



Tech Smart Workshops @ EmployAbilities

Offered In-Person - Wednesdays & Fridays

Free of Charge

9:00 a.m. – 11:00 a.m.

Course is designed to be completed after 2 sessions

Are you eager to boost your computer skills and gain confidence in the digital world? Look no further! Our comprehensive two-day workshop series is here to empower you with the knowledge you need. Best of all, you can attend as many times as you like, and you'll be able to learn at your own pace with plenty of support along the way.

February 2024 Sessions

Sessions will take place: Feb 7th and 9th, Feb 14th and 16th, Feb 21st and 23rd, Feb 28th

Workshop Details

Curriculum for Day 1

Familiarization with Your Computer
Introduction to Windows Operating System
Basics of Microsoft Word 2016
Organizing Files and Folders

Curriculum for Day 2

Exploring Various Online Tools
Fundamentals of Internet and Email
Initiating a Job Search
Tutorials on Online Job Applications
Crafting an Online Job Profile

***Don't miss this opportunity to enhance your computer skills and open up new opportunities for yourself.
Whether you're a beginner or looking to refine your existing skills, this workshop is for you!***

To Register

Call: 780-423-4106

E-mail: intakedesk@employabilities.ab.ca