Career Practitioners and Educators
Training for Work discusses training options other than traditional full-time studies.

It will help your clients or students
• identify their preferred learning style
• explore the advantages and disadvantages of various training options that suit their learning style and career goals
• discover where to find training opportunities in Alberta
• connect with further information and resources

For copyright information, contact:
Alberta Jobs, Skills, Training and Labour
Online Initiatives and Information Supports Unit
Telephone 780-422-1794 Fax 780-422-5319
Email info@alis.gov.ab.ca

Catalogue Item #800002

This publication is available to download or order online at alis.alberta.ca/publications.


This material may be used, reproduced, stored or transmitted for non-commercial purposes. However, Crown copyright is to be acknowledged. It is not to be used, reproduced, stored or transmitted for commercial purposes without written permission from the Government of Alberta, Alberta Jobs, Skills, Training and Labour. This publication is not for resale unless licensed with Government of Alberta, Alberta Jobs, Skills, Training and Labour. Every reasonable effort has been made to identify the owners of copyright material reproduced in this publication and to comply with Canadian copyright law. The publisher would welcome any information regarding errors or omissions.

Government of Alberta, Alberta Jobs, Skills, Training and Labour publications may contain or reference publications, trademark, patent or copyright held by third parties (“third party material”), identified with a credit to the source. This does not grant the user a licence or right to that third party material. Users who wish to reproduce any third party material in this publication should seek permission from that third party.

The province of Alberta is working in partnership with the Government of Canada to provide employment support programs and services.

Information in this publication was accurate, to the best of our knowledge, at the time of printing. However, legislation, labour market information, websites and programs are subject to change, and we encourage you to confirm with additional sources of information when making career, education, employment and business decisions.

All photos in this booklet are for illustrative purposes only. They are not actual photos of any individuals mentioned.
# Table of Contents

## Is This Book for You?  2
- What is training?.................................3
- Why choose training?............................3
- Where is training available?...............3
- How do you start?...............................4
  - Step 1: Begin at the beginning ..........4
  - Step 2: Reflect ................................4
  - Step 3: Ask for advice ......................4

## How and Where Do You Learn Best?  5
- What is your learning style?...............6
  - Learning by seeing (the visual learner) ..6
  - Learning by listening (the auditory learner) ....6
  - Learning by doing (the tactile learner) ....6
- What is your best learning environment? .8
  - One-on-one training ........................8
  - On-the-job-training .........................8
  - Classroom training ..........................9
  - Distance education ..........................9
  - Self-study .....................................9

## What Kind of Training Suits You?  10
- Types of training .............................11
- Volunteering ....................................12
- Mentorship .....................................13
- Part-time work ................................14
- Work experience and observation .........14
  - Work experience ............................14
  - Job placement ................................15
  - Job shadowing ...............................15
- On-the-job training .........................16
  - Training opportunities where you are employed ....17
  - Industry associations .....................18
  - Short courses ................................19

## On-the-job plus classroom training ....20
- Alberta Journeyman Certificate (apprenticeship) programs ..........20
- Alberta Occupational Certificate programs ........21
- Green Certificate Program ..................22
- Training in the military ......................23

## Where Do You Look for Training?  25
- Government-sponsored training programs ......25
- Colleges and technical institutes ..........26
- Certificate and diploma programs ..........27
- Apprenticeship (trades) programs .........27
- Short industry-related courses .............27
- Job-readiness courses .......................28
- Academic upgrading ..........................28
- Continuing education .......................28
- Private colleges and institutions ..........28
- Community organizations ....................29
- Moving forward on your path ...............29

## Resources  30
- Government of Alberta .......................31
- Alberta Learning Information Service ....31
- Alberta Career Information Hotline .......31
- Alberta Works Centres .......................31
- Resources by topic ............................31
  - Career planning .............................31
  - Education and training ....................31
  - Entrepreneurship ............................32
  - Family supports .............................32
  - Job search and resumes ...................33
  - Labour market information ...............33
  - Life transitions .............................33
  - Post-secondary funding ....................33
  - Volunteering .................................34
  - Workplace ....................................34

© Government of Alberta
Is This Book for You?

This book is about finding the training you need and want for work. This book is for you if you

• want to work but need to develop job-related skills
• have been unemployed for some time and want to get back into the workforce
• want to enter the job market quickly
• are employed and want to move ahead
• are not considering long-term academic studies at this stage in your life

In any of these situations—and in many others—finding the right training will help you achieve your goals.

There are training options to suit everyone. *Training for Work* describes different training approaches and opportunities and outlines where to find those opportunities.
What is training?

Most jobs require particular skills (practical know-how), knowledge and experience. Training teaches the skills needed for specific jobs and provides an opportunity to practise these skills. Sometimes you can learn them on the job, but sometimes you must take short courses or a longer program of study. You can learn skills from a friend or mentor or by volunteering.

What is the difference between training and education? Training focuses on teaching specific skills. Education involves a longer period of formal study that covers various subject areas. Education focuses on providing knowledge rather than skills. Although education may include training, overall it is much broader in scope. Therefore, training usually takes less time to complete than most post-secondary education programs at a college, technical institute or university.

Why choose training?

Training has many advantages. It can
- help you make the transition from school to work, from unemployment to employment or from one job to another
- provide work experience
- build self-confidence
- sometimes allow you to earn while you learn

Where is training available?

You can get training through formal programs offered by educational and training institutions or through government-funded programs. You can find it through a school, an employer or your own self-study.

Training for work doesn’t always come in a neat package. It’s not always offered in a classroom. It doesn’t even have to take place during normal work hours. It’s part of your lifelong learning. Training includes schooling, skills you learn at work and skills you learn elsewhere.

You can anticipate the types of job skills that will be needed in the future by being aware of and understanding labour market information. This information can help you decide which direction to take with your career. It can also help you avoid choosing a career where jobs are disappearing.

For more about labour market information, visit alis.alberta.ca/occinfo or read these ALIS Tips at alis.alberta.ca/tips:

- Labour Market Information Can Change Your Life
- Labour Market Information Online
- Labour Market Information Sources
- Labour Market Information: Separating the Best From the Rest
- Labour Market Information: Taking Advantage of Trends
Look for opportunities to learn. You can find training opportunities anywhere. For example, you might help a friend assemble a barbecue, or take a gardening course and then volunteer to work in a community garden. Grab opportunities whenever you can.

Employers provide training. Volunteer groups provide training. Industry safety associations provide training. Friends or family might provide training. Once you start looking, you’ll be surprised at the many sources of training available for the work you want.

Training is available in many different places:
• on the job
• in classrooms
• in offices
• at work sites
• at conferences
• on farms
• at home

Training is an investment. It takes time, commitment, discipline and patience. Good investments reward investors with continued growth. Sometimes they pay off sooner, sometimes later. Training, too, pays off. And it only takes a little planning for you to make your training a good investment.

How do you start?

Step 1: Begin at the beginning
Start with self-assessment:
• What is your present job situation?
• What skills do you need?
• What are your career interests?
• What are your career goals?
• How do you learn best?

Step 2: Reflect
Do you think some form of training would help you achieve your goals? If so, you may need to do some looking around to find out what is available that suits your needs. If you feel unsure about your options, talk to a career advisor.

