Math
- Health & Safety
- Job Coaching
- Job Maintenance

Retail and Employment Skills Learning Objectives

Upon successful completion of the Retail and Employment Skills program, clients will be better prepared to:

- Answer interview question thoughtfully and with a positive attitude
- Know how to job search using Hot Spots, Networking, Informational Interviews, and online sites
- Understand the basics around money math, basic calculations such as percentages, and proper grammar for emailing and business letters
- Provide exceptional customer service and understand how to help an upset customer
- Operate a Point of Sale system

Upon successful completion of the Retail program, clients will have:

1. Identified short-term and long-term S.M.A.R.T. goals
2. Completed a resume and a list of strengths and skills
3. Completed up to 36 hours of training at the Old East Village Grocer (OEVG), potentially in deli, cash, produce, and stocking