

Enhanced Language Training (ELT)

Cours de langue de niveau avancé (CLNA)

Increase Your Opportunities for Employment!

Enhanced Language Training is a 14-week labour market access program which includes an 8-week in-class training portion and the opportunity to obtain a 6-week work placement.

Clients receive instruction in business English, Canadian workplace culture, and 40 hours of sector specific information and employability skills. Job development support is provided to obtain employment.

Classes are available in the following sectors:

Accounting



Customer Service & Administration

Engineering



Financial Services

Information Technology



Sales & Marketing

Eligibility:

- ✓ You are a Permanent Resident or Convention Refugee
- ✓ You have CLB level 6 or higher
- ✓ You already have experience, education or training in the program sector
- ✓ You are committed to a full-time 14-week program to find employment

Documents for registration:

- ✓ PR card / landing record / Convention Refugee document
- ✓ Language assessment document
- ✓ Resume
- ✓ **Pre-screening for suitability is required**

Classes are offered at 5 convenient locations in Toronto

1470 Don Mills Road | 540 Jones Avenue | 1457 McCowan Road | 74 Victoria Street | 6464 Yonge Street

In-Class Training Hours: Monday to Friday, 9:00 am to 2:30 pm

Work Placement Schedule: To be determined by the employer

To register, please contact the ELT administrative office:

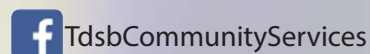
515 Consumers Road, Suite 103, Toronto, ON M2J 4Z2

(416) 395-8270 | (416) 395-3669

Office Hours: Monday to Friday, 8:30 AM to 4:30 PM



www.elt4employment.ca
elt4employment@tdsb.on.ca



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Administré par :



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Immigration, Refugees
and Citizenship Canada

Immigration, Réfugiés
et Citoyenneté Canada

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Highlights of the in-class portion of the program:

Accounting:

- Workplace communication skills
- Resume and job interview preparation; practice interviews
- Accounting terminology
- Labour market information
- Information on working in the accounting industry
- Information on designations (CGA, CMA, CPA, CA)
- Introduction to QuickBooks and Simply Accounting

Customer Service and Administration

- Workplace communication skills
- Resume and job interview preparation; practice interviews
- Customer service skills
- Administration workflow
- Computer training (Advanced MS Word and Excel)

Engineering:

- Workplace communication skills
- Resume and job interview preparation; practice interviews
- Information on working in the engineering industry
- Professional work portfolio
- Presentations by PEO and OACETT; information on obtaining license to practice in Canada

Financial Services:

- Workplace communication skills
- Resume and job interview preparation; practice interviews
- Introduction to the Canadian banking system
- Understanding commercial banking, investment banking and related terminology
- Designations required for the financial services industry

Information Technology:

- Workplace communication skills
- Resume and job interview preparation; practice interviews
- Current trends in the IT industry
- How to get jobs in the IT industry
- Information on certifications for IT professionals; upgrading options

Sales and Marketing:

- Workplace communication skills
- Resume and job interview preparation; practice interviews
- Information on working in the sales and marketing industry
- Terminology used in sales and marketing
- Effective networking and building a professional brand
- Polishing presentation skills
- Upgrading social media profile and social media presence

All registrations are completed at the ELT administrative office:

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