

HOW TO APPLY

- Obtain Canadian Language Benchmark from your local service provider
- Contact amy.koning@senecac.on.ca for an application form
- Complete and submit your application with resume
- You will be contacted by email or phone for an interview
- Delivery of program will be Markham, Ontario

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PARTNERSHIP AND FUNDING

This project is:

- a partnership between Bow Valley College, Calgary, Vancouver Community College, and Seneca College, Toronto. This pilot will be offered at all three colleges in Fall 2009.
- Made possible by funding from the Office of Literacy and Essential Skills (Bureau de l'alphabétisation et des compétences essentielles) of Human Resources and Skills Development Canada.



Seneca



Funding Provided By

Canada 

SUCCESS IN THE WORKPLACE

COMMUNICATION AND BUSINESS SKILLS
TRAINING FOR IMMIGRANT PROFESSIONALS

REACH YOUR CAREER GOALS & MAKE THE MOST OF YOUR TALENTS!

The Success in the Workplace Program works with foreign trained professionals, offering ongoing skills training in a format designed to fit busy schedules. Employer participation is key and guarantees that the SWP training meets the needs of an ever-changing workplace.



WHO IS ELIGIBLE?

Internationally Trained Immigrants who:

- aspire to climb the corporate ladder but need to further develop communication and business skills
- are currently working in their field but would like to take on tasks of greater responsibility in the future
- would like to further develop their skills in; oral communication, finding and using information, writing, working with others and critical thinking
- have a CCLB of 6 or above in reading, writing, listening, and speaking

Are you an employer who has a promising employee who is not progressing because of communication, cultural misunderstandings or second language challenges? They can be referred to this program.

WHAT WILL YOU LEARN?

- To write more accurately and effectively
- To speak and communicate with clarity and precision: face to face, email, telephone, teleconference, and through web conferencing tools
- To better understand Canadian business culture
- To actively participate in teams
- To make effective presentations
- To improve your reading speed and understanding
- To find and use information quickly and accurately

PROGRAM DESCRIPTION

The 16 week part time program will involve:

- 3 hours in class training,
- Wednesday evenings from 6:00 p.m. – 9:00 p.m.
- September 9 – December 23, 2009
- 3 hours + on-line instruction using the curriculum tool Blackboard

Cost for this initial pilot project is FREE to eligible applicants.



CLASSROOM INSTRUCTION

The classroom will simulate the workplace. The following approaches will be used to train:

- Case studies
- Simulation activities
- Team projects
- Research assignments
- Continuous assessment of skills using
- using formal tools such as TOWES and CBSA
- continuous in class assessments
- Presentations both impromptu and planned
- Pronunciation instruction and practice



ON-LINE LEARNING

The Blackboard Curriculum Tool will facilitate ongoing online learning. Participants will be required to do an additional 3 hours of course work online each week.

This will include:

- completing assignments
- participating in discussions
- reviewing materials
- practicing pronunciation
- researching key content

EMPLOYER PARTICIPATION

Employers will be able participate in the program to:

- Give feedback and communicate opinions through the online component
- Give input into the content and training methods
- Mentor participants through giving feedback and encouragement
- Recommend participants for the program
- Use program assessments as part of Performance Appraisals (optional)

