

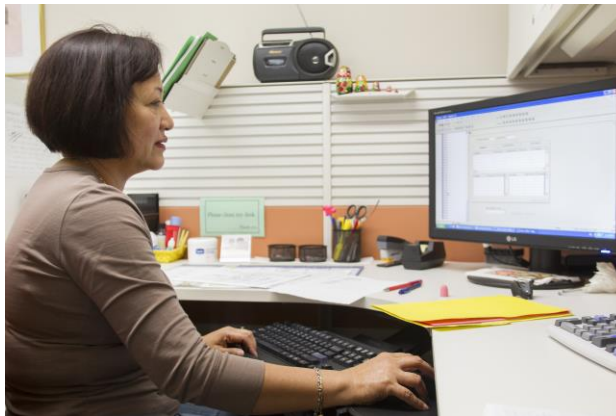


YWCA JUMP is an exciting program for newcomer women and girls over the age of 13, who are permanent residents, convention refugees or live-in caregivers with temporary work permits. *(Must provide documentation of record of landing.)*

222 Dixon Road, Suite 207 | Etobicoke, ON M9P 3S5 | 416.964.3883

PROFESSIONAL OFFICE ADMINISTRATION

Entry Level Skills Training Program for Clerical Jobs



January 6-9, 2020 | 9:30am-2:30pm

Offered in partnership with the YWCA Skills Development Centre the Professional Office Administration Certificate* is an in-class, instructor-led, four-day program for women interested in clerical and administrative related careers. The modules focus on developing the essential skills needed for working in a business environment including learning about Canadian office practices and etiquette.

By the end of this program, you will:

- Have a better understanding of professional business practices
- Learn basic skills in communication and office protocols
- Assess your skill level in a variety of office work practices
- Learn current and necessary administrative skills
- Improve your interpersonal and communication skills
- Benefit from dynamic and interactive learning environment

*Must attend all four workshops to earn the Certificate.

For more information and to book an appointment contact
jumpetobicoke@ywcatoronto.org or 416.964.3883

TTC, Mississauga or
Brampton tickets
may be provided
based on eligibility

ywcatoronto.org



A TURNING POINT
FOR WOMEN



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