# St. Stephen's Community House

# **Employment & Training Centre**

# FREE Computer & Customer Service Training & Certification

# -CONNECTING-WOMEN

is a 14-week training program that helps women find work

#### 8 weeks

#### **Classroom Training**

- MS Office 2010 (no experience required)
- Customer Service
- Business Communication
- Job Search Preparation

#### 6 weeks

### Canadian Workplace Experience as a

- Office Clerk
- Receptionist
- Customer Service Representative
- Retail Clerk and many more!

## To register, you must:

- be female
- speak English as a Second Language
- · legally entitled to work in Canada
- be able to attend full-time training

## **UPCOMING START DATE**

Tuesday, July 4, 2017

## For more information or to register contact:

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