



Upskill Your Career

ADMINISTRATIVE ASSISTANT TRAINING STARTING FALL 2024

Learn the skills needed to excel in today's workplace, such as business office software, administrative procedures, event planning, bookkeeping, accounting, payroll and problem-solving.

- Training Start: Nov. 4, 2024
- Location: R. B. Russell School - 364 Dufferin Ave., Winnipeg
- Length: 10 months including practicum
- Days: To be announced
- Program delivery: In-person
- Credential: Certificate
- Tuition: \$0 (value of up to \$8,100)

INFORMATION SESSIONS

Sign up for one of our information sessions to learn more and ask questions about this training.

Sessions: Sept. 26, 2024, 2pm and 6pm

Location: R. B. Russell School, 364 Dufferin Ave., Winnipeg

Delivered in partnership with:



WINNIPEG SCHOOL DIVISION

LEARN MORE rrc.ca/adm

