

LIFT TO WORK IN ADMIN SUPPORT

FALL 2025 | THOMPSON, MANITOBA



The Thompson LIFT to Work in Admin Support program is a **work-readiness training initiative** designed to **help participants build skills, gain experience, and prepare for employment or further education** in administration and clerical roles.

WHY JOIN LIFT?

- Hands-on learning & mentorship
- Work experience
- Build confidence & career skills
- Funded training for Manitoba residents 18+
- Pathway to entry-level jobs or post-secondary

WHAT SKILLS WILL YOU GAIN

- Reading, Writing, and Math upskilling
- Personal Management Skills
- Communication & Customer Service
- Digital Skills (email, spreadsheets, docs, etc)
- Team Building & Workplace Collaboration
- Skills for Success to support your career journey

PROGRAM OVERVIEW



PROGRAM DATES

October 6 – December 5, 2025

- Skill Assessments
- Classroom Learning
- Work Placements



LOCATION

Northern Manitoba Sector Council
7 Selkirk Ave, Thompson
ROOM 101

Apply Now



SCAN ME

CONTACT FOR MORE INFO:

Dana Rebello (WEM)
431-354-0215
drebello@wem.mb.ca

Calem Ross (NMSC)
204-939-0716
cross@nmscouncil.ca



APPLICATION

DEADLINE:

SEPTEMBER 15, 2025

Funding provided by
The Government of Canada
The Manitoba Government