



Operated by Hinton Adult Learning Society

General Programs

Coffee and Canvas

Wednesday, January 31st

6:30_{pm} - 9:00_{pm}

Have you always wanted to learn how to paint? Paula Shea will teach you how to paint this beautiful picture, in a small, comfortable group setting. \$45



Bookkeeping Boot Camp

Mondays, January 8th- February 12th

7:00_{pm} - 9:00_{pm}

Overwhelmed with your paperwork? In this bookkeeping boot camp, we will teach you the basics of bookkeeping. Learn your accounting responsibilities, types of accounting transactions, the basics of financial statements, and how to prepare your files for year end. \$350

Clear Language Driver's Exam Preparation

Mondays & Thursdays

January 15th, 18th, 22nd and 25th

10:00_{am} - 12:00_{pm}

This class will prepare you to write the written exam portion of your learner's license. The "Driver's Guide" is written in clear easy to understand language. \$50

Firearms Safety Course Non-Restricted

Saturday, January 13th or

Sunday, January 14th

8:00_{am} - as late as 8:00_{pm}

This is the course you need to apply for your P.A.L. You must be at least 12 years of age. Please bring government issued ID with you. \$125

How to Have a Better Bowser

Wednesdays, January 17th, 24th, 31st and February 7th

7:00_{pm} - 8:00_{pm}

Come join in a fun evening with your puppies and dogs as Sandi Ensz helps you have a better bowser. Learn commands and techniques that will help you have better control of your dog. \$110

Computers



Scared Stiff Computer Basics

Mondays & Wednesdays

January 8th, 10th, 15th, 17th, 22nd, 24th, 29th & 31st

1:00_{pm} - 2:00_{pm}

Are you scared to turn on a computer? Work with our computer coach to help you learn the basic skills. \$40

Keyboarding

Mondays

January 8th, 15th, 22nd, & 29th

11:00_{am} - 12:00_{pm}

Improve your typing/keyboarding skills! As a computer becomes more & more a part of our everyday life, these skills are essential. You will learn how to position your hands over the keyboard, correct posture and how to type without looking at your keys! \$25

Android Devices Basics

Tuesday, January 10th

11:00_{am} - 12:00_{pm}

Do you have an android device that you struggle with? Come join Stephanie's Basic Android device class to help you navigate your device! \$20

Microsoft Word Level 1

Tuesdays & Thursdays

January 16th & 18th

1:00_{pm} - 3:00_{pm}

Are you having trouble working around Microsoft Word programs? Do you get frustrated on how to create and change word documents? Stephanie can help you in this basic class. \$40

Microsoft Excel Level 1

Tuesday and Thursday

January, 23rd & 25th

1:00_{pm} - 3:00_{pm}

Learn the basics of spreadsheet development in this hands on, interactive class. \$40

You can register at:

www.hintonlearning.ca

or stop by our office at 110E Brewster Drive

Do you have a suggestion for a course or workshop? Call Beverley and she will try and have it programmed!

Ongoing Courses

Food Safe

This is an ongoing course that you do online. Call to register and book a spot on one of our computers. Your test must be done in house. This course allows you to gain knowledge about food safety, and prepare you for the certificate exam. This is a government recognized certification course. \$75

Pro-Serve

This is an ongoing online course. Call to book a spot. This course will help liquor industry workers learn how to sell and serve liquor responsibly, no matter where they work. The information in Pro-Serve provides workers with training required for the social responsibilities related to serving or selling liquor. \$30

Boaters Exam

Monday - Friday

8:30_{am} - 3:30_{pm}

Book your appointment for your Pleasure Craft Operations Card. Let our staff help you get started with your online course. No minimum age. Once successfully completed, your card is good for life. Take advantage of our low cost of \$35

Upcoming...

