

## 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**

### **FREE ONLINE TRAINING FOR:**

- Permanent Residents
- Canadian Citizens
- Refugee Claimants
- Convention Refugees

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

### **WHEN:**

May 17th to May 21st

### **TIME:**

9:30a.m. – 12:00p.m.

### **WHERE:**

Online via ZOOM

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

[Gsuruibally@ywcatoronto.org](mailto:Gsuruibally@ywcatoronto.org)

**PHONE:** 647.326.3651