

## FREE VIRTUAL OFFICE ADMINISTRATION TRAINING

In Collaboration with  
The Learning Place



### TWELVE-DAY WORKSHOP MONDAY TO THURSDAY

**March 9 - 26, 2026 | 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 Thursday, March 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.**

[Register Online](#)

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