

DIGITAL LITERACY FOR THE WORKSPACE FOR NEWCOMER WOMEN: VIRTUAL WORKSHOP

Tuesday, August 11, 2026 | 11:00 a.m. - 12:30 p.m.
Email Communication

Build a strong foundation in digital literacy skills to succeed in today's digital workplace:

- Learn how to create a professional email account and keep it secure
- Discover how to write, reply, forward, and organize messages
- Find out how to attach files and share documents easily
- Understand email etiquette and how to write clearly and professionally
- Walk away with the confidence to email employers, schools, and services in Canada

****Certificate of attendance is provided upon completion of the training****

Eligibility Criteria:

- **Permanent Residents or Convention Refugees with a valid PR card, Confirmation of PR or Notice of Decision**

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