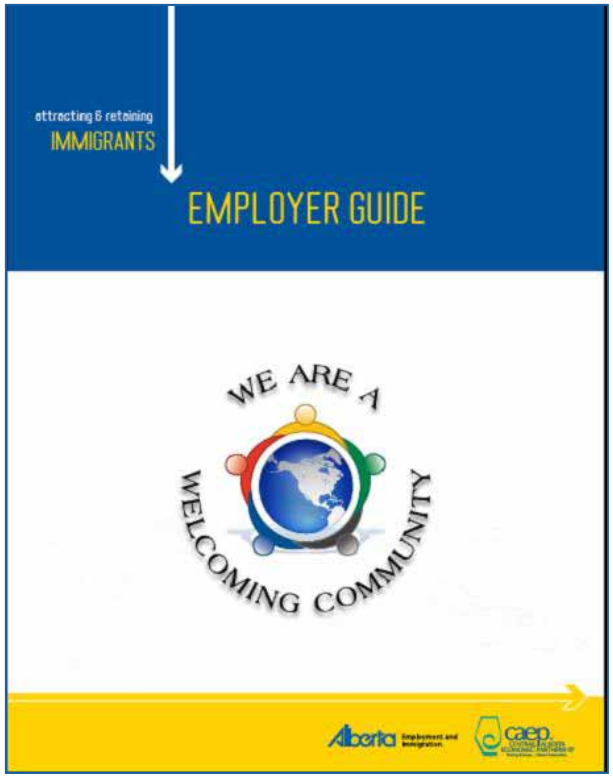
CAEP's Welcoming Communities Employer Guide



- CAEP Contracted Am Braighe Education and Training Services Inc. to develop the Employer Guide
- Launched the guide at a media event in Didsbury in November 2008.

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Employer Guide

- Required perspective of both employers and newcomers
- Focus Groups
- Interviews

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Table of Contents

- **Getting Started**
- **Preparing your Workplace for Newcomers**
  - Know the Newcomers – A place to Start
  - Some Basic Questions to Think About
  - Preparing Your Staff
  - The First Steps
  - Next
  - Communicating Across Language Barriers
  - Develop Cross-Cultural Awareness in the Awareness
  - Workplace Culture and Etiquette
  - Helping the Newcomer to be Understood
  - Paperwork and Documentation
  - Physical Environment and Safety Considerations

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Employer Guide
Table of Contents

- **Coming to Canada**
  - Important Documents to Gather
  - Accreditation and Training
  - Notes on Accreditation
  - For More Information on the Process and Steps
  - Checklist of Things to Do Before Moving to Canada

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Employer Guide
Table of Contents

- **Arrival Survival**
  - Considerations
  - Arrival Preparation
  - First Things First

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Employer Guide
Table of Contents

- **Settling Into the Community**
  - Developing a Settlement Plan
  - Getting Around
  - Health and Well Being
  - Lifestyle and Recreation
  - Language and Learning
  - English Language Classes
  - Children
  - Banking and Money Management
  - Support Services
  - Community Connections
  - Employment Supports
  - Welcome Package for the Newcomer - Suggestions

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Employer Guide
Table of Contents

- **Welcome on Board the Workplace**
  - Welcoming, Developing, Integrating, and Engaging
  - Creating A Welcoming Environment
  - Developing an on Boarding Plan
  - Planning Orientation and Training Activities
  - Tips on Providing Feedback
  - The First Few Days on the Job
  - Health and Safety Considerations
  - New Hire Package – suggestions
  - Alberta Employment Standards and Workers Rights
  - Effective Practices – What we heard from employers

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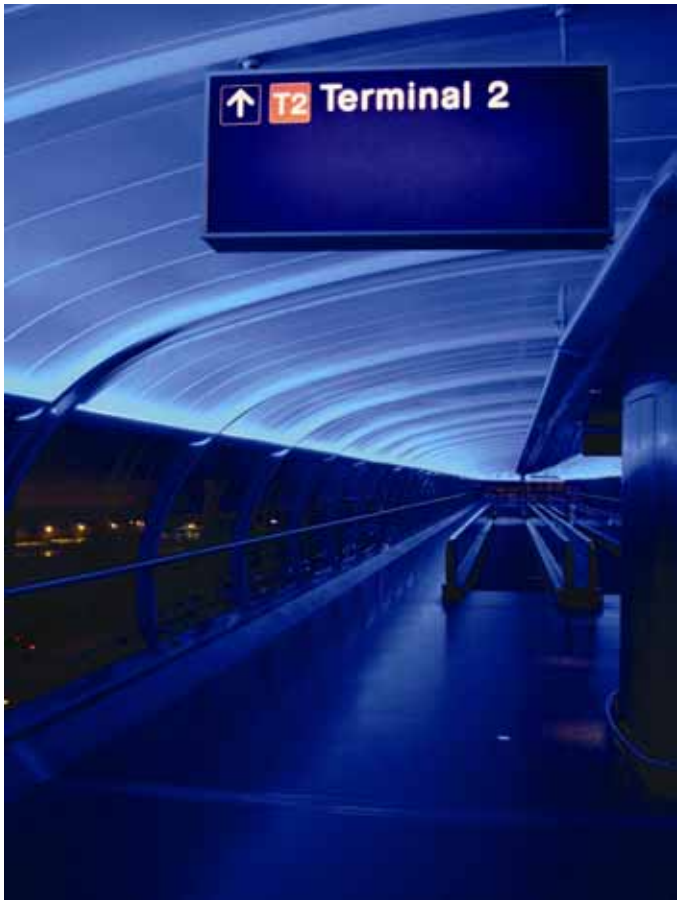

Employer Guide
Table of Contents

- **Recruitment and Permanent Residency Considerations**
  - Steps for Hiring Foreign Workers

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Employer Guide
Table of Contents

- **Integration Plan and Portfolio**
  - Personal Profile
  - Settlement Steps Undertaken
  - Gather Evidence of Skills
  - Career and Employment Plan
  - Learning Plan
  - Resources for Testing and English Language Instruction
  - Community Connections
  - Citizenship Preparation

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