

Register now!

WORKPLACE MEETING SKILLS

- ✦ **3 Wednesday evenings (5:30 pm – 9:00 pm)**
- ✦ **November 30, December 7 & 14, 2016**



- ✦ **Know the types and purposes of typical Canadian workplace meetings.**
- ✦ **Learn tips to take accurate notes.**
- ✦ **Examine the role of recorder/secretary, as well as the documents needed for effective meetings.**
- ✦ **Practise taking minutes.**

REGISTRATION INFORMATION:

- ✓ You must be referred by WELARC www.welarc.net.
- ✓ You must have CLB levels 5-8 in all skills, or equivalent.
- ✓ Register in person at 275 Portage Avenue, 15th floor.
- ✓ Bring your Permanent Resident Card or Landing Documents and your referral from WELARC.

OFFICE HOURS:

Monday, Wednesday & Friday 8:30 am – 4:30 pm
Tuesday & Thursday 8:30 am – 8:30 pm

www.eese.ca