Step 3: Ask for advice
There are plenty of resources to help you find training opportunities, but the legwork is up to you. It is worth taking the time to find and choose the right training to improve yourself, your skills and your job opportunities.
How and Where Do You Learn Best?

One of the first steps in choosing training is to find out how you learn best. If you are able to match your training to your preferred learning style, you will probably do better and enjoy it more.

Take the short quiz on page 7 to find out whether you prefer one learning style over another. There are no right or wrong answers.

This is only an exercise to start you thinking about the way you learn. Use it as an opportunity to try something fun and find out something new about yourself.
What is your learning style?

Everyone has different ways of learning—that of taking in, remembering and using information. Understanding your own way of learning begins with understanding your strengths and abilities. If you know your learning style, you may understand

- why you find it easier to learn at some times and more difficult at others
- how to learn new skills more effectively
- why you work well with some people and not as well with others

People learn using three basic learning styles: seeing, listening and doing.

Learning by seeing (the visual learner)

If you learn best by seeing how things are done, pictures and visual images help you learn. You follow illustrations in manuals. For example, if your friend moves to a new house, you will want to see a map to learn how to get there.

Learning by listening (the auditory learner)

If you learn best by listening, you remember verbal instructions easily. You like to learn by listening to live or recorded information. For example, you will remember the directions to your friend’s new house if she gives them to you over the phone.

Learning by doing (the tactile learner)

If you learn best by doing, you prefer to involve your hands and the rest of your body in the learning process. You take notes even when notes are handed out. You like hands-on work. For example, you probably prefer to find your way to your friend’s new house on foot, by bike or by car—by “feel.”

For an interactive self-assessment, try the Work Values Quiz on careerinsite.alberta.ca. CAREERinsite is an online career planning tool that helps you explore career options based on your values, skills, abilities and interests. Registration is free and easy.
Put a check mark beside each statement that you feel is true for you and then add up the check marks. The category with the most check marks suggests your favourite learning style. If you check about the same number of statements in each category, you probably use all three learning styles.

**I learn by seeing. (I am a visual learner.)**
- I notice details, errors, missing buttons or scruffy shoes.
- I doodle or make detailed drawings.
- I like seeing how a task is done before trying it.
- I have difficulty following spoken directions.
- I like reading books with pictures and graphs rather than books with no illustrations.
- I follow directions better if I can see them on paper.

**I learn by listening. (I am an auditory learner.)**
- I prefer listening to the news rather than reading about it.
- I learn best when I can discuss my ideas with others.
- I need an explanation to understand charts, graphs or maps.
- I learn better by listening to recorded information (voice or music).
- I like to talk about what needs to be done before actually doing it.
- Listening to music is one of my favourite pastimes.

**I learn by doing. (I am a tactile learner.)**
- I prefer participating in an activity rather than watching others do it.
- I feel confined in a classroom.
- I like to set up equipment. (I would enjoy assembling kids’ toys or hooking up a home entertainment system.)
- I am a hands-on learner.
- I find it hard to concentrate if I have to sit still for long periods.
- Learning something is easier when I can try it out.

Now that you know your learning style, you can use this information to help you choose the best training for you. As you read about the different training opportunities in this book, ask yourself which ones would suit your learning style. You will probably find that certain kinds of training appeal to you more than others. Now you know why!
What is your best learning environment?

Once you decide you need some training, think about how you want to get that training. You may be able to get it as a student, with your present employer or outside the workplace.

Look at different options and choose the training environment that suits you best. Do you prefer to learn at a work site, on a computer or in a classroom? You might prefer to learn as you go or through activities you do during your free time. Or you might prefer to take formal training programs or courses.

Knowing your strengths and weaknesses as a learner will help you find the best learning environment. If you know you learn best by using your hands, then look for training that allows you to learn by actively doing the work. If the training also requires you to learn technical information from texts or documents, talk to your trainer about your learning style and ask for help in completing your training successfully.

You can get training in different ways:
- one-on-one
- on the job
- in a classroom
- through distance education
- through self-study

The following sections offer more detail about different training environments. Each environment tends to support certain learning styles more than others. Remember, though, that no matter what your learning style is, you can benefit from any type of training, and every environment will have a mix of seeing, listening and doing.

One-on-one training

One person works directly with you to help you learn. You learn by watching, listening and practising. If you are training to become a motorcycle mechanic, for example, most of your learning will likely take place at a motorcycle maintenance shop. A qualified mechanic will be assigned to teach you the various skills you need. For each task, while you watch, the trainer will demonstrate how to use the equipment, how to make the required repairs and how to stay safe while you are working. When you are ready to practise, the trainer will be there to guide you.

One-on-one training is a great way to learn because you get personal attention from experienced workers. If you feel unsure about anything, there is someone reliable you can ask for help. With ongoing feedback, this kind of learning is a terrific way to build skills and self-confidence quickly.

On-the-job training

You learn by doing the work. This may be a combination of individual and group training. The work may be manual (done with your hands). For example, if you are learning to be a short-order cook, you will have to learn to slice onions, tomatoes, carrots and lots of other vegetables quickly and with consistent results.
every time. To learn the right technique, you’ll have to do the work again and again. One day you will get the slicing and timing just right.

Although you learn by doing the required tasks, on-the-job training is not always manual. If you are learning to be a receptionist, for instance, your employer may ask you to introduce the company and yourself in a certain way when you answer calls. It may take a few tries to get the words out correctly and to learn how to direct calls. After you do the work for a while, it will come easily.

**Classroom training**
You learn with others, usually from one or more instructors. You may sit at a desk reading, writing, listening and discussing. Or you may work in a group. In many classroom settings, you will also learn on equipment.

**Distance education**
You study and complete assignments at home. This approach allows you plenty of freedom and flexibility. In addition to submitting your assignments, you may be expected to find material on the Internet or to join teleconferencing sessions where you talk to instructors and other students by phone or communicate with them using the Internet.

You may be asked to read articles or books or to watch DVDs or online video clips.

**Self-study**
You develop your own program of study to suit your training needs and learning style. Your program can consist of any kind of training or combination of training approaches that will help you reach your goal.

If you are a self-disciplined person and ready to learn at your own pace, consider these self-study activities:

- Set a training goal and create your own program.
- Use the employment resources at an Alberta Works Centre (see the Resources section) or a public library to get started.
- Follow up by reading or watching instructional videos.
- Take some online courses.
- Do research using the Internet.
- Take some classes for fun or out of interest.
What Kind of Training Suits You?

Formal or informal, public or private, training opportunities are all around us. Sometimes we just don’t notice because we still think training is something that happens in a school setting. If you think of training as any opportunity to learn skills, you will start to see many more options—at a job site, through recreational activities or on the Internet. The following is a summary of the different types of training and where to find them.

