

Niagara Women's Enterprise Centre Presents:

**INTRODUCTION TO OFFICE ADMINISTRATION & S.H.E. INC  
PROFESSIONAL DEVELOPMENT PROGRAM IN  
PARTNERSHIP WITH:**



**Receive Hands-On Training, Supportive Workshops and Valuable Certifications.  
You can even earn credits towards your Ontario Secondary School Diploma!**

Workshop Topics Include:

- Goal Setting
- Employer Expectations
- Finding your Inner Leader
- Effective Communication
- Financial "Smarts"
- Stress Management
- Interview and Job Search Techniques

Certifications Include:

- Microsoft Word, Excel, PowerPoint
- Customer Service Excellence
- W.H.M.I.S.
- Violence & Harassment in the Workplace
- Niagara Tourism Specialist

Next Program Running  
**October 3<sup>rd</sup> -November 10<sup>th</sup> 2017 followed by a workplace or  
academic cooperative learning placement for eligible participants**

**Program Runs Monday - Friday 9:30 am - 3:00 pm**

Location

**Niagara Women's Enterprise Center  
41 Victoria Street, Welland, ON**

**Free for Women who meet eligibility requirements**

**For more information or to sign up for an information session, please contact:  
Brenda Martin at (905) 658-0318 or [brendamartin@nphcr.ca](mailto:brendamartin@nphcr.ca)**

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