

WORKPLACE TRAINING

This section contains information about organizations that arrange for training that is provided on the job site. This training is employer-delivered, work-site training for unemployed individuals who are having difficulty entering the workforce due to a lack of skills. They may also provide work exposure opportunities at a worksite for individuals with limited or no work experience. Individuals may receive a training allowance while attending these programs.

Alberta Job Corps (AJC)

3805 - 29 St. NE, Calgary, AB T1Y 6B5

<http://www.employment.alberta.ca/CES/3157.html>

Referral status and scheduling Intake interviews:
Contact: Donna Corbett
Ph: 403-297-7300

This is an employment initiative of Alberta Works for both full-time and part-time employment. Individuals who are having difficulty finding or maintaining employment are provided an opportunity to work and earn a wage while broadening their job skills. Participants are usually offered up to 26 weeks of employment services geared specifically toward labour market trends, the needs of local business and participant skill levels.

Referrals for temporary employment with Job Corps:

Contact	Ph:
Grant Kaun	403-476-4622
Beth Tillotson	403-297-7685

For direct job placement in all areas of private sector employment through Employer Partnerships:

Contact	Ph:
Ann Dudley	403-297-7688
Dominick O'Donnell	403-297-7672
Elizabeth Wolff	403-297-7684

Continuous Intake

Mature Workers (50+) – Pilot Project

Contact: Donna Corbett
Ph: 403-297-7300 to express interest. Donna will then complete the application form and ask the applicant to submit a résumé.
Ongoing referrals accepted.

Services may include paid work experience, employment counselling, life management skills, essential skills and occupational training in a variety of areas including computer skills, basic carpentry and painting. There is opportunity for certification in CPR, First Aid, Bobcat and Forklift. Job placement assistance and follow up support is provided.

To enhance labour market prospects and support older workers to adjust to the labour market. These mature workers may have been displaced from previously familiar employment or displaying patterns of continued intermittent unemployment. Applicants may have varying levels of literacy, training and formal education which may be a factor determining their success in long term employment outcomes.

Client profile:

- 50+ years of age men/women up to 64 years. (Some exceptions beyond 64 years may be made, depending on strength of skill sets)
- Are receiving Income Support or are close to being on income supports
- Minimum CLB levels of 5
- Pre-requisite for those with long standing addiction concerns would minimally be a certificate from the successful completion of a four week addictions treatment program within last six months
- Limited mental health concerns
- Moderate physical abilities or better
- Legally entitled to work in Canada
- Resident of Alberta
- Unemployed
- Motivated to find employment

The following services and training will be provided:

- Employability assessment completed prior to commencement
- Essential Skills assessment and indication of literacy levels
- Condensed essential and life management skills and career transitioning
- Two-month in-house training including community work experience on projects
- Employment preparation and identifying realistic industry employment targets
- Relevant exposure courses if needed including- First Aid/ TDG/ Forklift/ WHMIS/ Budgeting/ Safety/ Power Tool Orientation/ Computer Training as required
- Job Club including work-search strategies and career development
- Feedback from project site to assess/evaluate and formally reporting Client progress in the area of occupational/employability skill development
- Employment assistance through Employer Partnership including one month paid work experience in private sector, while being provided intensive job maintenance and coaching supports
- Referral to appropriate resources if employment not a realistic option
- 90/180/360 day follow-up at completion of program

Compensation:

- Participants will receive \$9.40 per hour for approximately 12 weeks as well as 11.2% vacation and statutory holiday pay for their period of employment.
- Private sector employer may top up wage for last four weeks in work experience
- Positions will be full-time a maximum of 36.25 hours per week

Bow Valley College (BVC)

322 – 6 Ave. SE, Calgary, AB T2G 4S6

www.bowvalleycollege.ca/

Workplace Training Services (WTS)

Contact: Paul Schultz

Ph: 403-410-1497

WTS is a division of BVC's Continuing Education department that focuses on providing private and public sector organizations with the training expertise and experience BVC training professionals offer.

A variety of effective on-site training solutions are offered including:

- English in the Workplace
- Business Skills
- Health and Safety
- Computer Training

Training is offered at the workplace or in a more traditional classroom-based approach and is tailored to the operational needs of the organization.

