



# DIGITAL FOUNDATIONS FOR THE WORKPLACE



University College of the North

UCN.CA/CIS



## GAIN THE DIGITAL SKILLS AND CONFIDENCE EMPLOYERS EXPECT

### IS THIS TRAINING FOR YOU?

This program is a good fit if you want to:

- Build confidence using computers and digital tools
- Learn Microsoft Office, email, video meetings, and cloud storage
- Improve online safety, credibility checking, and digital etiquette
- Gain hands-on practice with guidance and support

If you're looking for practical digital skills you can use right away, this training is for you.

### WHAT YOU NEED TO KNOW

- Must be a Manitoba resident
- Must have accommodations in Flin Flon
- Must know the basics of computer use
- February 23 - March 20, 2026, 9-4 pm in person Monday - Friday, followed by a 3-week work practicum April 13 - April 30, 2026.
- Selected applicants will be interviewed
- Application deadline: January 15, 2026

### COURSE BENEFITS AND OUTCOMES

- Search, navigate, and stay safe online
- Create professional documents, spreadsheets, and presentations
- Communicate effectively via email, chat, and video platforms
- Evaluate information, avoid misinformation, and use digital tools responsibly
- Collaborate online and practice professional digital etiquette

### FREE COURSE

For selected applicants thanks to Funding by the Northern Manitoba Sector Council

### APPLY NOW



More info:

Alison Akert

[aakert@nmscouncil.ca](mailto:aakert@nmscouncil.ca)

Kelsey Farkus

C: 204-687-7038

[kfarkus@ucn.ca](mailto:kfarkus@ucn.ca)

