

Day Courses - 8 weeks			
Monday, Tuesday, Wednesday, Thursday, and Friday - 219 Argyle Avenue, Suite 300			
Writing and Oral Communication Skills for Professionals	<ul style="list-style-type: none"> Presenting yourself professionally Managing conversations, interpersonal (soft) skills Principles of written business communication: accuracy, profiling audience, sentence structure Emails, memos 	May 1 – June 23, 2017 October 23 - December 15, 2017	9am - 12pm 1pm - 4pm
Advanced Writing and Oral Communication Skills for Professionals (minimum CLB level 7)	<ul style="list-style-type: none"> Team work, meeting protocols Persuasive presentations Negotiation and leadership skills Report writing, business cases, request for proposals 	June 26 – August 18, 2017	9am - 12pm
Office Administration	<ul style="list-style-type: none"> Administrative skills analysis Office procedures Teamwork and meetings 	August 28 – October 20, 2017 February 5 – March 30, 2018	9am - 12pm 1pm - 4pm
Entrepreneurs (Start your own business)	<ul style="list-style-type: none"> Business plan overview Market research and marketing Rules and regulations Financing and bookkeeping Presenting your business 	January 8 – March 2, 2018	9am - 12pm
Evening Courses - 13 weeks			
Mondays, Wednesdays and Thursdays - 219 Argyle Avenue, Suite 300			
Writing and Oral Communication Skills for Professionals	<ul style="list-style-type: none"> Presenting yourself professionally Managing conversations, interpersonal (soft) skills Principles of written business communication: accuracy, profiling audience, sentence structure Emails, memos 	May 8 – August 3, 2017 September 11 – December 7, 2017 January 8 – April 5, 2018	5:30pm - 9:30pm
Advanced Writing and Oral Communication Skills for Professionals (minimum CLB level 7)	<ul style="list-style-type: none"> Team work, meeting protocols Persuasive presentations Negotiation and leadership skills Report writing, business cases, request for proposals 	September 11 – December 7, 2017	5:30pm - 9:30pm
Office Administration	<ul style="list-style-type: none"> Administrative skills analysis Office procedures Teamwork and meetings 	May 8 – August 3, 2017 January 8 – April 5, 2018	5:30pm - 9:30pm

Eligibility: Permanent Residents and Convention Refugees
CLB level 6 (except for Advanced Writing & Oral which requires CLB level 7)

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