



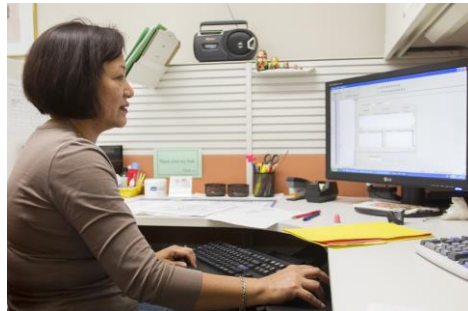
**YWCA JUMP** is an exciting program for newcomer women, girls and gender-diverse people over the age of 13, who are permanent residents, convention refugees or live-in caregivers with temporary work permits. *(Must provide documentation of record of landing.)*

222 Dixon Road, Suite 207 | Etobicoke, ON M9P 3S5

416.964.3883 | [ywcatoronto.org/jump](http://ywcatoronto.org/jump) |     

## PROFESSIONAL OFFICE ADMINISTRATION SKILLS

*Develop Essential Skills Needed in a Business Environment*



**September 11-15 2023 | 10a.m. – 12:30p.m.**

*Live on Zoom. [Click here](#) to register for all five days.*

Offered in partnership with the YWCA Skills Development Centre the Professional Office Administration Skills Series is an online, instructor-led, five-day program for women interested in clerical and administrative related careers. The modules focus on developing the essential skills needed for working in a business environment:

- Verbal communication
- Written communication in the workplace
- Data management and record keeping
- Office protocol and business etiquette
- Preparing, organizing meetings and making travel arrangements

This series of webinars will bridge the gap for those who want to know more about Canadian office practices and etiquette.

\*Participants will require access to a computer (with camera) and internet connection

\*Commit to attending all five days. Must attend all five workshops to earn the certificate

\*Have a Canadian Language Benchmarks (CLB) level 5 or higher

For more information, please contact us at [jumpetobicoke@ywcatoronto.org](mailto:jumpetobicoke@ywcatoronto.org) or **416.964.3883**. **Register early, space is limited.**

*Please note that due to funding criteria we are unable to serve Canadian Citizens and Refugee Claimants at this time. Your Permanent Resident card or immigration documentation will be required to register.*

*To comply with Public Health directives and preserve the safety of clients and staff, we will be offering a combination of online, in-person and blended learning programs. Staff remains available to serve you via phone, video-conferencing or email.*



NATIONAL ADVOCACY.  
COMMUNITY ACTION.



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