New Circles
CLOTHING · CONNECTION · COMMUNITY



BUSINESS OFFICE SKILLS TRAINING

Get job ready for your career with the Business Office Skills Program, a hands-on training experience designed to build strong digital, administrative, and workplace communication skills. Participants receive practical instruction in key Microsoft 365 tools alongside essential competencies needed for today's office environments.

What You'll Learn

- Microsoft Word, Excel, Outlook, and PowerPoint
- File management and document organization
- Online research techniques
- Professional document formatting
- Customer service skills
- Workplace communication and professionalism

What You'll Leave With

- Strong Microsoft 365 skills
- Administrative and office-ready experience
- Paid internship hours
- Enhanced communication skills
- Confidence to succeed in modern workplaces

Program Details

This program is offered in April, September, and February.

Duration: 10 weeks + 100 hours of paid internship for eligible participants

Eligibility: Racialized newcomers, CLB 5+

Format: Hybrid (Zoom)

Location: 44 Mobile Drive, Toronto, ON

REGISTER NOW

Program Funders:

The Caring Foundation

Northpine Foundation

Training Partners:

CENTENNIAL COLLEGE

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