

FREE VIRTUAL OFFICE ADMINISTRATION TRAINING FOR PEEL RESIDENTS



In Collaboration with
The Learning Place



TWELVE-DAY WORKSHOP

Monday to Thursday

September 8 - 25, 2025 | 9:00 a.m. - 12:00 p.m.

The training explores the typical office day and the following:

- Business writing
- Business etiquette
- Conflict resolution in a professional setting
- Office management
- Setting clear goals & objectives
- Planning and performance efficiency

Registration closes Friday, September 5 at 12 p.m.

This training is only open to eligible Permanent Residents and Convention Refugees
A registration form with SIN is needed for participation. Certificate Upon Completion.

For information and space
availability, please email:
becnic@achev.ca

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