



NATIONAL ADVOCACY
COMMUNITY ACTION.



2023 VIRTUAL TRAINING SCHEDULE & WORKSHOP SELECTION

WINTER/SPRING VIRTUAL SCHEDULE

Through YWCA Toronto's Skills Development Centre, we offer quality training programs to give you a competitive edge in the workplace. We are here to support you through our programs and resources to ensure your success.

Eligibility & Fees: Each training program has its own criteria. Contact us to determine your eligibility for services. Please contact us at 416.269.0091 x231 or ywcatrainingcentre@ywcatoronto.org to learn more or visit us online at www.ywcatoronto.org/sdc.

PROFESSIONAL OFFICE ADMINISTRATION SERIES		ESSENTIAL SKILLS FOR SUCCESS SERIES	
5-day training program Monday-Friday, 9:30a.m.-noon Fee: \$350		2-week training program Monday-Friday, 9:30a.m.-noon Fee: \$450	
<input type="checkbox"/>	January 16-21, 2023	<input type="checkbox"/>	February 27-March 10, 2023
<input type="checkbox"/>	March 13-17, 2023		
<input type="checkbox"/>	March 27-31, 2023		
ADMINISTRATIVE CLERK CERTIFICATE PROGRAM		COMPUTER TRAINING FOR EMPLOYMENT	
13-week training program Monday-Friday, 9:30a.m.-3:30p.m. Fee: \$2,650		5-week training program; 4 days a week Monday, Tuesday and Thursday, Fri, 9a.m.-12p.m. Fee: \$900	
<input type="checkbox"/>	March 20-June 16, 2023	<input type="checkbox"/>	March 20-April 28, 2023
LET'S START UP PROGRAM STEP ONE		LET'S START UP PROGRAM STEP TWO	
7-week training program Wednesdays, 9a.m.-noon Fee: Sponsored		10-week training program; Wednesdays, 9a.m.-noon Fee: Sponsored; *Must complete Step 1 to qualify*	
<input type="checkbox"/>	February 22-April 12, 2023	<input type="checkbox"/>	April 19-June 21, 2023
LIFE SKILLS COACH CERTIFICATE PHASE ONE		LIFE SKILLS COACH CERTIFICATE PHASE ONE AND PHASE TWO COMBINED	
2-week training program Week 1 - Monday, Tuesday Week 2 - Monday, Tuesday, Wednesday 9a.m.-5p.m.; Fee: \$975		2-week training program Monday, Tuesday and Wednesday each week 9a.m.-5p.m.; Fee: \$1500	
<input type="checkbox"/>	February 27, 28 and March 6, 7, 8, 2023	<input type="checkbox"/>	April 17, 18, 19 and 24, 25, 26, 2023

This schedule may be subject to change.
Last updated: Tuesday, December 13th, 2022



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2023 REGISTRATION FORM YWCA TORONTO SKILLS DEVELOPMENT CENTRE

Please **EMAIL** to ywcatrainingcentre@ywcatoronto.org or
MAIL to 3090 Kingston Road, Suite 300, Scarborough, ON, M1M 1P2

TRAINING PROGRAM	FEE	DATES	AMOUNT
Administrative Clerk Certificate Program	\$2650		
Essential Skills for Success Series	\$450		
Computer Training for Employment	\$900		
Professional Office Administration Series	\$350		
Let's Start Up Program - Step One	Sponsored		
Let's Start Up Program - Step Two	Sponsored		
Life Skills Coach Certificate - Phase One	\$975		
Life Skills Coach Certificate - Phase One and Phase Two Combined	\$1500		

Thank you for choosing YWCA Toronto

Total Payable \$

METHOD OF PAYMENT:

DATE OF PAYMENT (DD/MM/YYYY)

MONEY ORDER CHEQUE payable to YWCA Toronto
3090 Kingston Rd, 3rd Floor, Scarborough, ON, M1M 1P2

CASH PAYMENT (IN PERSON)

CREDIT CARD # _____ EXP DATE _____

CARDHOLDER NAME _____ CVV _____

CARDHOLDER SIGNATURE _____

MAIL INVOICE/RECEIPT TO:

PARTICIPANT NAME _____

ADDRESS _____

CITY _____ PROVINCE _____

POSTAL CODE _____

PHONE # _____ CELL # _____

PARTICIPANT EMAIL _____

HOW DID YOU HEAR ABOUT OUR PROGRAMS?

- Word of mouth referral
 Caseworker
 Used YWCA Services
 Brochure / Flyer
 Newspaper
 YWCA Website
 Internet Search
 Email / YWCA Newsletter
 Community Event
 Other _____



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CANCELLATION AND REFUND POLICY

Withdrawing from your program

Participants who withdraw their registration and provide written notice to the registrar with no less than 48 hrs (2 working days) from the start date of the course are entitled to a full refund.

Participants who withdraw their registration and provide written notice to the registrar with less than 48 hrs (2 working days) from the start date of the course are entitled to a partial refund equal to 50% of course fee.

Participants who withdraw their registration on the first day of class or attend the course in part or in whole will not receive a refund as a result that the seat cannot be offered to someone else.

Refunds: How does it work?

Refunds will be issued in the same manner that they were collected. E.g. credit card transactions will be reversed for refund, cheque will be issued for cheque payment and cash payments. There is no cash on location therefore; cheques will be issued for all cash payments. Refund cheques will take approximately 4-6 weeks to process and will be mailed out to the information on your registration form.

Course Transfer Fee

Participants considering on transferring their registration to an alternate course will be charged an administration fee equal to 25% of the course fee.

FOR FURTHER INFORMATION please contact 416.269.0091 ext. 231

YWCA Toronto respects your privacy and adheres to all legislative requirements with respect to protecting privacy. We use your personal information for registration purposes, to process publication orders and keep you informed of other events, programs and fundraising opportunities in support of YWCA Toronto. If at any time you wish to be removed from our list, please notify us in writing.

I, the undersigned do hereby acknowledge that I have read and understood the above terms and conditions and agree to comply with all of them.

Full Name (Please Print) _____

Signature _____

Date _____