

## WORKPLACE LANGUAGE & SKILLS TRAINING



JOIN US FOR A 6-WEEK IN-PERSON COURSE DESIGNED TO HELP NEWCOMERS

### Canadian Workplace Culture and Communication

**JULY 4, 2023 TO AUGUST 11, 2023**  
**MONDAY TO FRIDAY**  
**FROM 9:00 AM TO 11:30 AM**

This 6-week course is for skilled immigrants looking to enter the Canadian labour market and is designed to equip you with the essential communication skills needed to succeed in a diverse and highly competitive professional Canadian workplace. The course focuses on key aspects of culture and communication such as understanding Canadian workplace culture rules and application of such rules for greater professional success, effective use of verbal and non-verbal forms of communication when interacting with colleagues and clients as well learning how to effectively receive, interpret and respond to feedback.

#### Enrollment Requirements:

- Must have a valid Language Assessment - CLB 5+
- Must be 18 years of age or older

Attend part-time or full-time. Clients who attend full-time and successfully complete both courses may be eligible for a non-paid work placement. All participants will be eligible for 1-on-1 job coaching.

#### For more information or to register contact

**519-258-4076** or email [linc@ncce1.org](mailto:linc@ncce1.org)

**Client Eligibility:** Permanent Residents, Protected Persons and Persons in Canada who have received initial approval of their application from Immigration, Refugees and Citizenship Canada.

Childcare and transportation assistance available for eligible clients

### Essential Skills for the Canadian Workplace


**JULY 4, 2023 TO AUGUST 11, 2023**  
**MONDAY TO FRIDAY**  
**FROM 12:00 PM TO 2:30 PM**

This 6-week course is the next step to understanding and practicing the skills the Canadian workplace demands. Explore and learn what Essential Skills are in depth. Perform activities designed to practice all the Essential Skills that are needed in a variety of jobs in Canada. Read common workplace documents, charts, texts and other workplace notices. Improve writing skills for emails and reply to customer inquiries. Practice oral communication by giving instructions and, prepare short presentations. Understand the Canadian workplace to become a successful employee.



@NCCEINC1



Funded by:  Immigration, Refugees and Citizenship Canada / Immigration, Réfugiés et Citoyenneté Canada

Please email: [linc@ncce1.org](mailto:linc@ncce1.org) for more information

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