



A TURNING POINT  
FOR WOMEN



## 2017 TRAINING SCHEDULE & WORKSHOP SELECTION

Through YWCA Toronto's Skills Development Centre, we offer quality training programs to give you a competitive edge in the workplace. Each training program has its own criteria. Subsidies are available to those who qualify.

**ELIGIBILITY & FEES:** The cost of attending some of the training programs could be subsidized by YWCA Toronto or paid by the referring agency, such as Ontario Works, Ontario Disability Support Program (ODSP) or Employment Ontario. Please contact us at **416.269.0091 x231** or [ywcatrainingcentre@ywcatoronto.org](mailto:ywcatrainingcentre@ywcatoronto.org) to learn more or visit us online at [www.ywcatoronto.org/sdc](http://www.ywcatoronto.org/sdc).

PROFESSIONAL OFFICE ADMINISTRATION SERIES			CAREER PLANNING & EMPLOYABILITY SKILLS ASSESSMENT							
5-day training program, 9:30am-2:30pm, Fee: \$300			2-week training program, 9:30am-2:30pm, Fee: \$300							
<input type="checkbox"/>	Sep 25-29		<input type="checkbox"/>	Oct 2-13						
<input type="checkbox"/>	Nov 27-Dec 1									
COMPUTER TRAINING SERIES										
1-day training programs, 9:30am-2:30pm, Fee: \$50 per day or series of 5 workshops for \$200										
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"/>	Sep 18	<input type="checkbox"/>	Sep 19	<input type="checkbox"/>	Sep 20	<input type="checkbox"/>	Sep 21	<input type="checkbox"/>	Sep 22	
<input type="checkbox"/>	Oct 16	<input type="checkbox"/>	Oct 17	<input type="checkbox"/>	Oct 18	<input type="checkbox"/>	Oct 19	<input type="checkbox"/>	Oct 20	
<input type="checkbox"/>	Nov 6	<input type="checkbox"/>	Nov 7	<input type="checkbox"/>	Nov 8	<input type="checkbox"/>	Nov 9	<input type="checkbox"/>	Nov 10	
<input type="checkbox"/>	Dec 11	<input type="checkbox"/>	Dec 12	<input type="checkbox"/>	Dec 13	<input type="checkbox"/>	Dec 14	<input type="checkbox"/>	Dec 15	
ADMINISTRATIVE CLERK CERTIFICATE PROGRAM					LITERACY AND ESSENTIAL SKILLS PROGRAM					
8-week, Mon-Thurs, 9am-3:30pm, Fee: \$1,875					7-week, 9:30am-2:30pm, Fee: \$700					
<input type="checkbox"/>	Oct 16-Dec 5				<input type="checkbox"/>	Sep 18-Nov 3				
BUILDING SUSTAINABLE FUTURES WORKSHOP SERIES					COMPUTER TRAINING FOR EMPLOYMENT					
half-day workshops, 9am-noon, Free to those who qualify					6-week training program, 9:30am-2:30pm, Fee: \$700					
<input type="checkbox"/>	Teamwork			TBD		<input type="checkbox"/>	Oct 23-Dec 1			
<input type="checkbox"/>	Workplace Rights and Safety			TBD						
<input type="checkbox"/>	Employer Expectations - A Can Do Attitude			TBD						
<input type="checkbox"/>	Understanding the Labour Market Today			TBD						
<input type="checkbox"/>	Financial Literacy - Credit Scores and Reports			TBD						

This schedule may be subject to change.  
Last updated: August 18, 2017



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## 2017 Registration Form

### YWCA TORONTO EMPLOYMENT & TRAINING 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](mailto:ywcatrainingcentre@ywcatoronto.org)

TRAINING PROGRAM	FEE	DATES	AMOUNT
<b>Administrative Clerk Certificate Program</b>	\$1,875		
<b>Career Planning &amp; Employability Skills Assessment</b>	\$300		
<b>Computer Training for Employment</b>	\$700		
<b>Computer Training Series</b>			
➤ MS Word 2010 (Intermediate)	\$50		
➤ MS Word 2010 (Advanced)	\$50		
➤ MS Excel 2010 (Intermediate)	\$50		
➤ MS Outlook 2010 (Overview/Intermediate)	\$50		
➤ MS PowerPoint 2010 (Overview/Intermediate)	\$50		
➤ Series of all 5 courses	\$200		
<b>Literacy and Essential Skills Program</b>	\$700		
<b>Professional Office Administration Series</b>	\$300		

**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 on 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 \_\_\_\_\_