

**Access English Centre**  
**Immigrant Centre Manitoba**  
***PRE-EMPLOYMENT: "Getting Ready for Work"***  
***"Workplace Entry Program" Warm-up Activity***  
**15-20 minutes**  
**Intermediate/Advanced Level**

**Facilitator Note:** This warm-up activity gives an opportunity for participants to scan and find information to answer wh- questions.

**Warm-up:**

**Materials:** Participants need: "Workplace Entry Program" flyer and information(1 each per group)  
 "Workplace Entry Program" question sheets  
 Optional: paper and pens  
 Facilitator needs: Whiteboard and whiteboard markers  
 "Workplace Entry Program" answers

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| 5 min.     | <p><b><u>Procedure:</u></b></p> <p><b>Before you Begin:</b></p> <ol style="list-style-type: none"> <li>1. Write "Workplace Entry Program" on the whiteboard.</li> <li>2. Instruct the participants that they will be working in pairs.</li> <li>3. Each pair will be given a question sheet, the <a href="#">Workplace Entry Program</a> flyer, and information sheet.</li> <li>4. Each pair will first look at the <a href="#">Workplace Entry Program</a> flyer and answer the questions.</li> <li>5. The participants will take turns asking each other questions.</li> <li>6. Afterwards, look at the detailed information sheet.</li> <li>7. Next, as a whole group (whole class), the facilitator will pose questions to the participants. The participants will share their responses.</li> </ol> |
| 10-15 min. | <p>For the advanced level, ask the participants to create 10 questions of their own concerning the Workplace Entry Program information.</p>  |

## Workplace Entry Program Question Sheet

1. What is the name of the program?
2. Who is the *Workplace Entry Program* for?
3. How old must you be in order to attend the *Workplace Entry Program*?
4. What are the first class dates?
5. Where does the *Workplace Entry Program* take place?
6. What are benchmark levels of the *Workplace Entry Program* students?
7. How many weeks will the *Workplace Entry Program* run?
8. What are the 3 things you will learn at the *Workplace Entry Program*?
9. How many hours per week is this program?
10. Who funds the *Workplace Entry Program*?
11. How many class sessions are there in the *Workplace Entry Program*?
12. What are the class dates of the *Workplace Entry Program*?
13. What does CLL mean?
14. Who will work with young immigrants who have lower than benchmark 3?
15. Who do you contact to find out information about the *Workplace Entry Program*?

## Workplace Entry Program Question Sheet

QUESTIONS:	ANSWERS:
1. What is the name of the program?	<b><i>Workplace Entry Program</i></b>
2. Who is the <b><i>Workplace Entry Program</i></b> for?	<b>young immigrants</b>
3. How old must you be in order to attend the <b><i>Workplace Entry Program</i></b> ?	<b>18-30 years old</b>
4. What is the first class date?	<b>April 15-May 25, 2011</b>
5. Where does the <b><i>Workplace Entry Program</i></b> take place?	<b>Immigrant Centre</b>
6. What are benchmark levels of the <b><i>Workplace Entry Program</i></b> students?	<b>Benchmarks 3 or 4</b>
7. How many weeks will the <b><i>Workplace Entry Program</i></b> run?	<b>5 weeks</b>
8. What are the 3 things you will learn at the <b><i>Workplace Entry Program</i></b> ?	<b>1) How people work in Canada</b> <b>2) How to look for a job and keep a job</b> <b>3) How to prepare for an interview</b>

9. How many hours per week is this program?	<b>30 Hours</b>
10. Who funds the <i>Workplace Entry Program</i> ?	<b>Human Resources and Skills Development Canada</b>
11. How many class sessions are there of the <i>Workplace Entry Program</i> ?	<b>5</b>
12. What are the class dates of the <i>Workplace Entry Program</i> ?	<b>1) April 15-May 25, 2011</b> <b>2) June 9-July 14, 2011</b> <b>3) July 29 -Sept. 2, 2011</b> <b>4) Sept. 20-Oct. 25, 2011</b> <b>5) Nov. 9-Dec. 14, 2011</b>
13. What does CLL mean?	<b>Computer Lending Library</b>
14. Who will work with young immigrants who have lower than benchmark 3?	<b>Immigrant Centre Employment Team</b>
15. Who do you contact to find out information about the <i>Workplace Entry Program</i> ?	<b>Margaret</b>

Are you looking for work?

Is your Benchmark 3 or 4?

Are you 18-30 years old?

Are you a permanent resident?

***Paid Training – 30 Classroom hours per week for five weeks***

***\*Plus Free Computer Training (Ask Margaret for details.)***

***“Immigrant Centre Workplace Entry Program”***

**Newcomers** (Immigrants) to Canada will learn about:

- ü How people work in Canada**
- ü How to look for a job and keep a job**
- ü How to prepare for an interview**
- ü How to work safely**
- ü How to solve a problem at work**
- ü How to use a computer**

Class start dates:

April 15 – May 25, 2011

June 9 – July 14, 2011

July 29 – September 2, 2011

September 20 – October 25, 2011

November 9 – December 14, 2011

**Contact:**

**Margaret**

**943-9969 Ext. 247**

100 Adelaide Street

Winnipeg, Manitoba



**ImmigrantCentre**

This program is funded by Human Resources and Skills Development Canada.

## Workplace Entry Program

### Eligibility Criteria:

1. Between 18 and 30 years of age (inclusive)
2. Canadian Language Benchmarks:
  - minimum Level 3 (Listening and Speaking)
  - minimum Level 3 or 4 (Reading and Writing)
3. Unemployed immigrants who are seeking entry level positions that might involve:
  - standing during the work day
  - working shifts (days, evenings or nights)
  - physical labour
  - cold work conditions
4. **Candidates must be prepared to get a job**
5. Permanent Residents Only

Qualified youth participants will be eligible for a 30 hour per week training allowance.

### Class Dates:

April 15 - May 25, 2011  
June 9 - July 14, 2011  
July 29 - September 2, 2011  
September 20- October 25, 2011  
November 9- December 14, 2011

Class Length: 5 weeks, Monday to Friday from 9 AM to 4PM

### Program Description:

This program will provide participants with limited English language and work experience with the understanding of employer's expectations and the workplace culture in Canada. It is designed to fully address the following topics:

- Health and safety awareness
- Ability to find and maintain a job
- Interview skills
- Computer Skills (Computer Lending Library-CLL)
- Workplace communication skills

A screening interview is required prior to the start date shown above. Only those who are accepted will be invited to an orientation session.

Note: The Immigrant Centre Employment Team will also work with youth candidates who do not meet the class' eligibility criteria but still need jobs. In this case, individuals can have English Language Benchmarks lower than three (3).



Immigrant Centre

**For more information: please call 943-9969 Ext.247 or please come to the Immigrant Centre in person to 100 Adelaide Street, Winnipeg, Manitoba**