



Work in a supportive environment.

We offer one-to-one tutoring, along with ongoing and short-term learning groups.

Continuous intake. Start anytime!

Contact us to find out more. **519-836-2759**

Adults 19 yrs. and older, with Canadian Language Benchmarks (CLB) level 6 or higher OR a skill level below the Grade 12 ability, are eligible to attend.

All services and courses are **FREE**.

Monday	Tuesday	Wednesday	Thursday	Friday
	10:00 am - 12:00 pm  Literacy & Numeracy Skills Upgrading	10:00 am - 2:30 pm  Employability Training	10:00 am - 12:00 pm  Northstar Basic Computers	
	12:30 - 2:30 pm  Northstar Basic Computers	<b>See following pages for upcoming programming</b>	12:30 - 2:30 pm  Microsoft Upgrading Advanced Computers	
6:00 - 8:00 pm  Literacy & Numeracy Skills Upgrading				

Financial assistance for bus and child care available to eligible learners.



## Safe Food Handling

**Wednesdays:**

**January 10, 17, 24, 31, 2024**

**10:00 am - 2:30 pm**

Under the “Ontario Health Protection and Promotion Act” a Food Handler Certificate is required if you work with food in your job.

You will get an

**Ontario Food Handler Certificate** when you pass the final exam.

**In Person at Action Read: 8 Cork St. East**

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## Upcoming Programming for January 2024

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## Smart Serve

**Mon, Tues, Wed, Thurs:**

**February 5, 6, 7, 8, 2024**

**10:00 am - 12:00 pm**

Under regulation 719 of the “Liquor Licence Act”, a Smart Serve Certificate is required if you work with alcohol in your job.

That includes serving, retail sales, grocery check out, take-out and delivery services.

You will receive a

**Smart Serve Certificate** when you pass your final test.

**ONLINE: Link will be provided**

## Receptionist Training

**Wednesdays:**

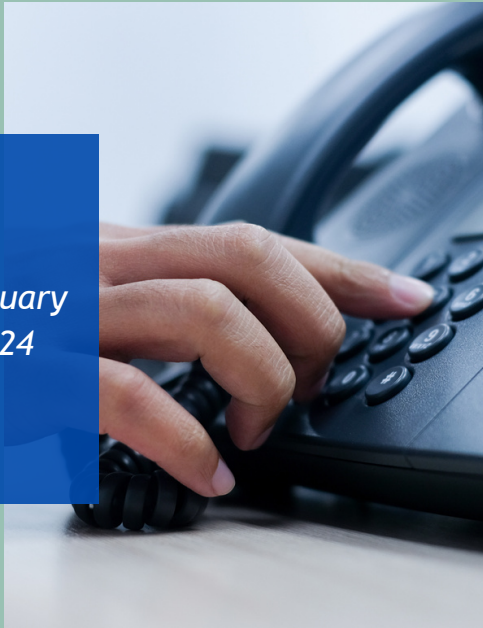
**February 7, 14, 21, 28, 2024**

**10:00 am - 2:30 pm**

Course Covers:

- Receptionist roles
- Written and in-person communications
- Workplace resource management
- Computers
- Phones and office equipment
- Scheduling
- Organizing information

**In Person at Action Read: 8 Cork St. East**



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## Upcoming Programming for February and March 2024

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## Landscape Maintenance Training

**Wednesdays:**

**March 6, 13, 20, 27, 2024**

**10:00 am - 2:30 pm**

Course Covers:

- What is a landscape worker
- Working with plants
- Planting
- Ground maintenance
- Landscaping math
- Safety at work
- **WHMIS certification**   
(when you pass the final exam)



**In Person at Action Read: 8 Cork St. East**





**Action Read**  
Community Literacy Centre

[www.ActionRead.com](http://www.ActionRead.com)

519-836-2759

[actionread@gmail.com](mailto:actionread@gmail.com)

8 Cork St., East, Guelph, N1H 2W8

January, February and March, 2024

## Receptionist Training



"I really appreciated all the support. You all went above what others have done. I appreciate everything you do for everyone. Thom is a very cool guy. Joanne was wonderful. Some of the most amazing people I have met in my life.

The certificate I earned at Action Read was helpful in getting me an interview for a position as an administrator with a multicultural health insurance broker in my new home of Edmonton. I am just waiting to hear about the job.

Thank you all again. It was a great experience. Please say hello to everyone there for me."

Mohammed Bayou

Receptionist Training participant, 2023



## Contact Us at:

**Call: 519-836-2759**

**Text: 519-731-7829**

**[actionread@gmail.com](mailto:actionread@gmail.com)**

**[www.ActionRead.com](http://www.ActionRead.com)**

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