Your learning should be interesting and fun, even though it will require commitment and energy. When you find a training opportunity that speaks to you, go for it! Say, “Yes! This training is for me. I can learn what I want here and now!”
## Types of training

<table>
<thead>
<tr>
<th>Training type</th>
<th>What it includes</th>
<th>How to obtain it</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volunteering</td>
<td>• learning new skills</td>
<td>Join a volunteer organization. Many unpaid activities can provide training for work.</td>
</tr>
<tr>
<td></td>
<td>• getting work experience</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• learning about workplace and community</td>
<td></td>
</tr>
<tr>
<td>Mentorship</td>
<td>• personal training and attention</td>
<td>Find someone you trust who can support your efforts to learn.</td>
</tr>
<tr>
<td></td>
<td>• information or insights about a workplace</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• support during training and job search</td>
<td></td>
</tr>
<tr>
<td>Part-time work</td>
<td>• learning new skills in a part-time setting</td>
<td>Try out a job and get paid to find out whether it is for you.</td>
</tr>
<tr>
<td></td>
<td>• getting work experience</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• learning about new work environments</td>
<td></td>
</tr>
<tr>
<td>Work experience and observation</td>
<td>• work experience</td>
<td>Find an employer willing to give you an opportunity to try out a job before hiring you.</td>
</tr>
<tr>
<td></td>
<td>• job placement</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• job shadowing</td>
<td></td>
</tr>
<tr>
<td>On-the-job</td>
<td>• training where you work</td>
<td>Take advantage of all the ways to train while you are working. Join a team, take courses offered by your employer, volunteer to help with social events, help out co-workers or other employees who do different work or transfer to a different position to gain new skills.</td>
</tr>
<tr>
<td></td>
<td>• developing skills and job experience at the same time</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• working while you improve your skills</td>
<td></td>
</tr>
<tr>
<td>On-the-job plus classroom</td>
<td>• Alberta Journeyman Certificate (apprenticeship) programs</td>
<td>Take an on-the-job training program that awards a certificate or diploma showing that your work can meet industry standards.</td>
</tr>
<tr>
<td></td>
<td>• Alberta Occupational Certificate training programs</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Green Certificate Program</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• training in the military</td>
<td></td>
</tr>
</tbody>
</table>
Volunteering

When you volunteer, you work for no pay. The payoff, however, is that you can learn new skills and receive free training while helping your neighbourhood or community. Volunteers find their work very rewarding. Their efforts are usually well appreciated, and the learning environment is very supportive. As a volunteer, you can get the job experience that employers like to see on a resumé. A supervisor or team member may make a good reference.

If you’re interested in music, for example, volunteering at a music festival may give you an opportunity to learn something about electronics, how to work as part of a team and how to improve your organizational skills. These are skills and experience that you can include on your resumé.

Employers like to hire people they know. In some communities, volunteering at a school improves your chances of getting hired as a teacher’s aide. Volunteering to help a physical therapy practitioner at a seniors’ centre may lead to a job as a physical therapy assistant.

The more responsibilities that come with the job, the more training you will need. When you volunteer, you need to know your interests, skills and goals just as if you were applying for paid work. This knowledge will help you choose the right volunteer role.

Large and small organizations use volunteers. Smaller organizations may be staffed entirely by volunteers. Community sports teams, computer user groups or environmental groups are run by members committed to helping the group’s goals. Some large organizations, such as hospitals and arts organizations, use volunteers to supplement the services they provide.

Volunteering pays off! You can

- learn new skills
- get work experience
- gain confidence
- learn about the workplace
- explore different occupations
- connect with your community
- build your network

Freda

After volunteering for two years at her local community information centre, Freda was hired as the paid co-ordinator of information referral services at the centre. She now oversees the work of about 20 volunteers who assist her with this work. “I’m so lucky,” Freda says. “My experience as a volunteer not only helped me to acquire the computer skills and background that I needed to get the position, but it also helps me relate to the volunteers that I am now co-ordinating.”
Mentorship

You can find many of the best training situations through people you already know and through new contacts you make by networking. Networking involves talking to people who know about the work or other activities you’re interested in. During a networking conversation, you might ask for the names of other people you could contact for more information. In many cases, networking can help you find the mentor you need.

A mentor is someone who guides you. You may have a mentor who helps you with personal or financial matters. It is also a good idea to find a mentor who can help you with your work search or career plans.

The best mentor may be very close to home. Look to family, friends and neighbours as good possibilities.

You may find your mentor through an employer or an industry association. Some employers have formal mentorship programs where, if you show interest, your employer will match you with an experienced employee. A mentor can also be a good reference when you need one.

When you get the job you want, hang on to your mentor! And find new ones! It always helps to have someone to discuss your concerns with or ask questions about work. As you work to move ahead in your career, your mentors can continue to guide you.

Some advantages of mentorship include:
- personal training and attention
- training based on knowledge and trust
- the opportunity to learn new skills outside your present job
- access to information or insights about the workplace
- moral support throughout your job search
- no financial cost

A mentor is someone you trust. When you have a mentor, you don’t feel quite as alone as you search for the right path in work and life. A mentor is always ready with praise and a helping hand or with encouragement when things don’t go quite right. He or she can help you take on the challenge of learning additional skills.

Avida

Avida, a 37-year-old woman from central Alberta, worked on the family farm, volunteered at her children’s school and was active in the local agricultural society and in her church. When she began looking for a job, she learned that her life experience was valuable in the job market. Avida was able to turn the management, organizational and people skills she had developed into a job as the manager of a health and fitness centre.

Martin

Martin, age 28, has a full-time day job at a retail store and writes freelance articles for a local newspaper on the side. He thinks political journalism could become his full-time career at some time in the future. Martin practises his writing with a blog, but he also credits a mentor for showing him the ropes. A well-established magazine writer provided Martin with a lot of support and coaching. This mentor is a member of an editors’ association, which provides good contacts both for himself and for Martin.
Part-time work

If you can’t find the full-time work you want, it may make sense to work part time in your field of interest. Part-time work is often a good way to find out whether you will like a particular job. It can help you decide whether you want to look into more formal training in the future.

If you need full-time work to pay the bills, consider taking two part-time jobs. The job that pays the bills may not necessarily be related to your interests. The other job can be your chance to work in an occupation you want to learn about and eventually work in full time. This second job can provide on-the-job training and experience in something you like doing.

If you’re unsure about the kind of work you want to do, part-time work gives you the chance to try out something new. You won’t have to make a full-time commitment, and you’ll be learning as you earn. If you have a disability that prevents you from working full time, part-time work can be your opportunity to participate in the workforce and learn valuable job skills.

To find the part-time work that you want, talk to friends, neighbours and neighbourhood businesses, or visit an Alberta Works Centre. (See the Resources section.) You can also visit job bank websites, check community job boards or read the classified ad sections of newspapers.

Work experience and observation

Many employers train new employees. They may also give potential employees the opportunity to find out whether the work is suitable by offering a work-experience, job-placement or job-shadowing opportunity.

The advantage of a work-experience or job-placement situation is that you receive some training for a job while trying it out.

Darryl

Darryl, 25, has a permanent disability. Because he works part time, he has the time to explore different types of work. He is interested in photography and plans to take part-time courses in digital photography and design.

Part-time work

- provides job experience
- may allow you to take part-time training
- introduces you to new people
- lets you experience new work environments
- trains you in new skills
- pays the bills

If you are looking for training programs that include work experience, remember that these programs are also called co-operative education (co-op) programs. Work experience may also be referred to as a practicum.
At the end of the program, you will have job experience to your credit and an employer reference. If the employer thinks you did a good job and has a job opening, you might be hired. If not, the experience and reference will be useful when you start looking for your next job.

Work experience may also be offered as part of job-readiness training (training that prepares you for work in a specific work environment). It includes on-the-job (workplace) training related to the work of your choice and may include courses such as communication skills, job safety skills and computer literacy skills.

