

# OFFICE SKILLS TRAINING PROGRAM



## FREE IN-PERSON 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 CLB 5
- Basic Computer Skills
- Permanent Resident
- Convention Refugee
- Ukrainian Temporary Resident

**Certificate of  
participation  
provided at the  
end of training**

### Training (In-Person)

**Date:** November 18<sup>th</sup> –22<sup>nd</sup>, 2024

**Time:** 11:00 - 2:00 p.m

### Program Consists of:

- 5 days in class (15 Hours)
- Followed by 25 hours of volunteer placement

**To Register: scan the QR Code**



**Or Contact: Nora Barghout**

**Phone:** 416 -467-0126 X1278

**Email:** nbarghout@tno-Toronto.org