



We're here for YOU

- trained and experienced English as Second Language (ESL) instructors
- practical, job-specific English language training
- professional language and communication assessments to identify your workplace needs and assist with development of guidelines for hiring
- language training designed to complement other workplace training
- expertise in Canadian Language Benchmarks
- English communication addressed together with Canadian and workplace culture
- advice for improved overall workplace communication practices
- shared investment in training costs

English at Work

For more information about
ENGLISH AT WORK

Visit our web site:

www.immigratemanitoba.com
and go to the Learning English section.

Or call:

Manitoba Labour and Immigration
Immigration and Multiculturalism
Division, Adult Language Training
Branch at:
Phone: 204-945-6016
Fax: 204-948-2148
E-mail: dklassen@gov.mb.ca



Language and Communication for the Workplace

August 2005



Manitoba

English workplace Communication

is essential to your Business

Manitoba's economy is growing. In the future more of our workforce will be internationally trained and may be learning English as a second or additional language. Immigrants are eager to work, possess talents, skills and abilities, and may bring new perspectives and commitment to your organization.

- Do you have employees with skill and expertise who work below their potential because English is not their first language?
- Do employees indicate they understand you when you sense that they don't?
- Have you needed a translator to provide or receive information from staff?
- Do you have to assign workers to supervisors who share their language?
- Could misunderstandings or mistakes be avoided with better English proficiencies?

Are you prepared
to train and retain this
valuable segment
of your workforce?

What are people saying?

EMPLOYEES

"This training was important for me and my co-workers. Some of us are new in Canada and have very good technical skills and training. The language and communication training was what we needed to show you what we can really do!"

**Assembly worker
Vansco Electronics Ltd.**

"This is a very good class for us to improve our English. It feels easy to ask the teacher about anything I don't understand. Come and join us! It's fun and educational."

**Support Staff,
St. Boniface General
Hospital**



EMPLOYERS

"English at Work has given All-Fab's participating employees the ability to work more confidently, more safely and more effectively. The program has helped their social interaction with other employees. We all benefit from having this program at All-Fab."

**Marian McConville,
Human Resource Administrator,
All-Fab Building Components**

The feedback I have from within Great-West Life is very positive. One manager says, "I have been very happy with the English Communication program. I have definitely seen results. Before the classes they would have asked me to make calls on their behalf and now they have the courage to try themselves. These classes have given them the tools they need to go forward. Overall I think we have given each individual the opportunity to learn skills that we as a company will most certainly gain from."

**Janice Bean,
Training and Education Specialist
Great-West Life Assurance Company**

LABOUR UNIONS

"Stronger communication skills can help working people in their jobs and enable them to work for positive change in their workplaces, their unions and their everyday lives."

**Rob Hilliard, Past-President,
Manitoba Federation of Labour**