

FREE VIRTUAL OFFICE ADMINISTRATION TRAINING

In Collaboration with
The Learning Place



4-WEEK WORKSHOP MONDAY TO THURSDAY

February 1-25, 2027 | 1:00 p.m. - 4:00 p.m

This Virtual Office Administration Training will cover the following topics:

- Foundations of Office Administration
- Professional Writing, Proofreading & Outlook Basics
- Business Communications & MS Word Basics
- Functions of Management & Integrated Administrative Practice

Registration closes Friday, January 22 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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