**Job shadowing**

If you are curious about a job, you may be able to job shadow someone working in the position. A job-shadowing experience allows you to follow a worker for a short time to find out exactly what the person's daily duties and activities are like. You are there as an observer, not as a worker.

Job shadowing is often offered as a component of employment programs and in larger organizations where employees are encouraged to continue learning and move ahead. You can also create your own job-shadowing opportunity if you find a willing employer. If you are trying to decide which trade to apprentice in, for example, ask the employer you want to apprentice with whether you can job shadow a journeyman in the trade. This experience provides you with direct exposure to the trade and can help you make your final choice.

Another advantage of a job-shadowing experience is finding out what you don’t like doing.

**Natalie**

Natalie, an 18-year-old who has just graduated from high school, thinks she might want to pursue a career in agriculture, but she isn’t sure. She has signed up for a two-year work-experience program in organic farming to check it out.

Natalie has begun her work experience at a large farm in central Alberta, where she will stay for six months. Afterwards, she’ll be assigned to several different farms, spending a few months at each one.

**Job placement**

A job placement is an agreement between you and an employer that allows you to try out a job for a set length of time. It gives you the opportunity to learn skills and find out if that particular job is what you want to do. And it gives the employer the opportunity to assess you as an employee without making a long-term commitment.

You can arrange job placements through several programs offered by the Government of Alberta. Go to an Alberta Works Centre (see the Resources section) for more information.

**Marie**

When her children had grown up and left home, Marie asked a Career and Employment Consultant to help her decide what type of work she might like to do. She narrowed her choices down to two: a teaching assistant in a school and an office administrator. Marie job shadowed in a school for a while and was surprised to learn that this type of job did not suit her at all.
On-the-job training

You can learn the skills you need to do a job while you work on the job. This is on-the-job training. On-the-job training means that someone at work teaches or shows you how to do a specific job. You may already have some skills and experience, or you may not. Either way, you receive a salary while you learn the skills for the job. Many employers provide on-the-job training for new employees. Some employers provide on-the-job training to help current employees increase their skills and work toward other positions.

On-the-job training gives you the opportunity to
• earn money while you are being trained
• gain skills and job experience at the same time
• stay employed while you improve your skills

Before you accept a position, ask a potential employer if the position includes training and, if so, what kind of training. You might try to find out
• the kind of training required for the job
• whether the employer provides on-the-job training
• any other kinds of training the employer offers, such as health and safety training
• what training opportunities within the organization could help move you ahead
• how training costs are handled
• where the best training for the job is available, if the employer doesn’t provide training

One Alberta employer says, “If you contribute something of value to your employer, the employer is likely to offer you as many perks as possible and make an extra effort to help you to grow and thrive and learn.”

Ask a Career and Employment Consultant at an Alberta Works Centre (see the Resources section) for more information about government-funded on-the-job training programs.

Michel

Michel, age 21, wanted to work as a server in a restaurant. When he heard about an opening with a neighbourhood restaurant, he applied for the job. The restaurant agreed to hire him if he completed on-the-job training and started work by busing tables. Michel had to learn the menu, study the employee manual and pass written and practical tests to show he had the knowledge and skills to be a server. Every so often he was expected to update his menu knowledge by attending a food and wine sampling.

Frances

Frances, who is 44 and lives in a large Alberta city, was finding it difficult to get back into the workforce after being a stay-at-home mom for over a decade. She was getting discouraged until she found a temporary position as a data entry clerk with a not-for-profit agency. The pay was lower than she would have liked, but the environment at the agency appealed to her. She felt it was a good way to get her foot in the door and learn while she earned, and she was right.

Frances has learned a lot on the job in just a few months, and as a result, her role at the office has expanded. She has become a database operator and assistant volunteer co-ordinator. She is hoping to obtain a permanent position with her current employer or to transfer the skills and experience she has gained to a similar job at another not-for-profit agency.
Training opportunities where you are employed

Once you are in a job, make the most of every opportunity to learn more skills. Don’t be afraid to ask your supervisor for regular feedback. Ask what else you can do to learn more within the organization.

Keep looking for training opportunities at your job. Employers appreciate willing and eager employees who are prepared to take on additional challenges. Skilled workers are valuable, so it’s beneficial for your employers to help you grow within the organization. If you’re interested in learning new skills for a different job, let your supervisor know. There may be some on-the-job training options you don’t know about.

Keep watching for training opportunities. Read union newsletters. Stay informed about your company, and talk to your supervisor. Employers are usually pleased to support workers who want to learn more.

Labour organizations

Private and public sector unions (labour organizations) serve the workers of any employer that has a collective bargaining agreement in place between the workers (represented by the union) and the employer. Workplaces with such agreements are commonly referred to as union shops.

The important thing to know about unionized workplaces is that training and advancement opportunities in the organization are described in the collective agreement for all workers, at all levels of employment. Employers generally provide training and opportunities for advancement. The union and employer work together to keep employees informed about these opportunities.

Loretta

Loretta, 35, is the office manager at an Aboriginal society that assists young children who are having difficulty in school. Loretta was first hired to serve as the receptionist and to carry out general office duties. At that time, the office was just being set up. As a result, Loretta had lots of opportunities to learn new skills by doing any work she thought she could handle. Early on, Loretta kept the office operating while a new director was being hired.

Loretta took on all the challenges presented to her. As a result, she advanced to a role that involves doing payroll, accounts payable and receivable, and a newsletter. She now uses many computer software programs.

Teams at work

You can always learn something new from someone else. Team and committee work provides excellent training opportunities. Whether the team is planning a weight-loss program, a marketing plan, a fundraiser for a charity or a series of lunchtime speakers, your participation as a team member is an opportunity to learn. You not only learn about other people’s work, but you also have the opportunity to

- take on a new responsibility
- learn a new skill (like organizational and communication skills)
- discover new abilities
- spark new interests
- find a mentor
- network with others

Teamwork also provides you with an excellent opportunity to improve your people skills. Teams usually meet regularly, either in person or online. Working with others gives you a chance to practise expressing your ideas clearly, speaking to a group and working with a variety of people.

Employers like to hire and support good communicators. Employees who are good communicators have an advantage when competing for positions where communication skills are important.
**Job transfers**
Consider asking for a job transfer to learn new skills. Even if the position is at the same level as your current job, taking on a new role opens up all kinds of possibilities you may not have thought of. Some people might think that jumping into a new position is a trial by fire. But some people like it hot! To stay interested in work, they like to keep learning new things.

Many employers recognize the value of providing their employees with a variety of work experiences and encourage employees to try out new roles. Some employers pay for additional training, if necessary.

**Temporary positions**
Larger organizations, such as educational institutions and government agencies, may offer a qualified employee a different job for a specific period of time. For example, the employee may be asked to help out on a specific project or in a particular work unit. Opportunities like this introduce employees to new work groups within the organization, and to new skills, colleagues and challenges.

Similarly, employees may have the opportunity to take on responsibilities for vacant positions for a short period of time. Employees interested in ongoing learning often value these free training opportunities.

**Volunteering to help co-workers**
At times you might notice that a co-worker needs assistance. You may be in a position to offer help. In the process, perhaps you will learn to handle some of your co-worker’s responsibilities. You might also discover a new interest and the desire to learn related skills. When this happens, follow up! Talk to your supervisor and find out if there’s some way you can continue the learning you have begun.

