# LIFT TO WORK IN ADMIN SUPPORT



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 Succes to support your career journey

### **PROGRAM OVERVIEW**



#### **PROGRAM DATES**

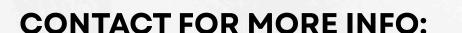
October 6 - December 5, 2025

- Skill Assessments
- Classroom Learning
- Work Placements

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#### LOCATION

Northern Manitoba Sector Council 7 Selkirk Ave, Thompson ROOM 101



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APPLICATION
DEADLINE:
SEPTEMBER 15, 2025

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