

How Do I Get into a Class?

The first step is to call to make an appointment.

The Instructor wants to meet you and find out what you know and what you need to work on.

The Instructor wants to find out what you want to learn and if the classroom is a good fit for you.

Please call the instructor for an appointment or for more information.

Employment Readiness Class

IT IS FREE!

You must be 19 or over and at a Level 2 to register.

Classes are small.

Approximately 3 hours per week.

This program is designed to assist students who want to build their Employment Readiness Skills.

How Do I Get into a Class?

If you are interested you first need to meet with the Instructor.



Employment Readiness Class *continued...*

Classes are held in the Level Two Classroom and Computer Lab. There are guest speakers, field trips and mini course opportunities such as: certification in WHMIS, CPR and First Aid training. Some one-to-one and small group sessions are scheduled in between classes focusing on areas of individual need.

Topics covered include:

- goal setting
- on the job communication
- developing a team attitude and getting along with co-workers
- understanding the role of the employer and how to get along with the boss
- turning off the negative self talk
- how to conduct informational interviews,
- how to write a resume and cover letter
- job interview skills, filling out forms
- time management and organizational skills
- understanding Labour Standards and more
- Students will be awarded certificates upon completion of modules that can be included in their achievement portfolios for future job search and resume building.



Dartmouth
Learning Network

ADULT PROGRAMS



Who Do I Call?

For each Program you must **first call** and make an appointment with the instructor.

For general questions:

Call: **902-464-3444**

For One-One Tutoring

Call: 902-464-3444 or email:

tutor@dartmouthlearning.net

For Level 1 Classroom or for Employment Readiness Classes

Call: 902-464-6001 or email:

class2@dartmouthlearning.net

For Level 2 Classroom

Call: 902-464-3101 or email:

class@dartmouthlearning.net

260 Wyse Road, Suite 203
Dartmouth, Nova Scotia B3A 1N3

One-One Tutoring

IT IS FREE!

*The program runs from Sept. to June.
You must be at least 19 years or older.*

How Do I Get a Tutor?

- You first need to call and set up a meeting with the Tutor Coordinator at the office.
- During this meeting you talk about what you want to learn and where and when you can meet your tutor.
- You always meet in a public place, like a library.
- You decide what you want to learn.
- The first meeting with your tutor is at the office so you can see if you like your tutor and if they are able to help you.
- Tutoring sessions normally last 2 hours per week.
- You can be tutored for as long as you think you need or want.
- We know that life has its ups and downs so...If you need to take some time off you can. You can always come back later.

We can help you get better at:

- ▶ Reading ▶ Writing ▶ Math
- ▶ Studying ▶ Filling out forms
- ▶ Reading manuals like the Driver's Hand book
- ▶ Using a computer
- ▶ GED preparation



Level 1 Classroom

IT IS FREE!

*The program runs from Sept. to June.
You must be at least 19 years or older.
The classes are small. (under 7 people)*

Classes meet Mon.-Fri. at different times during the day, in the morning or afternoon, depending on the level of the student.

Level 1 students are separated into 3 learning levels: 1A, 1B and 1C.

In Level 1 classes you learn:

- ▶ Reading, while adding new words to your vocabulary
- ▶ How to read smoothly
- ▶ Writing
- ▶ Math
- ▶ Understanding what you read
- ▶ Computers
- ▶ Life Skills

Level 2 Classroom

IT IS FREE!

*The program runs from Sept. to June.
You must be at least 19 years or older.
The classes are small. (under 10 people)*

Classes meet Mon.-Thurs. at different times during the day, in the morning or afternoon, depending on the level of the student.

- The purpose of this program is to prepare learners for the Level 3 Adult Learning Program at NSCC or other advanced learning programs.
- Learners have the opportunity to participate in the Employment Readiness Program (see back page).
- There are two levels to this program, which are described next.

Level 2 Classroom continued...

Level 2A

This class is for students who may be returning to school for the first time in several years and who want to upgrade their skills.

The Level 2A Program includes these academic components:

- ▶ Language/ Communications
- ▶ Math
- ▶ Life Skills
- ▶ Computers (with an emphasis on interactive technology.)

Level 2B

The Level 2B program includes the same academic components: Language, Math and Life Skills.

- There is also an additional focus on Science and Social Studies.
- This program gives learners the opportunity to bridge instruction between Level 2 & Level 3.
- Students who enter this class are not at the beginning of Level 2 but are not quite ready yet to enter Level 3. Many participants of this class come right from the Level 2A program at DLN, and continue with another year of instruction before moving on to Level 3.