

PROFESSIONAL OFFICE ADMINISTRATION TRAINING AT NO COST TO YOU!!

This **five-day** program is **instructor-led** and will be delivered **virtually**. It remains ideal for women interested in clerical and administrative related careers.

The modules focus on developing the essential skills needed for working in a business environment:

- Verbal Communication
- Written Communication in the workplace
- Data Management and Record Keeping
- Office Protocol and Business Etiquette
- Preparing, Organizing Meetings and Making Travel Arrangements



**Registration with the YWCA Toronto
Employment Centre is required!**

**SIN Number will be required for this
registration**

ONLINE TRAINING FOR:

- Permanent Residents
- Canadian Citizens
- Refugee Claimants
- Convention Refugee
- Individuals with CUAET status

(Refugees **MUST** have valid status and work permit documentation)

CUAET status **MUST** have valid work permit

WHEN:

August 21st - August 25th

TIME:

9:30a.m. – 12:00p.m.

WHERE:

Online via ZOOM

**To register, please send your
résumé to:**

Gsurujbally@ywca-toronto.org