**Industry associations**
Industry associations represent employers. These associations provide a number of services to their members, including job banks, professional development and training, certification, licensing and networking opportunities. Some develop training programs for employers to deliver. Some, like designated industry training associations, provide job-specific courses for members’ employees and contractors. Some provide courses in industry-related business management. Training is sometimes delivered by the association and sometimes by a local college or other training organization.

Each association is different, so get to know which might be helpful to you. If you want to develop more industry-related skills, look into which associations offer the training you want and need. To find out, talk to your supervisor, your fellow workers and your employer’s human resources department, or call the Alberta Career Information Hotline. (See the Resources section.)

Any opportunity to take on new responsibilities helps you learn more skills and gain valuable knowledge and experience. Learning new things and meeting new people always brings new challenges, but embracing these challenges keeps life interesting.

Sometimes an employee may agree to take a secondment. An employee who is seconded takes on a position and all its related responsibilities.

Seconded employees understand that they will work in the position for a set period of time and will return to their original job when the specified period is over. It is not uncommon, however, for employees who agree to secondments to move to different jobs afterwards because of the new and valuable skills they developed in the seconded position.
Industry associations can provide useful contacts if you want information about
• apprenticeship
• job-specific training
• where to get the best training for the job
• employers who are hiring

Short courses
For some people, it makes sense to train little by little, when time and money are available. Many workers build up a set of skills for an occupation by doing some self-training online or with a book, or taking short courses whenever they can. This approach is common in seasonal industries such as forestry and construction. In quiet months, a forestry worker might take a course in chainsaw safety, firefighting or basic woodlot management to improve employment opportunities. A construction worker might take a course in fall protection to improve safety skills and employment opportunities.

Some employers offer training in fitness, English as a Second Language and driver education. Others offer academic upgrading or skills development courses at the work site after work hours. Employees who take advantage of computer software training or public speaking may well improve their chances of moving ahead in the organization.

Many factors will affect your decision about the kind of training best suited to your situation. The overall time commitment is a big consideration! Make sure you understand how much time you will have to spend on any course or program of study before you make the commitment.

If you know the industry you want to work in, contact the industry association for specific information about the training needed for jobs you are interested in.

If you are unemployed but need only one course to get the job you want, training for that course may be funded by the Government of Alberta. Check with a Career and Employment Consultant at an Alberta Works Centre (see the Resources section) to find out whether you qualify.

Many employers regularly offer training to their employees. Courses in occupational health and safety are common. In the oil and gas industry, employers often pay for workers to upgrade or learn new skills through courses offered at accredited training centres.
On-the-job plus classroom training

Many jobs today require technical know-how and other knowledge best learned through specifically designed courses or programs. If you want to learn a trade, for example, you will learn the skills both on the job and through technical training. Some jobs allow you to do the hands-on portion of training at work and learn the required technical material in a school setting. This approach may include home study.

Some jobs may not require you to have completed technical training to apply for the position, but if you have done this training, you may have a better chance of being hired.

Alberta Journeyman Certificate (apprenticeship) programs

If you decide to learn a trade and become a journeyperson, you will start as an apprentice in an apprenticeship program for the trade you choose. Once you have successfully completed all of the requirements, you will earn an Alberta Journeyman Certificate. Each province has different standards, so check with Alberta Apprenticeship and Industry Training (tradesecrets.alberta.ca) for more information on Canadian certificate mobility.

There are approximately 50 designated trades in Alberta, including baker, cook, gasfitter, hairstylist, instrument technician, landscape gardener, rig technician, sheet metal worker and welder. Some of these trades are compulsory certification trades. Others are optional certification trades.

People who learn a trade through apprenticeship do it with approximately 80 per cent on-the-job training and 20 per cent technical (classroom) training, usually at a

Bryson

Bryson, age 28, is a third-year apprentice steamfitter-pipefitter. For the past three years, he has worked for several large oil field companies. He is required to attend classes at a technical school for eight weeks each year, for which he pays a tuition fee. During the rest of his three-year training period, he has received a paycheque that has increased as he has advanced through each period of his program.

Apprenticeship is a good choice for Bryson, not only because he loves the work, but also because he did not want to be a full-time student. A parent since age 19, Bryson has to provide for his family. Apprenticeship training allows him to support his family while still working toward his dream of a rewarding career.

Bryson says he will continue to have opportunities to learn and improve his skills even after he gets his journeyman certificate. For example, he may apply for the Achievement in Business Competencies (Blue Seal) Certificate from Alberta Apprenticeship and Industry Training.
It’s important to note that many employers prefer to hire high school graduates as apprentices. The high school Registered Apprenticeship Program (RAP) permits full-time high school students to register in an apprenticeship program. While earning credit toward their high school diploma and their apprenticeship program, these students are also getting paid to learn a trade.

For further details about specific Alberta Journeyman Certificate programs, visit the Alberta Apprenticeship and Industry Training website at tradesecrets.alberta.ca.

**Alberta Occupational Certificate programs**

There are 11 designated occupations in Alberta:

- cathodic protection technician
- construction craft labourer
- field heat treatment technician
- gas utility operator
- industrial construction crew supervisor
- oil and gas transportation services
- residential construction site manager
- slickline services
- snubbing services
- steel detailer
- well testing services supervisor

You may work in a designated occupation without an occupational certificate, but having the certificate shows that you have the training and experience and can do the job according to industry standards. A certificate recognizes your skill level. It may also provide

- more job opportunities within the occupation and industry
- more opportunity for career development

To register for an apprenticeship training program in one of the designated trades, you have to

- meet (or be willing to meet within one year of registering as an apprentice) the entrance requirements for your trade
- find an employer who is willing to train you as an apprentice
- submit a completed Apprenticeship Application and Contract, signed by you and your employer, to the nearest Alberta Apprenticeship and Industry Training office

The technical training portion of an apprenticeship program can be four to 12 weeks in length (depending on the trade). Generally speaking, technical training takes place once a year during the apprenticeship program. Complete programs can last one to four years, depending on the trade. You will qualify for a journeyman certificate once you have

- completed the term of apprenticeship that is required for your trade
- successfully completed all the required technical training and exams
- received a satisfactory report from your supervisor
- successfully completed the required on-the-job training
Trainees in designated occupations must learn clearly identified tasks. Some designated occupations may require formal training. Some may require only work experience. Others may require a combination of both. When you demonstrate that you can properly perform the tasks expected, Alberta Apprenticeship and Industry Training grants you an occupational certificate.

Registered training programs are available in two of the 11 occupations: construction craft labourer and gas utility operator. To earn an Alberta Occupational Certificate in one of these two designated occupations, you will have to

- register as a trainee by submitting a completed Application for a Training Program in a Designated Occupation to Alberta Apprenticeship and Industry Training
- complete the specified number of hours of on-the-job training and any formal training required by the program

To earn an Alberta Occupational Certificate in one of the other nine designated occupations, you must complete the training requirements prescribed by the occupation.

Many agencies and schools offer courses to prepare people for registering in apprenticeship programs. Study for these courses on your own time at home, at an educational institution or through a community organization.

Visit the Alberta Apprenticeship and Industry Training website at tradesecrets.alberta.ca for complete apprenticeship training information.

