

WorkReady

# Google Drive

## FREE 2-WEEK PART-TIME PROGRAM

In this 2-week program, you will learn how to navigate Google Drive and build your digital skills for work.

## Build your confidence using Google Drive by:

- Learning how to save, send, and share content with Gmail.
- Learning how to use Google tools including Docs, Sheets, Meet, and Calendar to boost your productivity

## PROGRAM ELIGIBILITY

- Valid Social Insurance Number (SIN)
- Attained a CLBA 6
- 19 year of age or older
- Successfully complete an intake assessment

## LOCATIONS

151 Superior Blvd,  
Unit 19-23, Mississauga,  
ON L5T 2L1

3 Conestoga Drive,  
Suite 100, Brampton,  
ON L6Z 4N5



## CONTACT

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**New Session Coming Soon! Call for more information**