

INTO THE WORLD OF WORK



A five-module holistic training that combines **language training, skills and knowledge building and community connection** to prepare newcomers and immigrants for **career exploration, building and advancement**.

Module 1: Job Readiness Skills

- Resume writing
- Cover letter writing
- Prepare for job interviews
- Develop an elevator pitch and networking

Module 2: Communication in the Workplace

- Participating in a meeting
- Email etiquette; report writing
- Other strategies for workplace communication and conversation management

Module 3: Canadian Workplace Culture

- Understand the essentials of Canadian workplace culture
- Succeed in your new workplace
- Conflict resolution in the workplace

Module 4: Your Rights in the Workplace

- Human rights and your rights and responsibilities in the workplace
- Workplace discrimination and harassment and how to deal with it
- Strategies for mental well-being

Module 5: Social Effectiveness Skills

- What is assertiveness?
- How to be assertive and develop social effectiveness skills
- Embark on a journey of self-discovery and being socially effective



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