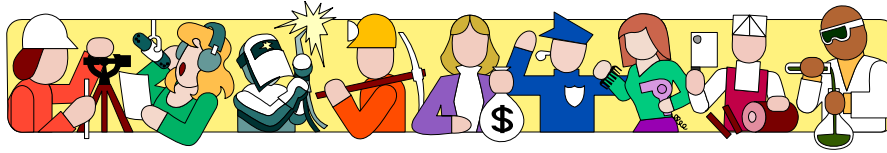


**THE WINNIPEG
ADULT EDUCATION CENTRE
Adult EAL Program**



Work Start: *Language for Employment*

Work Start is a job readiness program in an English as an Additional Language (EAL) format that prepares immigrants for entry-level positions. The program focuses on topics relevant to every workplace such as safety and health, following directions, and the working culture in Canada. Work Start will also customize the training to suit the needs of companies that are willing to hire low language level immigrants. Recognizing that most training happens on the job, Work Start offers 3 months of follow-up for the student and the employer to assist in the training process.

Topics that are covered:

Unit 1: Working Culture in Canada

- Learning about Canadian work culture: the importance of punctuality, hygiene expectations, and workplace communication.
- Understanding the laws against discrimination and harassment.

Unit 2: Safety in the Workplace

- Responsibilities for workplace safety.
- Understanding the reasons behind general safety rules.
- Understanding how to work safely: recognizing unsafe work and proper lifting techniques.
- How and why to report an injury.
- WHMIS

Unit 3: The Importance of Quality

- Understanding the importance of quality: internal/external customers; cost of quality; importance of exact measurements.

Unit 4: Growing in Your Job

- Understanding a paycheque and pay periods.
- Understanding benefits.

*****For more information please call Lisa Allard (program coordinator) at 795-0869.**