

| Day Courses - 8 weeks   |  |   |                                 |
|---|--|---|---------------------------------|
| Monday, Tuesday, Wednesday, Thursday, and Friday - 219 Argyle Avenue, Suite 300 |  |   |                                 |
| <b>Professional Writing and Oral Communication Skills - Part I</b>              | <ul style="list-style-type: none"> <li>Presenting yourself professionally</li> <li>Managing conversations, interpersonal (soft) skills</li> <li>Principles of written business communication: accuracy, profiling audience, sentence structure</li> <li>Emails, memos</li> </ul> | <p>May 1 – June 23, 2017<br/>October 23 - December 15, 2017</p>                                 | <p>9am - 12pm<br/>1pm - 4pm</p> |
| <b>Professional Writing and Oral Communication Skills - Part II</b>             | <ul style="list-style-type: none"> <li>Team work, meeting protocols</li> <li>Persuasive presentations and writing</li> <li>Negotiation and leadership skills</li> <li>Report writing, business cases</li> </ul>  | <p>June 26 – August 18, 2017</p>  | <p>9am - 12pm</p>               |
| <b>Office Administration</b>  | <ul style="list-style-type: none"> <li>Administrative skills analysis</li> <li>Office procedures</li> <li>Teamwork and meetings</li> </ul>   | <p>September 5 – October 27, 2017<br/>February 5 – March 30, 2018</p>                           | <p>9am - 12pm<br/>1pm - 4pm</p> |
| <b>Entrepreneurs<br/>(Start your own business)</b>                              | <ul style="list-style-type: none"> <li>Business plan overview</li> <li>Market research and marketing</li> <li>Rules and regulations</li> <li>Financing and bookkeeping</li> <li>Presenting your business</li> </ul>  | <p>January 8 – March 2, 2018</p>  | <p>9am - 12pm</p>               |
| Evening Courses - 13 weeks  |  |   |                                 |
| Mondays, Wednesdays, and Thursdays - 219 Argyle Avenue, Suite 300               |  |   |                                 |
| <b>Professional Writing and Oral Communication Skills - Part I</b>              | <ul style="list-style-type: none"> <li>Presenting yourself professionally</li> <li>Managing conversations, interpersonal (soft) skills</li> <li>Principles of written business communication: accuracy, profiling audience, sentence structure</li> <li>Emails, memos</li> </ul> | <p>May 8 – August 3, 2017<br/>September 11 – December 7, 2017<br/>January 8 – April 5, 2018</p> | <p>5:30pm - 9:30pm</p>          |
| <b>Professional Writing and Oral Communication Skills - Part II</b>             | <ul style="list-style-type: none"> <li>Team work, meeting protocols</li> <li>Persuasive presentations and writing</li> <li>Negotiation and leadership skills</li> <li>Report writing, business cases</li> </ul>  | <p>September 11 – December 7, 2017</p>  | <p>5:30pm - 9:30pm</p>          |
| <b>Office Administration</b>  | <ul style="list-style-type: none"> <li>Administrative skills analysis</li> <li>Office procedures</li> <li>Teamwork and meetings</li> </ul>   | <p>May 8 – August 3, 2017<br/>January 8 – April 5, 2018</p>                                     | <p>5:30pm - 9:30pm</p>          |

Eligibility: Permanent Residents and Convention Refugees  
For CLB levels 6 to 10 (completed)

Funded by:

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Immigration, Refugees  
and Citizenship Canada

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et Citoyenneté Canada