

ACT Centre - Workplace Training

Adult & Continuing Education designs programs to suit the individual training needs of individual companies. The available instruction ranges from modern management techniques to more traditional skills development. We help companies set and achieve their training goals in:

We have provided training for many companies including:

The City of Burlington

Westinghouse Canada Inc.

**Varian Canada (Inc.)
Microwave Products**

- ❖ Communication/Supervisory Skills
- ❖ Computers
- ❖ Basic Math/Reading & Writing Upgrading
- ❖ English as a Second Language
- ❖ Intercultural Communication*
- ❖ WHMIS (Health & Safety)

We offer practical courses designed to meet your company's needs!

- ❖ On-site or off-site classes
- ❖ Flexible hours
- ❖ Custom-designed courses
- ❖ Experienced trainers
- ❖ Low cost
- ❖ Year round training

For further information call: **Kathy Mills 637-3393**

"The best computer course I have ever taken"

* Intercultural Communications Training

As our region becomes more culturally diverse, we have the opportunity to interact with Canadians from varied backgrounds, to enjoy the traditions of many lands, and to share a Canadian vision by communicating across cultures.

For further information on programs and workshops on Intercultural Communication, call: **Elizabeth Welsh 637-3393**

Watch for: "Our Schools"
A Halton Board of Education publication