



FREE ONLINE TRAINING PROGRAM FOR NEWCOMERS TO CANADA

Content Includes Overview of Office Administration:

- Computer literacy
- Office procedures
- Customer service language
- Intercultural & cross cultural communication skills & strategies
- Job search, resume & cover letter and interview preparation for administration positions

Eligibility:

- **Minimum Level CLB 5**
- **High School Diploma**
- **Basic computer skills**

Online Training Dates:

Mon. Nov. 16th – Fri. Nov. 20th, 2020

Time: 1:00 pm – 4:00 pm

Program consists of:

- 5 days in-class/online instruction (15 hours)

Followed by:

- volunteer placement of 25 hours with partner agencies/employers in an office setting

Certificate of Completion provided at the end of training

To Register contact:

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