Wills, Power of Attorney, and Personal Directives

Tuesday, February 21st

7:00_{pm} - 9:00_{pm}

Planning for disability or death is never pleasant. Join Tim McClelland to discuss important information about Wills, Power of Attorney, and Personal Directives. \$10.00

GED Test Preparation

Tuesdays, Wednesdays & Thursdays

February 6th to April 12th

5:00_{pm} - 7:00_{pm}

Start the new year off on the right foot. Gain the skills you need to be successful in writing your GED Test! This class includes all materials, instruction and test writing fees. We have a few spots left! \$450





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H.E.L.P Families – Parent / Caregiver Support Group

Mondays Jan 8th- May 28th
11:00am - 1:00pm



Increase Literacy Skills in the Home
Healthy Parent and Child Activities
Guest Speakers
Parenting Tips and Discussions
Children are welcome

FREE

Follow us on Facebook:



@hintonemploymentandlearningplace

<https://www.facebook.com/hintonemploymentandlearningplace/>

Volunteer Opportunities

Are you interested in volunteering to help Hinton's Homeless Citizens? We have many different opportunities for volunteers. **Call Candace at 780-865-1686 for more information.**

Are you interested in becoming a volunteer tutor for English Language Learners? You will meet some fantastic people, get the chance to learn about another culture, and help improve someone's life! Training is provided! **Contact our ELL Coordinator Haley for more information. 780-865-1686**



Sharpen your Skills!

- Do you struggle with:
- Reading and Writing?**
- Computer Use?**
- Understanding Forms?**
- Math Skills?**
- Communication?**
- Working with Others?**



We can **HELP** you improve you in these areas.

Call Stephanie at 780-865-1686 for more information.

Job Seekers Meeting

Join our Employment Advisors at the

Alberta Supports Office
568 Carmichael Lane

for our monthly Job Seekers Meeting! You will learn different techniques for job searching, learn about different job opportunities in our community, and network with other job seekers.

Join us on **Thursday, January 18th**, from 9am - noon for our next meeting.

English Language Learning

Tuesday – Friday

Beginner/Basic ELL Class

9:00am - 10:30pm

Intermediate ELL Class

10:30am – noon



EVERYONE IS WELCOME at every session! It's great to review the basics at any time and help other learners and then it's great for beginners to challenge themselves and stay for the intermediate class! You will improve your skills in reading, writing, speaking and listening.



ESL Coffee Talk

Friday, January 5th & 19th

Come meet at HELP with instructor Haley and talk about things related to ESL, Hinton, and interests around the community. **FREE!**



HELP Resource Room

Our HELP Resource Room is now complete! Do you have barriers to stable housing, or do you know someone who struggles with homelessness? Our Resource Room offers showers, laundry facilities, mailbox, safe document box, telephone, computer use, individual support, housing options, assistance with forms, share shop coupons, a quiet place to relax and a bite to eat.



Employment Services

Are you currently unemployed or working less than 20 hours a week? Our Employment Advisors are here to help you with your job seeking needs! We will help you get ready to find meaningful employment.

- Resume & cover letter development**
- Interview skills, practice and tips**
- Job Search assistance**
- Career Planning**
- Connecting with employers**
- Marketing yourself**
- Find effective references**
- Job matching**
- Weekly Job Seekers Club**

Call to set up an appointment, or stop by and see Mandy or Candace.
780-865-1686 or cell: 780-223-7097

Workplace Training Program

Are you currently unemployed and lacking the skills you need to be successful in your job search? Or, are you an employer looking for a worker? Are you worried they may not have the skills required to be successful in their job? Our Workplace Training Program may be what you need!

- Job Matching with an employer**
- On-the-job training**
- Supplementary Training as required**
- Wage Subsidy**
- Able to work a minimum of 30hours/week**
- Part-Time considered for a person with disabilities**

Gain the experience and skills you require to maintain meaningful employment! Call to set up an appointment, or stop by and see Mandy or Candace.
780-865-1686 or cell: 780-223-7097

The Province of Alberta is working in partnership with the Government of Canada to provide employment support programs and services. Les gouvernements de l'Alberta et du Canada travaillent en partenariat et financent conjointement des programmes et des services d'aide à l'emploi

