



EMPLOYMENT CAFÉ: TELEPHONE ETIQUETTE

Enhance your communication skills in preparation for jobs where you will be using a telephone



Friday, July 21, 2017 | 10am-12pm (noon)

During this training you will:

- Learn how to speak professionally over the telephone
- Find out how to conduct yourself during a telephone interview
- Learn the Do's and Don'ts of telephone communication when talking to potential employers or while on the job

For more information and to register, please contact Nicole via email at nsutherland@ywcatoronto.org or by phone at **416.266.0303 x24**.

SPACE IS LIMITED.

ywcatoronto.org



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.)*

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