

FREE VIRTUAL OFFICE ADMINISTRATION TRAINING FOR PEEL RESIDENTS



In Collaboration with
The Learning Place



16-DAY WORKSHOP

Monday to Thursday

JUNE 29 - JULY 23, 2026 | 9:30 a.m. - 12:30 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, June 25 at 12 p.m.

In observance of the public holiday on July 1, the class will be held on July 3 instead

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 Now](#)



Follow Achēv on:

