

## Online Services

FREE ONLINE FACILITATED  
EMPLOYMENT STRATEGIES FOR  
OFFICE ADMINISTRATION  
PROFESSIONALS COURSE



Interactive online course designed for Office Administration Professionals seeking employment in their field.

### EMPLOYMENT STRATEGIES FOR OFFICE ADMINISTRATION PROFESSIONALS INCLUDES:

- What are the duties involved in working in this field
- Labour Market information
- Effective telephone skills
- Strategies to increase knowledge of business terminology
- Become an effective communicator through active listening
- Participation in business meetings
- Key dimensions and techniques for effective team work
- Appropriate office correspondence styles
- Cultural differences in communication
- Exploration of required computer skills
- Job specific résumés and cover letters

### THREE WEEKS OF ONLINE STUDY

- Network with other course participants
- Share ideas and experiences
- Talk to experienced facilitators
- Practice the skills you learn
- Study any time of the day

**A CERTIFICATE OF COMPLETION IS AWARDED UPON SUCCESSFUL COMPLETION OF AT LEAST 75% OF THE COURSE**

Services are provided at no cost.

ALL COURSES AND WORKSHOPS ARE ACCESSIBLE 24/7 FROM ANY COMPUTER WITH INTERNET ACCESS

ASK QUESTIONS AND DISCUSS EMPLOYMENT TOPICS WITH OUR EXPERIENCED EMPLOYMENT FACILITATORS

EXPLORE TOPICS ON COSTI'S PASSWORD-PROTECTED SECURE PLATFORM

FOR MORE INFORMATION,  
PLEASE VISIT US AT  
[www.costi.org/onlineservices](http://www.costi.org/onlineservices)

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