

# ESL - RETAILING & OFFICE EMPLOYMENT

## Canadian Work Experience Provided



# FREE!



### In-class Instruction (8 weeks)

- Language training for retail stores and offices
- Computer skills (Word, Excel)
- Customer service and telephone skills
- Resume, job search, interview skills

### Certification

- WHMIS Training and Typing

### Work Placement (4 weeks)

- Work experience in retail store and offices
- Employment networking
- Canadian work experience

### Requirements:

- Adults 19 yrs+
- CLB level 4 or higher



**Starting  
September 12, 2016  
Monday-Friday:  
9:00 a.m. - 3:30 p.m.**

**Work placement  
times may vary**

**Mountain Centre**  
150 East 5<sup>th</sup> Street  
(near Upper James & Fennel)  
FREE parking on Brucedale



**Enrol today . . .  
Succeed Tomorrow**



905.577.0555, Press 4

[info@stcharles.ca](mailto:info@stcharles.ca)

[www.stcharles.ca](http://www.stcharles.ca)