



ADMINISTRATIVE ASSISTANT BOOTCAMP

PROGRAM GUIDELINES

2024



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Program Background



In response to the growing demand for skilled administrative professionals within the community, we are thrilled to introduce the Administrative Assistant Bootcamp. This program is designed to address the specific needs of Kahnawà:ke residents and businesses, providing them with the essential skills and knowledge required to excel in administrative roles.

Building on the success of the 2022 Administrative Assistant Bootcamp hosted by Tewatohnni'saktha and NFSB, which facilitated numerous individuals in launching successful careers as Administrative Assistants within our community. In response to valuable feedback, we collaborated with NFSB and the MCK to revamp the curriculum, tailoring it to align seamlessly with current opportunities in our community.



Program Contact:

Drake D'Souza

Workforce Development Coordinator

drake.dsouza@kedc.biz

(450) 638-4280

Vision and Goals



Vision



The "Administrative Assistant Bootcamp" is a partnership with the Secretarial Studies program at the New Frontiers School Board (NFSB). This program aims to equip Kahnawake residents with the skills and knowledge needed to become successful administrative assistants. It will be a part-time program, featuring 2 weekly evening sessions, each 2 hours long.

Goals



The goal of this training is to empower our participants with the essential administrative and office management skills required in the modern workplace. By instilling competence in areas such as task prioritization, communication, and office software proficiency, we intend to equip our learners with a versatile skill set that fosters both personal and professional growth.

Our overarching objective is to prepare program participants for successful and fulfilling careers as administrative assistants. We envision our graduates entering the workforce with not only the technical know-how but also the confidence and professionalism necessary to excel in their roles.

Key Dates



Schedule



Classes for the Administrative Assistant Bootcamp are scheduled every Tuesday and Thursday starting January 30th. Please note that there will be no classes during the designated spring break period.

Deadline to Apply:

Wednesday, January 17th, 2024 - 4:00pm

Program Launch / First Session:

Tuesday, January 30th, 2024 - 6:00pm

Spring Break:

No Classes on:

- Tuesday, March 5th, 2024
- Thursday, March 7th, 2024

Final Class:

Thursday, April 25th, 2024

Curriculum Breakdown



Competencies



Introduction to Administrative Assistant Role (8 hours)

- Intro to the program
- Employers' expectations
- Proofreading, Quality of Written English, Intro to business Text
- Customer Service (Part 1)

Office Software and Technology (12 hours)

- Intro to OneDrive
- Word, Excel, PowerPoint
- Technical Support

Time Management and Organization (8 hours)

- Outlook Calendars
- Contact Lists
- Coordinating Multiple Tasks (Part 1)
- Visual Design of Docs (Part 1)
- Producing Reports (Part 1)
- Coordinating Multiple Tasks (Part 2)
 - Handling Cash, Digital Media, File Management

Communication Skills (12 hours)

- Business Correspondence
- Mail Merge
- Meetings & Events
- Customer Service (Part 2)

Project Management Basics (8 hours)

- Producing Reports (Part 2)
- Visual Design of Docs (Part 2)
- Applying the above knowledge to specific projects

Required Application Documents



1 Application Form

Complete the full application to ensure we have all the information required.

Link to Apply: <https://forms.gle/Ng1Bo7aKzr7VVCWT8>

2 Letter of Intent + Resume

In your Letter of Intent, articulate your career aspirations and how the Administrative Assistant Bootcamp aligns with your goals and will benefit your professional journey. Highlight your passion and commitment for a chance to be among the 15 successful participants selected

Approval Process



Application and Required Documents

Engage in the first step by filling out the application and submitting necessary documents, including Resume and Letter of Intent ensuring a comprehensive overview of your background.

Screening

Following application submission, we verify all documents, confirming each applicant's completion of the required materials. Those with complete submissions automatically enter the selection pool, advancing to the next stage.