The flexibility of methods of delivering technical training to apprentices has increased. In some trades and in certain regions of the province, technical training may be available one day a week, evenings or weekends, on the job site or through distance education. Check with your nearest Alberta Apprenticeship and Industry Training office (see the Resources section) for details.

Apprenticeship trades offer a variety of employment opportunities well suited to people who like to learn by doing. These career opportunities can provide satisfying work leading to lifelong learning and earning.

Green Certificate Program

If you’re looking for work in agriculture, you can learn on the job and take courses as part of a certificate program. The Green Certificate Program provides on-the-job training and experience for people to become farm technicians. The program is offered two ways: directly through employers as on-the-job training for their employees or through the off-campus programs of study at any Alberta high school.

If you like to learn by doing and you like the idea of growing things or working with animals, look into a farm production technician’s work. Agriculture offers plenty of on-the-job learning situations at all levels of employment.

The program is designed like an apprenticeship program. There are two levels of certification. To reach the first level, you must successfully complete three courses within your chosen area of specialization. The Level 1 Green Certificate qualifies you as a farm production technician.
There are nine production technician areas of specialization to choose from:

- beekeeping
- cow-calf beef
- dairy
- equine
- feedlot beef
- field crop
- irrigated field crop
- sheep
- swine

You work to achieve certain standards in skills related to your area of specialization, guided by an on-farm trainer. Green Certificate trainers provide on-the-job instruction on a working farm where trainees get to practise the skills they learn.

Green Certificate training provides some important benefits. Trainees can
- develop industry-standard skills and knowledge
- get recognition for existing and new skills
- expand their career opportunities and options
- prepare for further education at a college or university

Alberta high school students can earn up to 16 diploma credits for each specialization they finish. Green Certificate credits can be used for Rutherford Scholarship applications.

For details about the Green Certificate Program, visit agriculture.alberta.ca/greencertificate.

To find more information on scholarships, visit alis.alberta.ca/scholarships.

Training in the military

Is working for the Canadian military a good fit for you? Canada’s Department of National Defence provides Canadian Armed Forces training in a variety of technical occupations—at no cost. You’ll find more than 100 job choices in the Canadian military.

In the Reserves

If you join one of the Reserves (Army, Naval or Air), you may be eligible to receive part-time training for a military trade. The Reserves provide basic military training and training in the trade you select. Tradespeople in the Naval Reserve, for example, include naval communicators, marine engineering system operators, cooks and supply technicians.
Another advantage of joining the Canadian Armed Forces as a member of one of the Reserves is getting a sense of what it might be like to pursue a military career without making a long-term commitment.

To qualify for this training, you must be a Canadian citizen, be at least 18 years of age (17 with parental consent) and have at least a Grade 10 high school education. You may apply if you are unemployed, employed or a student. Training takes place on evenings and weekends and during the summer. Reservists are paid a salary based on their military rank.

**For full-time careers**

If you choose a full-time career with the Canadian Armed Forces, the government will train you as part of your commitment to the Forces. You will have the opportunity to learn and practise new skills and advance through specialty courses.

Many positions in the army, navy and air force offer training for full-time careers in technical fields. Unskilled recruits attend basic training followed by specific job training or a two-year college diploma program. They are then posted to a unit.

If you choose technical combat systems training with the navy, for example, you would learn how to operate and maintain the electronic and combat equipment in Canada's warships. This training may be conducted by the Canadian Armed Forces or through a subsidized two-year college program leading to a technician's diploma in either electronics or electromechanics. As a qualified naval electronics technician, you might work in technical areas related to communications, acoustics, tactics or weapons.

If you love physical activity, excitement and travel, and are eager to learn and earn qualifications for a technical occupation, the Canadian Armed Forces may offer you some excellent training possibilities.

For complete information about training available to members of the Canadian Armed Forces, visit forces.gc.ca.
Where Do You Look for Training?

**Government-sponsored training programs**

Government-sponsored training programs and services are offered through public and private schools and training facilities to help eligible Albertans get work.

You can get information about careers, job openings and job preparation through:
- career advisors
- labour market information
- job-placement services
- short-term exposure courses on topics such as the use of computers and on-the-job health and safety issues
The following skills training programs are available:

- **Work Foundations**
  - Academic Upgrading
  - Basic Skills Training, including English as a Second Language (ESL)
- **Training for Work**
  - Aboriginal training programs
  - Alberta Job Corps
  - Occupational, Integrated and Workplace Training
  - Self-Employment Program
  - Transitional Vocational Program

Disability Related Employment Supports (DRES) is available to help people with disabilities to receive training.

For more details about these government-sponsored training programs, visit [humanservices.alberta.ca/workfoundations](humanservices.alberta.ca/workfoundations) and [humanservices.alberta.ca/trainingforwork](humanservices.alberta.ca/trainingforwork).

To find out if you qualify for a funded training program, talk to a Career and Employment Consultant at an Alberta Works Centre. (See the Resources section.)

### Irene

Irene, a 48-year-old woman living in a small town in central Alberta, wanted to get back into the workforce after spending 25 years raising her children. She had a high school diploma and some college business courses that she had taken over 20 years ago.

Irene began by taking a government-funded program that helped her identify her transferrable skills and her interests. Then the program advisor connected her with a small retail business that was looking for staff. Irene has been working as a bookkeeper for the business for the last 15 months. She also does some inventory, accounting and shelf stocking. Initially, Irene connected with the program advisor once a week to talk about the job and her transition from home to full-time employment.

### Colleges and technical institutes

If you’re looking for training, you may want to investigate training options at Alberta’s colleges and technical institutes. They offer a wide choice of programs and courses. Although the courses offered vary with each school, they generally fall into one of these categories:

- one-year certificate programs
- two-year diploma programs
- apprenticeship programs
- short industry-related courses
- job-readiness courses
- academic upgrading
- continuing education

To help you meet your training goals at your own pace, colleges and technical institutes offer full- and part-time programs. Courses are delivered over the Internet, through distance education and home study and in the classroom at different locations across the province.

Many colleges and technical institutes offer job-placement services to their students.

For more information about occupations, educational programs and schools, go to [alis.alberta.ca/occinfo](alis.alberta.ca/occinfo). Watch the introductory video at [alis.alberta.ca/occinfovideo](alis.alberta.ca/occinfovideo).
Certificate and diploma programs

Both certificate and diploma programs prepare students for employment in a specific field or occupation. These programs are appealing to people who prefer practical, hands-on training. They require the completion of a number of courses, often followed by a work-experience component (sometimes called a practicum).

Are you interested in shorter programs? If so, you might want to check out certificate programs. Certificate programs normally involve one year or less of full-time, hands-on study at a college or technical institute. Examples of certificate programs include teaching assistant or nursing assistant, food service, office administration and computer information systems.

Diploma programs normally involve two years of full-time, applied study at a college or technical institute. Although most diploma programs tend to be longer than certificate programs, practical training is an important component. Examples of diploma programs include personal fitness trainer, forest or environmental protection technology and interior design technology.

Apprenticeship (trades) programs

To work in one of the approximately 20 compulsory certification trades in Alberta, you need an Alberta Journeyman Certificate that shows you have completed the required hands-on and technical training. Apprenticeship technical training is offered at colleges and technical institutes. You can work in any of the approximately 30 optional certification trades if your employer determines that you have the skills and knowledge expected of a certified journeyperson in that trade.

