

**Access English Centre
Immigrant Centre Manitoba
Employment Part 1 – In the Workplace
Beginner Level**

90 minutes

Objective/Goal:

: This is a fun interactive activity for the participants to get to know more about Canadian workplace culture and help familiarize themselves with Canadian workplace culture.

Materials:

Participants need: a worksheet of new words and pictures and scenario cards.

Facilitator needs:

- magnetic whiteboard
- whiteboard markers

Procedure: *Warm-up* 15 min
Work-out 60 min
Cool-down 15 min

1. Warm- up Activity - group activity - review or teach the new words (See Worksheet 1)

Ask the group to repeat with you a few times before you ask the participants to ask and answer the following questions.

- A. What do you do when you are late for work?
- B. What do you do when you don't understand?
- C. What do you do when you don't know how to do the work?
- D. What do you do when you are sick?

Write the answers on the white board. Ask the students to repeat with you.

- 1. I **phone** my supervisor.
- 2. I **ask for** clarification.
- 3. I **ask for** help.
- 4. I **report** to my supervisor.

Pair work: Pair the participants and ask them to work with their partner to practice the questions and answers on the whiteboard. For example, Participant A asks Participant B "What do you do when you are late for work? Participant B will answer "I phone my supervisor when I am late."

**Access English Centre
Immigrant Centre Manitoba
Employment Part 1 – In the Workplace
Beginner Level**

90 minutes

2. Work-out Activity : Tell the group that they will be working on a worksheet to make some sentences by using the words or phrases.

First, lead the whole group to read out loud the following new words several times, and make sure the participants know how to say the words.

Second, ask the participants to highlight the words or the pictures you read to them to reinforce their learning.

Lastly, encourage them to use the words in their own sentences such as "I have a very good supervisor. My co-worker always helps me."

Tell the group that they are going to share their understanding of the differences between their culture and Canadian culture at work.

Group activity 1: Ask the group to take turns to name **two things** at work that they found **are different from their home country**.

For example, "In my country, it is OK to be 15 minutes late." "In Canada, people work together as a team." "In Canada, I report to the manager." "In Canada, people have two coffee breaks."

Group Activity 2: Workplace Culture - group participants into 3s or 4s to work on **Worksheet 2**. Ask the participants to ask and answer the questions.

Cool-down Activity: Gather the whole group together and randomly pick a few participants to share their findings based on worksheet 2 that they worked on with their partners.

Access English Centre
Immigrant Centre Manitoba
Employment Part 1 – In the Workplace
Beginner Level

90 minutes

Worksheet 1: New words:

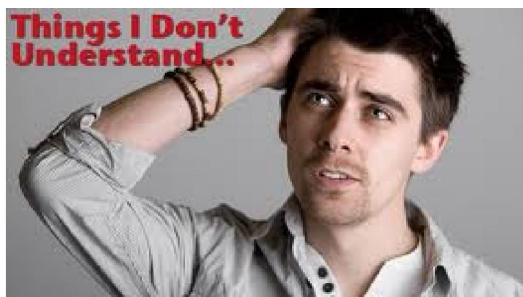
Supervisor



Co-workers



Confused




Go to work on time.



**Access English Centre
Immigrant Centre Manitoba
Employment Part 1 – In the Workplace
Beginner Level**

90 minutes

<p style="text-align: center;">Workplace safety</p>	
<p style="text-align: center;">Ask for help</p>	<p style="text-align: center;">Asking for Clarification</p> <ul style="list-style-type: none"> • So, are you saying that...? • Do you mean...? • I'm sorry, I'm not sure if I understand what you mean. • What does that mean exactly? • Sorry, but I lost you when you said... • Could you repeat that, please?
<p style="text-align: center;">Work as a team</p>	
<p style="text-align: center;">Report to the manager</p>	

Access English Centre
Immigrant Centre Manitoba
Employment Part 1 – In the Workplace
Beginner Level

90 minutes

Worksheet 2 "Describe the Pictures and Answer the Questions"

<p>What do you do when you don't understand?</p> <p>I say</p> <p>"Sorry, I don't understand."</p>	
<p>What do you do at work?</p> <p>We work as a team.</p>	
<p>"Do you think this is right?"</p> <p>"No, I don't think so."</p> <p>This is rude.</p>	
<p>Do you understand the workplace safety signs?</p> <p>"Yes. I do."</p>	

Access English Centre
Immigrant Centre Manitoba
Employment Part 1 – In the Workplace
Beginner Level

90 minutes

<p>What do you say to your supervisor when you make a mistake?</p> <p>"I am sorry. I made a mistake."</p>	
<p>What do you do when someone bullies you?</p> <p>I talk to my manager.</p>	
<p>Do you think this is right?</p> <p>No. I don't think so. Don't talk behind someone's back.</p>	
<p>What do you say to your supervisor when you are late at work?</p> <p>"I am sorry I am late."</p>	