Selection Committee

A dedicated team from the Workforce Development evaluates applications and attached documents. The meticulous review process focuses on selecting 15 participants based on criteria such as the letter of intent and other key factors, ensuring a diverse and promising cohort.

Participant Expectations



1 Attendance

Your commitment to attendance is crucial for a successful experience in the Administrative Assistant Bootcamp. To maximize the benefits of this program, participants are encouraged to attend sessions consistently. The part-time evening format is designed to accommodate various schedules, ensuring flexibility for community members. To qualify for the certificate and bursary, a minimum attendance of 80% is required.

2 Respect of Space

In our shared learning environment, fostering respect for the provided space is paramount. Treat the classroom, resources, and materials with care, ensuring a positive atmosphere for everyone. Your mindful and considerate use of the space contributes to a conducive learning experience for all participants. Thank you for creating an environment where everyone can thrive.

3 Feedback and Follow-up

We value your insights and experiences as a participant in the Administrative Assistant Bootcamp. Your feedback is crucial for continuous improvement and refining the program for future iterations. We encourage you to actively engage in feedback sessions, share your thoughts, and contribute to the enhancement of the program.

Participant Expectations



4 Punctuality

Arrive on time for all sessions to maximize learning opportunities and respect the time of fellow participants and instructors.

5 Engagement

Actively participate in discussions, group activities, and assignments, fostering a collaborative and inclusive learning space.

6 Respect

Treat instructors, fellow participants, and program materials with respect, creating a positive and supportive atmosphere.

7 Completion of Assignments

Complete all assigned tasks, projects, and assessments in a timely and thorough manner.

8 Commitment to Learning

Demonstrate a commitment to personal and professional growth by actively engaging with the curriculum and seeking to apply learned skills.

Additional Information



Guidelines



Size of Cohort

- Maximum of 15 students admitted into the Bootcamp

Attendance

- 80% student attendance and active participation is required in order to be eligible for the “Administrative Assistant Bootcamp Certificate” and completion bursary.

Missing a Session

- Should you need to miss a session, please inform the Program Coordinator as soon as possible.

Examinations

- No Formal Exams

Participant Benefits



Career

Discover the advantages of a career in Administrative Assistance—a field in high demand in Kahnawà:ke. Unlock job stability, diverse opportunities, and the chance to play a crucial role in supporting the community's growth. Elevate your skills and become an integral part of the professional landscape.

Certificate

By actively participating in our Administrative Assistant Bootcamp, you not only gain valuable skills but also become eligible for a certificate of successful completion and a post-bootcamp bursary. This recognition not only enhances your resume but provides financial support for your continued professional journey.

Pathway to DEP

The Administrative Assistant Bootcamp serves as a stepping stone towards a full DEP certification. Build a solid foundation through our program, acquiring the skills and knowledge necessary for a successful career, and pave the way for further educational and career advancement opportunities.

Additional Benefits



Benefits



Catered Sessions

- Enjoy the convenience of catered sessions every Thursday throughout the program. Indulge in a focused learning environment while savoring nourishing meals, enhancing your educational experience.

Ability to Borrow Laptop

- Gain access to technology with our laptop borrowing option, available on a need basis. Limited laptops are offered to participants, ensuring equal opportunity for all to engage seamlessly in the program.

Evenings in Community

- Embrace flexibility with evening sessions held within the community. The program accommodates diverse schedules, allowing participants to conveniently enhance their skills and pursue new opportunities after regular daytime commitments.

Completion Bursary

- Celebrate your achievement with the additional Completion Bursary of \$250! Beyond acquiring valuable skills, successful participants of the Administrative Assistant Bootcamp are rewarded for their dedication with extra financial support.

Contact Information



Drake D'Souza

Workforce Development Coordinator

 (450) 638-4280

 drake.dsouza@kedc.biz

 www.tewa.ca

 P.O. Box 1110, 2 River Road

3rd Floor – Kahnawà:ke Business Complex

Kahnawà:ke Mohawk Territory, Qc J0L 1B0