For more information on apprenticeship programs, refer to the Alberta Journeyman Certificate (apprenticeship) programs section on page 21.

Short industry-related courses

Short job-specific and industry-related courses help people prepare for work or for apprenticeship training. These courses are practical and hands-on, designed with employers’ needs and requests in mind.

The wide variety of courses available includes health and public safety, food safety and nutrition, truck driving, heavy equipment operating and many others. These programs are offered at public and private colleges and technical institutes.
Job-readiness courses

Job-readiness courses are designed for people who are unemployed or entering the workforce for the first time. Some of these courses teach effective work habits and attitudes and help develop job skills. Depending on the organization you receive your training from, job-readiness courses may be offered in a classroom or on an assigned work site.

Academic upgrading

Some schools specialize in improving basic reading and writing skills, providing high school upgrading for adult learners and preparing people to challenge General Educational Diploma (GED) exams. Some employers may accept a GED as equivalent to a high school diploma. Contact the employers you want to work for to find out their requirements.

Continuing education

Continuing education refers to short courses offered for general interest or personal improvement. For example, you may want more instruction in a computer program you use at work. Or you may want to take on responsibility for your community newsletter but first need to improve your writing skills.

Whether you take a course to satisfy a personal interest or to improve your workplace skills, what you take away from the course contributes to your lifelong learning. Examples of continuing education courses include public speaking, landscape design, sewing, languages, writing, computer software, interior decorating and security.

Private colleges and institutions

Many private institutions offer vocational programs licensed by the Alberta government. These programs train people in skills specifically related to occupations that are in demand in Alberta’s growth industries.

Call centre operator, computer technician, native cultural arts instructor and radio broadcaster are a few examples of occupations trained at these schools. If you have basic reading, writing and math skills, you can learn some job-specific skills by taking individual courses. One course may be enough to get you started in an occupation that interests you.

In some occupations, such as clerical support, fashion design, computer technology, esthetics, floral design and food services, an employer may hire you if you have completed one or two courses, show enthusiasm for the work and have a good attitude.

If you are interested in academic upgrading, talk to a Career and Employment Consultant at your local Alberta Works Centre (see the Resources section) to find out how you can get started.
Community organizations

Community organizations serve specific groups, such as women, youth, Aboriginals, persons with disabilities and recent immigrants. Some community organizations focus a large part of their resources on providing training for their community members. They offer various kinds of training, including:

- preparing clients for the work environment
- helping clients find employment
- teaching English language skills
- teaching basic math skills
- arranging work-experience, job-trial or job-shadowing situations with employers
- helping newcomers to Canada understand the Canadian workplace

Courses and programs provide basic and pre-employment skills training, career advice and job-placement services.

Because organizations provide the services that are best suited to their particular group, not all services are offered by all organizations. For example, an organization that works with newcomers to Canada may offer English as a Second Language training.

Moving forward on your path

Training is for everyone: students, people who need work, people already working and people who want different work, whatever their age.

Training is an investment in your future that can pay dividends throughout your life. If you learn more, you can earn more. Any training you choose may help you get a job, either today or tomorrow. It will help you look and plan ahead.

Only you can decide to make an investment in training. It has to be your commitment. So make it count! Choose the right path to your kind of learning and to your kind of work. This way, you’ll find the jobs, places and people you like to work with, and a way to succeed in your life and career.

Once you start looking, you’ll find opportunities for learning everywhere. Then all you have to do is take the plunge.
Resources

This guide is just one source of information. There are many other places you can get information and help.
You can access career, workplace and labour market information in one of three easy ways: click, call or come in.

**Click**

**Alberta Learning Information Service**

**alis.alberta.ca**

The Alberta Learning Information Service (ALIS) website is Alberta's online source for career, education and jobs information, including:

- **Alberta Work Search Online**—information, examples and activities to help you make the most of your online work search at alis.alberta.ca/worksearch.
- **ALIS Tips**—more than 150 easy-to-read articles on career, learning and employment topics, searchable by topic or audience, at alis.alberta.ca/tips.
- **CAREERinsite**—online activities to help you generate occupational options and develop an action plan at alis.alberta.ca/careerinsite.
- **OccInfo** (Occupational and Educational Program Information)—occupation descriptions, education information, certification requirements and wage and salary information—all in one place at alis.alberta.ca/occinfo.

**Come in**

**Alberta Works Centres**

Alberta Works Centres across the province provide information on occupations, career options, ways to find work, education programs and funding. To locate a centre near you, call the Alberta Career Information Hotline or visit alis.alberta.ca/awc.

**Resources by topic**

**Career planning**

To access self-assessment tools, occupational information and career services, visit alis.alberta.ca/career-explorers.

**CAREERinsite**—a one-stop guide to free online career planning at alis.alberta.ca/careerinsite.

**ALIS publications**

To view, order or download the following publications, visit alis.alberta.ca/publications.

- Assessing You: The First Step in Career Planning
- Career Planner: Choosing an Occupation
- A Guide for Midlife Career Moves
- Women in Non-Traditional Occupations: Stories to Inspire (available online only)

**Education and training**

To look at your options and figure out how much education and training will cost, visit alis.alberta.ca/education-training.

**ALIS publications**

To view, order or download the following publications, visit alis.alberta.ca/publications.

- Adult Back to School Planner
- Education and Training Planner
- Time to Choose…a Post-Secondary Education Program

**Call**

**Alberta Career Information Hotline**

Hotline staff can answer your questions about:

- career planning
- educational options and funding
- e-resumé review
- occupational descriptions
- labour market information
- work search skills
- the workplace

1-800-661-3753 (toll-free)
780-422-4266 (Edmonton)
Alberta Apprenticeship and Industry Training
This Government of Alberta program provides a guide to trades, apprenticeship and industry training in Alberta, and information about the Alberta Qualification Certificate program.

tradesecrets.alberta.ca
310-0000 (Call toll-free in Alberta, and then enter 780-427-8517.)
780-427-8517 (Edmonton)

Government-sponsored training
The Government of Alberta sponsors full- and part-time work-focused training opportunities to help you get a job, improve your current job situation or develop new job skills. For more details about these training programs, visit humanservices.alberta.ca/trainingforwork.
• Aboriginal training programs
• Alberta Job Corps
• Disability Related Employment Supports (DRES)
• Occupational, Integrated and Workplace Training
• Self-Employment Program
• Transitional Vocational Program

Entrepreneurship
ALIS publications
To view, order or download the following publications, visit alis.alberta.ca/publications
• Employee or Contractor? Know the Difference
• Self-Employment: Is It for Me?

