

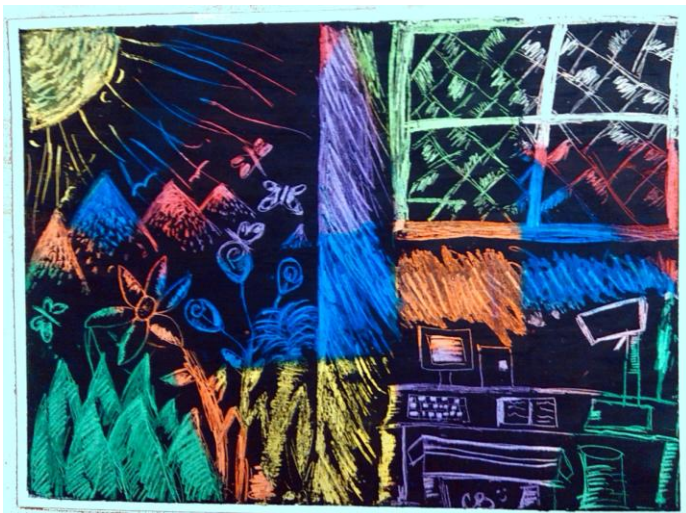
# Business and Life Skills Program for Women

Learn to organize and implement a special event in just six weeks; improve your communication skills and feel more confident! The program consists of instructor-led group sessions and a hands-on project that will culminate in your fundraising graduation dinner.

Topics covered include:

- Customer Service
- Communication in an Office Setting
- Presentation Skills
- Business Meeting Protocol
- Negotiation Skills
- Job Interview Practice
- Personality Dimensions
- Self-Esteem
- Stress Management
- Assertiveness
- Problem-Solving
- Event Planning

**Graduates will receive a Certificate based on participation, presentations, attendance and the successful completion of the program.**



**Start Date:** May 21, 2014  
**End Date:** June 27, 2014  
**Duration:** 6 weeks  
Wednesdays and Fridays  
9:30 a.m. to 4:00 p.m.  
**Material Fee:** \$25.00  
**Graduation:** July 9, 2014

**Address:** Working Skills Centre  
55 Eglinton Avenue East, Suite 703  
Toronto, ON M4P 1G8  
[www.workingskillscentre.com](http://www.workingskillscentre.com)



**To register call: 416-703-7770 ext. 509**