



YWCA JUMP is an exciting program for newcomer women, girls and gender-diverse people over the age of 13, who are permanent residents, convention refugees or live-in caregivers with temporary work permits. *(Must provide documentation of record of landing.)*

222 Dixon Road, Suite 207 | Etobicoke, ON M9P 3S5
416.964.3883 | ywcatoronto.org/jump |     

DIGITAL SKILLS FOR THE WORKPLACE

Prepare for the workplace by increasing your digital literacy

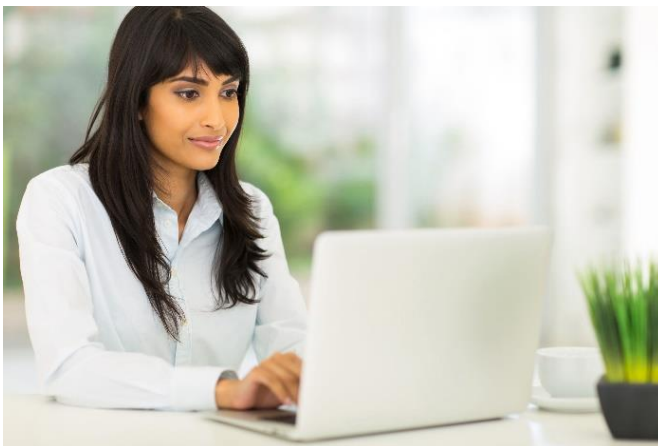


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[HTTPS://WWW.BING.COM/IMAGES/SEARCH](https://www.bing.com/images/search)

JANUARY 17, 24 & 31 | 10a.m.-1p.m.

In-Person. [Click here to register.](#)

To comply with Public Health directives and preserve the safety of clients and staff, we will be offering a combination of online, in-person and blended learning programs.

Staff remains available to serve you via phone, video-conferencing or email.

**Please note: due to funding criteria, we are unable to serve Canadian Citizens and Refugee Claimants at this time.*

This digital skills for the workplace (DWS) series brings accessible and practical digital skills training what aims to help you enter the Canadian Labour market. Whether you are returning to the workforce, changing careers or seeking advancement in your field – the DSW program can help you increase your digital literacy and skills!

These sessions will be offered in a computer classroom and participants will learn how to use the following programs:

- Google Chrome, Safari, Firefox, and Microsoft Edge.
- Zoom, Microsoft Teams, Google Meet, Webex.
- Google Drive, SharePoint, Dropbox.
- Microsoft Word, Google Doc, Adobe Acrobat and Canva.
- Google alternatives, Outlook and Gmail.

** Must attend all sessions to receive certificate of participation*

** Series will be held in-person at 222 Dixon Road.*

** Transit will be provided for transportation in the form of a presto card or token.*

Session details continued on page 2



NATIONAL ADVOCACY.
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Funded by:

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Immigration, Refugees
and Citizenship Canada

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DIGITAL SKILLS FOR THE WORKPLACE

THREE SESSION DETAILS

Digital Skills Part 1: – January 17, 2024

You will learn how to:

- Use video conferencing and chat platforms to communicate with different groups in the workplace.
- Review and apply virtual meeting etiquette and best practices.
- Troubleshoot or anticipate technical issues.
- Share files with your team via cloud computing.

Digital Skills Part 2: – January 24, 2024

You will learn how to:

- Access and use online job boards.
- Navigate applicant tracking systems and employer “wish lists”.
- Create, edit and/or draft an adaptable resume/CV and cover letter.
- Incorporate keywords and phrases into resume and cover letter.

Digital Skills Part 3: – January 31, 2024

You will learn how to:

- Elevate your documents, presentations and spreadsheets to create a unique and engaging message.
- Edit and protect your files.

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** Must attend all sessions to receive certificate of participation*

** You will receive this training in-person in a computer classroom setting at 222 Dixon Road.*

** TTC tokens or presto card will be provided for those using public transportation*

*For more information, please contact us at **416.964.3883** or jumpetobicoke@ywcatoronto.org*



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