

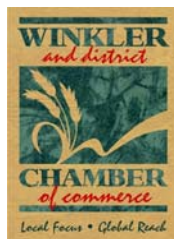
The Workplace's Contribution



The workplace is generally responsible to: - assist with the cost of the instructor's wages

- Agree to a shared release time plan between themselves and the employee
- Provide workplace related material for the instructor's use in preparing material &

This program is administered in the Pembina Valley by the:



15 August 2011

We're Here for You

- trained and experienced English as an Additional Language (EAL) instructors
- Practical, job-specific English language training
- Professional language and communication assessments to identify your workplace needs
- 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 practises
- Shared investment in training costs
- Flexible approach to training
- Flexible agreement options with the Province,

For more information about **English at Work**, contact:

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Photo courtesy of Décor Cabinets

Language and
Communication
for the
Workplace

English Workplace Communication is Essential

Manitoba's economy is growing. We see that more of our workforce is internationally trained and may be learning English as an additional language than ever!

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?

The Pembina Valley is one of the few regions in Canada that is becoming demographically younger. Our growth has deep roots in the immigration occurring in this area.

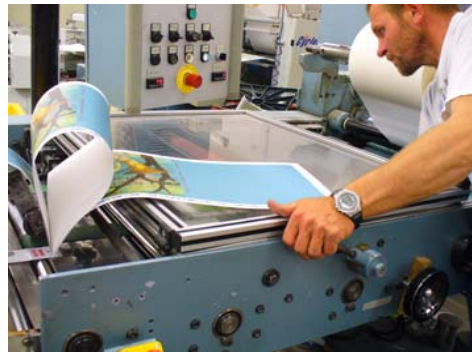


Photo Courtesy of Friesens Corporation

Any business with immigrant employees is eligible for application to this program. Each program is designed specifically for the particular workplace.

- Programs can be held at a convenient time for the employer and employees, any time of the year.
- Many different forms of training are available including, but not solely:
 - English classes for several learners
 - Tutorials for specific purposes
 - Formulation of Workplace-specific Picture Dictionaries
 - Instructor visits to employees at their workstation

Contributions

English at Work

The Province of Manitoba works together with employers in a partnership to provide English language instruction at the workplace.

The English at Work program assists with:

- contributing to the workplace English instructor's wages
- Providing leadership to the workplace-specific program
- Assisting with the selection and training of a suitable instructor
- Providing support, consultation, and assisting the instructor with locating materials
- Monitoring the program and providing a final evaluation



Photo courtesy of Lode King Industries