Alberta Women Entrepreneurs
This organization offers advice, business skills development, financial advice and networking opportunities for women in business.
awebusiness.com
1-800-713-3558 (toll-free)

The Business Link
This organization offers information and services for Alberta entrepreneurs and small businesses.
canadabusiness.ab.ca
1-800-272-9675 (toll-free)
780-422-7722 (Edmonton)

Rocket Fuel for Your Biz
This website offers online, self-paced learning modules that guide you through the entrepreneurial process.
alis.alberta.ca/rocketfuel

Self-Employment Program
This program offers business startup training and coaching for qualified clients.
humanservices.alberta.ca/selfemploymentprogram
1-800-661-3753 (toll-free)
780-422-4266 (Edmonton)

Family supports
Alberta Adult and Child Health Benefits
This program helps families with limited incomes with their health-care needs.
humanservices.alberta.ca/hb
1-877-469-5437 (toll-free)
780-427-6848 (Edmonton)

Alberta Child Care Subsidy Program
This program provides financial assistance for child care to families with pre-school children.
humanservices.alberta.ca/childcaresubsidy
1-877-644-9992 (toll-free)
780-644-9992 (Edmonton)

Alberta Supports
Alberta Supports provides up-to-date information and assistance with Government of Alberta social-based services. It helps Albertans find the programs they need and assists clients in their moves from program to program as circumstances change.
albertasupports.ca
1-877-644-9992 (toll-free)
780-644-9992 (Edmonton)
Child Support Services
The Child Support Services program is a free service that helps single parents and parents in blended families with limited incomes negotiate a child support agreement or obtain a court order. Child support can bring a greater sense of financial security and help to improve the quality of life for you and your child or children.

humanservices.alberta.ca/css
310-0000 (Call toll-free in Alberta and ask for the Child Support Services office in your area.)
780-415-6400 (Edmonton)
403-297-6060 (Calgary)

Parent Link Centres
These centres offer information and support for parents and caregivers.
parentlinkalberta.ca
310-0000 (Call toll-free in Alberta and ask for the centre in your area.)

Job search and resumés
To access job postings and resources, visit alis.alberta.ca/jobseekers.

Alberta Work Search Online—use the Internet to search for work at alis.alberta.ca/worksearch.
e-Resumé Review—submit your resumé online for specific feedback at alis.alberta.ca/eresume.

ALIS publications
To view, order or download the following publications, visit alis.alberta.ca/publications.
• Advanced Techniques for Work Search
• Workability: What You Need to Get & Keep a Job
• Work Search Basics

Canada-Alberta Job Order Bank Service (JOBS)
This free job information service is for job seekers and Alberta employers. You can search a list of jobs available across Canada to find job opportunities. The job matching feature lets you complete a skills survey that employers can use to fill positions.
jobbank.gc.ca

Labour market information

ALIS publications
To view, order or download the following publications, visit alis.alberta.ca/publications.
• Alberta Career and Industry Outlook: Economic and Other Trends Affecting the World of Work

Life transitions

ALIS publications
To view, order or download the following publications, visit alis.alberta.ca/publications.
• Change and Transitions: The Path From A to B
• Welcome to Alberta: Information for Newcomers

Post-secondary funding
To access information on post-secondary funding, visit alis.alberta.ca/payingforschool.

ALIS publications
To view, order or download the following publications, visit alis.alberta.ca/publications.
• Money 101: Budgeting Basics for Further Education
• Stretch Your Dollars: Budgeting Basics

Advancing Futures Bursary
Advancing Futures is a post-secondary bursary program for youth aged 18 to 22 who have been in government care in Alberta. It provides funding for educational expenses and a living allowance for eligible full- or part-time students enrolled in an Alberta school who have one of the following goals:
• pursuing high school equivalency through adult education
• earning a degree or diploma from a post-secondary school
• learning a trade
• earning a licence or certificate

advancingfutures.gov.ab.ca
310-0000 (Call toll-free in Alberta, and then enter 780-415-0085.)
780-415-0085 (Edmonton)
Alberta Scholarship Programs
Find information on post-secondary scholarships and bursaries and how to apply for them.

alis.alberta.ca/scholarships
scholarships@gov.ab.ca
310-0000 (Call toll-free in Alberta, and then enter 780-427-8640.)
780-427-8640 (Edmonton)

Volunteering
To find out about volunteer opportunities in your community, visit govolunteer.ca.

ALIS Tips
To view or download the following ALIS Tips, visit alis.alberta.ca/tips.
• Volunteering: Putting Your Volunteer Experience to Work
• Volunteering: Six Ways Volunteering Can Boost Your Career

Workplace
ALIS publications
To view, order or download the following publications, visit alis.alberta.ca/publications.
• Let’s Talk: A Guide to Resolving Workplace Conflicts
• Workability: What You Need to Get & Keep a Job
• Your Rights and Responsibilities at Work

Alberta Human Rights Commission
The commission responds to questions about human rights and deals with complaints of discrimination.
albertahumanrights.ab.ca
310-0000 (Call toll-free in Alberta, and then enter the 10-digit regional office number.)
780-427-7661 (Northern Regional Office)
403-297-6571 (Southern Regional Office)

Employment Standards
Employment Standards offers information about the minimum rights and responsibilities of employers and employees relating to employer records, minimum wage, hours of work and overtime, general holidays and pay, vacations and pay, maternity and parental leave and termination of employment.
humanservices.alberta.ca/es
1-877-427-3731 (toll-free)
780-427-3731 (Edmonton)

Occupational Health and Safety
For publications and resources about safe work practices, safe workplaces and workplace hazards, call the Occupational Health and Safety Contact Centre.
humanservices.alberta.ca/ohs
1-866-415-8690 (toll-free)
780-415-8690 (Edmonton)
## Feedback

**We’d like your comments…**

### Training for Work

**Date __________________**

Please indicate how much you agree with each of the following statements.

<table>
<thead>
<tr>
<th>As a result of using this resource…</th>
<th>Strongly Agree</th>
<th>Somewhat Agree</th>
<th>Somewhat Disagree</th>
<th>Strongly Disagree</th>
<th>Doesn’t Apply</th>
</tr>
</thead>
</table>

**I have a better understanding of**
- training options
- how to plan for training or post-secondary education
- where to find job opportunities
- how to help my family members plan their careers, training or post-secondary education
- my interests, passions, skills or values

**I can help my clients or students better understand how to**
- plan their training
- plan their careers
- plan for post-secondary education

**What other topics do you understand better as a result of using this resource?**

_________________________________________________________________________________________________

_________________________________________________________________________________________________

_________________________________________________________________________________________________

**What action were you able to take as a result of using this resource?**

_________________________________________________________________________________________________

_________________________________________________________________________________________________

_________________________________________________________________________________________________

**How can we improve this resource? What was not useful?**

_________________________________________________________________________________________________

_________________________________________________________________________________________________

_________________________________________________________________________________________________

**Please return this form to**

Online Initiatives and Information Supports Unit
Alberta Jobs, Skills, Training and Labour
12th Floor, 10030 - 107 Street, South Tower
Edmonton, AB T5J 3E4

Fax: 780-422-5319
Email: info@alis.gov.ab.ca
Thinking about your future?

Definitely. And wondering — What do I want from my career? What jobs are out there? Is continuing my education and training the right move for me? Find the answers at ALIS. Your next steps are just a click away.

alis.alberta.ca

CAREER PLANNING • EDUCATION • JOBS

Make the most of your future
Whether you’re working, looking for work or thinking about getting back into the workforce, you can achieve your career goals by developing new skills or improving existing ones. *Training for Work* will help you

- discover your learning style
- find training opportunities where you can learn new skills
- gain valuable on-the-job experience
- learn about training alternatives such as volunteering, mentorship and apprenticeship programs

Inside you will also find tips and personal stories to help you decide what kind of training is the best fit for you.