

New to Canada?

Experienced in business?

Workplace Communication Skills for Business

A new work-oriented language course offered for **FREE** to newcomers

This practical and innovative course will help you:

- Understand business workplaces in Ontario
- Clearly and effectively interact with customers, suppliers, financial officers and governmental officials
- Develop strong interviewing, networking and career-building communication skills

Learn how to communicate well in the workplace through:

- Role-playing exercises
- Dialogue practice sessions
- Simulations of common on-the-job experiences

This course is for you if:

- You have training or experience in:
 - **running your own business**,
 - **accounting**, or
 - **hospitality**
- Your English is at an **intermediate level** (Canadian Language Benchmarks 6 to 8)
- You are a **permanent resident** or **protected person**

Workplace Communication Skills for Business is offered at:

Centennial College: Sep. 15, 2009 – Mar. 26, 2010

Humber College: Sep. 8, 2009 – Apr. 24, 2010

George Brown College: Oct. 5, 2009 – Mar. 26, 2010

Seneca College: Sep. 8, 2009 – Dec. 18, 2010

Sheridan College: Oct. 27, 2009 – Feb. 27, 2010

To learn more, contact: oslt_at_college@yahoo.ca

416-415-5000 ext. 8003

GBC_17JL09



CENTENNIAL
COLLEGE
L'ANNÉE EN
FRANÇAIS

Seneca



Sheridan

OSLT Occupation-specific
Language Training

FLAP Formation linguistique
axée sur les professions

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