



A TURNING POINT
FOR WOMEN



2020 TRAINING SCHEDULE & WORKSHOP SELECTION

WINTER/SPRING SCHEDULE

Through YWCA Toronto's Skills Development Centre, we offer quality training programs and services to give you a competitive edge in the workplace. We help build sustainable futures.

Fully sponsored training and/or subsidies are available to those who qualify. Contact us about the eligibility criteria for each product and/or service below.

For more information, please contact us at **416.269.0091 x231** or ywcatrainingcentre@ywcatoronto.org or visit us online at www.ywcatoronto.org/sdc.

CAREER PLANNING & EMPLOYABILITY SKILLS ASSESSMENT		PROFESSIONAL OFFICE ADMINISTRATION SERIES			
2-week training program, 9:30am-2:30pm, Fee: \$350		5-day training program, 9:30am-2:30pm, Fee: \$350			
<input type="checkbox"/>	Jan 20-31	<input type="checkbox"/>	Feb 24-28		
<input type="checkbox"/>	May 19-29	<input type="checkbox"/>	Apr 20-24		
COMPUTER TRAINING SERIES					
5-day training program, 9:30am-2:30pm, Fee: \$350					
MS Word 2010: Intermediate	MS Word 2010: Advanced	MS Excel 2010: Intermediate	MS Outlook 2010: Overview/Intermediate	MS PowerPoint 2010: Overview/Intermediate	
<input type="checkbox"/>	Mar 30	<input type="checkbox"/>	Mar 31	<input type="checkbox"/>	Apr 1
<input type="checkbox"/>		<input type="checkbox"/>	Apr 2	<input type="checkbox"/>	Apr 3
ADMINISTRATIVE CLERK CERTIFICATE PROGRAM			CUSTOMER SERVICE WORKSHOP		
8-week, Mon-Thurs, 9am-3:30pm, Fee: \$1,875			1 day training program, 9:30am-2:30pm, Fee: \$100		
<input type="checkbox"/>	Feb 3-Mar 27		<input type="checkbox"/>	Mar 11	
COMPUTER TRAINING FOR EMPLOYMENT			GENERAL EDUCATIONAL DEVELOPMENT (GED) PROGRAM		
6-week training program, 9:30am-2:30pm, Fee: \$850			7-week, 9:30am-2:30pm, Fee: \$700		
<input type="checkbox"/>	Feb 3-Mar 13		<input type="checkbox"/>	Mar 30-May 15	



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2020 Registration Form

YWCA TORONTO SKILLS DEVELOPMENT CENTRE

Please FAX to 416.269.0114 or MAIL to 3090 Kingston Road, Suite 300, Scarborough, ON, M1M 1P2

CONTACT us at ywcatrainingcentre@ywcatoronto.org

TRAINING PROGRAM	FEE	DATES	AMOUNT
Administrative Clerk Certificate Program	\$1,875		
Career Planning & Employability Skills Assessment	\$350		
Computer Training for Employment	\$850		
Computer Training Series	\$350		
Customer Service Workshop	\$100		
General Educational Development (GED) Program	\$700		
Professional Office Administration Series	\$350		

Thank you for choosing YWCA Toronto

Total Payable \$

METHOD OF PAYMENT:

DATE OF PAYMENT (DD/MM/YYYY)

CHEQUE payable to YWCA Toronto
3090 Kingston Rd, 3rd Floor, Scarborough, ON, M1M 1P2

CASH PAYMENT (IN PERSON)

CREDIT CARD # EXP DATE

CARDHOLDER NAME

CARDHOLDER SIGNATURE

MAIL INVOICE/RECEIPT TO:

PARTICIPANT NAME

ADDRESS

CITY

PROVINCE

POSTAL CODE

PHONE #

CELL #

PARTICIPANT EMAIL

HOW DID YOU HEAR ABOUT OUR PROGRAMS?

Word of mouth referral

Caseworker

Used YWCA Services

Brochure / Flyer

Newspaper

YWCA Website

Internet Search

Email / YWCA Newsletter

Community Event

Other



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CANCELLATION AND REFUND POLICY

Withdrawing from your program

Participants who withdraw their registration and provide written notice to the registrar with no less than 48 hrs (2 working days) from the start date of the course are entitled to a full refund.

Participants who withdraw their registration and provide written notice to the registrar with less than 48 hrs (2 working days) from the start date of the course are entitled to a partial refund equal to 50% of course fee.

Participants who withdraw their registration on the first day of class or attend the course in part or in whole will not receive a refund as a result that the seat cannot be offered to someone else.

Refunds: How does it work?

Refunds will be issued in the same manner that they were collected. E.g. credit card transactions will be reversed for refund, cheque will be issued for cheque payment and cash payments. There is no cash on location therefore; cheques will be issued for all cash payments. Refund cheques will take approximately 4-6 weeks to process and will be mailed out to the information on your registration form.

Course Transfer Fee

Participants considering transferring their registration to an alternate course will be charged an administration fee equal to 25% of the course fee.

FOR FURTHER INFORMATION please contact 416.269.0091 ext. 231

YWCA Toronto respects your privacy and adheres to all legislative requirements with respect to protecting privacy. We use your personal information for registration purposes, to process publication orders and keep you informed of other events, programs and fundraising opportunities in support of YWCA Toronto. If at any time you wish to be removed from our list, please notify us in writing.

I, the undersigned do hereby acknowledge that I have read and understood the above terms and conditions and agree to comply with all of them.

Full Name (Please Print) _____

Signature _____

Date _____