

## SITE LOCATIONS

### CAMPBELLFORD

Campbellford High School, LBS Room  
Ranney St., Campbellford, ON  
705-653-3060 ext. 279

### COBOURG

CIS Cobourg, LBS Room  
780 Darcy St., Cobourg, ON  
905-372-1697 ext. 32

### PORT HOPE

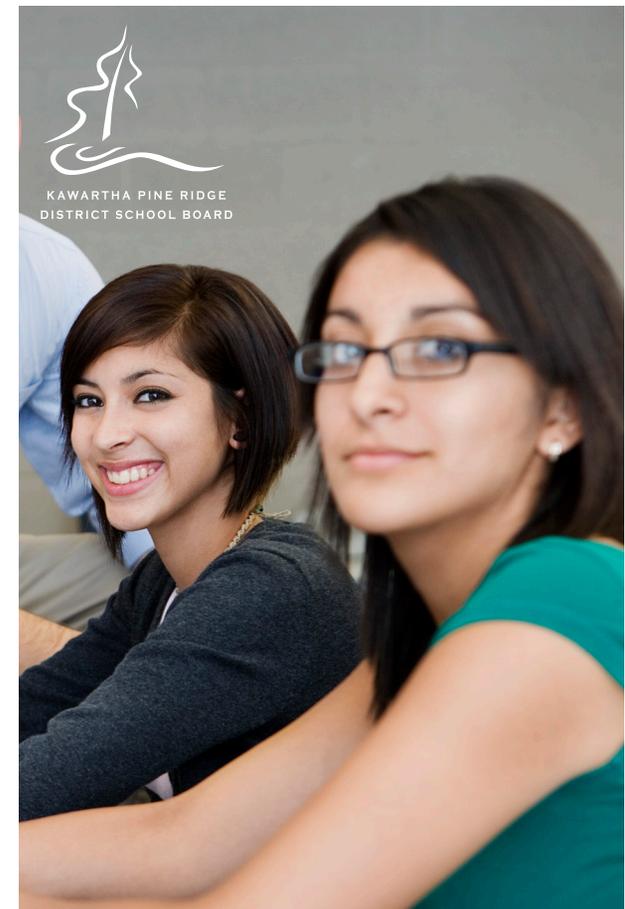
Port Hope High School, LBS Room  
130 Highland St., Port Hope, ON  
905- 885-6346 ext. 229

For more information contact the Northumberland LBS  
Coordinator, **Angie Quinn, 905-372-1697 ext.39**  
or email [angela\\_quinn@kprdsb.ca](mailto:angela_quinn@kprdsb.ca)

*Register early since space is limited.*



Kawartha Pine Ridge District School Board  
1994 Fisher Drive, PO Box 7190  
Peterborough, ON K9J 6X6  
705-742-9773 or toll-free 1-877-741-4577  
[www.kprschools.ca](http://www.kprschools.ca)



# SKILLS TRAINING WORKSHOPS

## COBOURG, CAMPBELLFORD & PORT HOPE LBS

*All workshops are free and training supports  
are available to those who are eligible.*



### **Budgeting Workshops (10 hours)**

These workshops will highlight the importance of developing and maintaining a practical budget and spending plan. Learners will create a budget and create personal financial goals.

**Dates and Times: TBD**

**Locations: Campbellford LBS & Cobourg LBS**

### **Personality Dimensions (10 hours)**

The Personality Dimensions® system utilizes a convenient card sort and short questionnaire to reveal personality preferences. In addition to being the first Temperament assessment to incorporate the Introversion/Extraversion dichotomy, Personality Dimensions® also uses four colours along with short descriptors and symbols to represent the Temperament preferences: Inquiring Green, Organized Gold, Authentic Blue, Resourceful Orange. These combined aspects create a common language of understanding with a high level of retention. Barb Rockwell is a trained facilitator in the use of Personality Dimensions®

**Dates and Times: TBD**

**Locations: Campbellford & Cobourg LBS**

### **Computer Basics (20 hours)**

These workshops are designed specifically for those learners who are completely new to computers or who feel they need to have more instruction before they can feel confident buying a new computer to accomplish their goal pathway. Filled with real life examples, as well as resources, these workshops are designed to help learners feel more comfortable with basic technology.

**Dates and Times: TBD**

**Locations: All three sites**

### **Excel for the Workplace (15 hours)**

You may use Excel daily, or maybe only casually, but one thing's for sure—you've probably wished you knew more about this dynamic program. That's why you'll want to attend this workshop. In it, you'll learn ways to make your job easier and increase the sophistication of your data reporting and analyzing. Time-saving techniques that'll allow you to get your work done faster with Excel.

**Dates and Times: TBD**

**Locations: Cobourg LBS**

### **QuickBooks**

An introductory course of the QuickBooks Pro accounting software, including setting up a new company and chart of accounts; recording transactions with customers, vendors and employees; managing lists; running reports and customizing them; changing forms and generating letters.

January 11, 2015 (4 wks.) 1:30-3:30

Location: Cobourg LBS Please call 905 372-1697 ext. 39

### **Portfolio Development Course**

A portfolio is a record of your learning from educational, work and personal experience. Your portfolio is your way of presenting yourself and your best work to prospective employers. It will help you prepare for interviews, communicate clearly and showcase your skills and abilities.

This 4 week course will help you with the task of putting together a career portfolio so that you will be able to speak about your work accomplishments with confidence.

**Dates and Times: TBD:**

**Locations: All three sites**

**Please call 905-372-1697 ext. 39, for course start dates and times.**