



CONTACTS

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All of the above contacts can be directly contacted for more information. Our office is open Monday to Friday from 9 AM to 5 PM.



WORKPLACE LANGUAGE & CULTURE HUB

This program has been made possible through generous funding from RBC



Employees' professional development growth helps businesses to reach their goals, and retain valuable employees.

A recent study by the Chartered Institute of Personnel and Development found that 95% of hiring managers considered employee training as a key retention tool.

A free pilot program in Campbell River that aims to enhance the ability of newcomers to thrive in the Canadian workplace.



WHAT IS THIS PROGRAM ABOUT?

The Immigrant Welcome Centre is pleased to announce the opening of the **Workplace Language and Culture Hub**, a pilot program in Campbell River that aims to enhance the ability of newcomers to thrive in the Canadian workplace. This new and innovative program, which has been made possible through generous funding from RBC, aims to **help newcomers improve their workplace language skills and increase their awareness of workplace culture**. The program covers diverse topics such as communication skills, conflict resolution, safety awareness, and workplace culture. This program was developed in response to data derived from the Needs Assessment Survey conducted by IWC in 2020, where feedback from local businesses and other community partners identified **a need for workplace-oriented language and culture training**.



WHO IS THIS PROGRAM FOR?

The program is open to permanent residents and provincial nominees aged 17+. Priority will be given to youth aged 17 to 29 who have lived in Canada for two years or less. Employers are invited to refer their employees.

WHAT'S THE CURRICULUM?

The program will run three evenings per week for 2 hours per evening beginning September 2022, and ending June 2023. Location and dates are to be confirmed.

Students will learn about teamwork, punctuality, hierarchy, courtesy, ethics, confidentiality, written and unwritten rules of a workplace, employees rights and responsibilities, social media conducts, positive/appropriate behaviours, conflict resolution, negotiation, safety, communications, public speaking and presentations, small talk, leadership and initiative, accepting and providing constructive criticism, flexibility, business etiquette, clarifying communications.

Students will focus on workplace culture language training.

HOW CAN I ENROLL MY EMPLOYEES?

The program is free to eligible newcomers. Commitment is required with a minimum 75% attendance. **Employers are invited to refer their employees** to the program by providing a short letter of referral describing why their employee is a good candidate for the program and what they hope their employees will accomplish in the program.

Simply answer the following questions:

- Why is your employee a good candidate?
- Is your employee committed to attend the program?
- What skills do you hope they gain from this course?
- How are you going to help your employee during the program?

Please email the letter to info@immigrantwelcome.ca, along with your contact information and your employee's contact information. Candidates will be interviewed to evaluate their eligibility.

