



# Working Skills Centre

55 Eglinton Ave. East, Suite 703, Toronto, ON M4P 1G8 • Telephone: (416) 703-7770 • Fax: (416) 703-1610 • [www.workingskillscentre.com](http://www.workingskillscentre.com)



## Employment Essential Services: Essential Skills for Office Professionals\*

**Starting March 2020**

**Monday-Friday, 9:00am- 4:00pm**

*Are you* 18 years of age or older?

*Do you want* to explore different career options to determine which path is best for you?

*Do you have* Canadian Language Benchmark Level 4?

*Can you* commit to attending a full-time career exploration program?

Find out how to **enhance job opportunities** in as little as **12 weeks!**

Attend a FREE Information Session and Assessment.

Only 15 spots available!

Working Skills Centre will provide 26-weeks of continuing support after graduation to help you get into a training program or obtain employment.

Graduates of the program can apply for positions such as:

- ✓ Customer Service Clerk
- ✓ Data Entry Clerk
- ✓ Office Assistant
- ✓ Receptionist
- ✓ Sales Associate

Graduates of this program will be prepared to enter a training program such as:

- ✓ Office Clerk Diploma Program\*
- ✓ Computerized Administration Diploma\*
- ✓ Administrative Assistant with Desktop Publishing Diploma Program\*
- ✓ Computerized Accounting Diploma\*

Book an appointment at our convenient **Yonge and Eglinton** location

**Call:** 416-703-7770

**Drop In:** 55 Eglinton Ave. East, Suite 703, Toronto, ON, M4P 1G8

**Email:** [marina.n@workingskillscentre.com](mailto:marina.n@workingskillscentre.com)

**Web:** [www.workingskillscentre.com](http://www.workingskillscentre.com)

**Since 1978, WSC has assisted individuals to determine the right career path and to find employment.**