Calgary Catholic Immigration Society (CCIS)

3rd Flr., 120 - 17 Ave. SW, Calgary, AB T2S 2T2

www.ccis-calgary.ab.ca

English in the Workplace

Contact: Gordana Radan,
Manager

Ph: 403-290-5769

Email: gradan@ccis-calgary.ab.ca

A number of on-site ESL courses are offered to provide the corporate community with language tools necessary to create effective working teams. The three main areas of ESL training are:

- **General English** - with a focus on communication and comprehension through listening and speaking
- **Business Communication** - with a focus on industry specific vocabulary, business writing and presentation, telephone and email etiquette, etc
- **Canadian Business Culture** - with a focus on becoming familiar with the Canadian workplace, cultural norms and employers expectations.

On-site ESL courses are all constructed to meet specific company and industry needs. Ongoing advisory services as well as a variety of workshops and training courses are also offered for employers and employees. The courses include:

- Workforce Recruitment and Placement
- Cultural Diversity Training for the Workplace
- Conflict Resolution
- Becoming Familiar with the Canadian Workplace

ESL4WORK

16 Bridlewood View SW, Calgary, AB T2Y 3X7

www.esl4work.com

Contact: Vinay Thanawala,
President/Lead Instructor

Ph: 403-690-7376

Fax: 403-271-6037

Email: vinay@esl4work.com

On-site English as a Second Language (ESL) instruction is provided to companies who have hired immigrant workers or professionals (e.g. engineers, geologists, assembly workers, technicians, etc.). Instruction is conducted prior to the commencement of the workday, at lunch or after work. Instruction is provided for every language proficiency level (i.e. survival English, beginner, intermediate, and advanced).

ESL instruction is also offered at the individual level. A summer ESL program is offered at the downtown public library for individuals who are at a CLB 5-8.

All lessons are based on the Canadian Language Benchmark (CLB) System (visit www.language.ca for more information) to attain the highest benchmark level in the four major skill areas: Reading, Writing, Listening, and Speaking. All instructors are accredited by ATESL (Alberta Teacher's of English as a Second Language) and TESL Canada.

Course Descriptions:

- Foundations of English at Work (Prerequisite)
- Talk to Me: Conversational English at work
- Pronunciation for Canadian English
- Business Writing
- Listen to This: Active Listening at work
- Technical English
- Presenting to Groups

Manpower Services

240, 734 – 7 Ave. SW, Calgary, AB

www.opportunititesknock.ca

Opportunities Knock

Contact:

- Heidi Brandley, Program Coordinator

Ph: 403-440-4442

Email:

heidi.brandley@manpower.com

- Brent Diebert, Regional Workforce Development Manager

Ph: 403-440-3604

Email:

brent.diebert@manpower.com

Mon–Fri 8:30 am – 4:30 pm

Ongoing Intake

Clients must be unemployed and may be from any diverse group of unemployed Clients including but not limited to the following: low skill level that may be suitable for entry-level jobs to those seeking professional or highly skilled positions where degrees and other credentials are required, immigrants, youth, older workers and aboriginal people. Client may also be low barrier job-ready Clients who are ready, willing and able to obtain and maintain employment or who may have to access Workplace Training services through supported job search services.

The program will support job ready unemployed Clients to enter the workforce as quickly as possible by increasing their job search, acquisition and job retention skills. Services will also connect job ready Clients with prospective employers who are able to provide them with employment as quickly as possible.

The service will also provide employer-delivered Workplace Training and work exposure opportunities to unemployed Clients who are having difficulty entering the workforce due to lack of skills, limited or no work experience.

The Client will be supported through individualized coaching, workshops and placement. Clients will have access to the resource centre which will have computers with Internet, telephones, printers and fax machines.

This is a continuous Intake contract and referrals can be made throughout the active service period. The Client can be either referred or can self refer.

Mount Royal University (MRU) – International Education, Languages Institute Customized Training

4825 Mount Royal Gate SW, Calgary, AB, T3E 6K6

http://www.mtroyal.ca/ProgramsCourses/FacultiesSchoolsCentres/InternationalEducationLanguagesInstitute/EnglishSecondLanguage/custom_training_private.htm

Contact: Leigh-Ann Duke,
Coordinator

Ph: 403-440-5102

Fax: 403-440-5155

Email: lduke@mtroyal.ca

On-campus or on-site customized English as a Second Language (ESL) instruction is provided to individuals, small groups or larger groups. All instructors are TESL Canada certified.

Courses are customized in content to meet individual or group needs at any or all levels and in any or all of the skill areas. Developed modules can also be delivered, such as Conversation and Canadian Culture or courses in Business English. Courses can be arranged to suit a Client's schedule (daytime, evenings or weekends).