

# 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



Engineering



Health & Wellness



Logistics



Customer Service & Administration



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:


6464 Yonge St, 2<sup>nd</sup> Floor, Toronto ON M2M 3X4 (Centerpoint Mall at Yonge & Steeles)

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

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



[www.elt4employment.ca](http://www.elt4employment.ca)  
[elt4employment@tdsb.on.ca](mailto:elt4employment@tdsb.on.ca)

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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

#### Health and Wellness:

- Workplace communication skills
- Resume & job interview preparation; practice interviews
- Researching employment opportunities in the health & wellness industry
- Information on current trends in the industry
- Useful skills required for a successful career in health & wellness
- Information on designations for professionals
- Terminologies used in health & wellness

#### Information Technology:

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

#### Logistics:

- Workplace communication skills
- Resume & job interview preparation; practice interviews
- Researching employment opportunities in the industry
- Information on current trends in the logistics and supply chain industry
- Information on certification for logistics and supply chain professionals

#### 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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