

# Enhanced Language Training (ELT) for Careers in Office Management

*For professionals with international business office experience seeking employment in Canadian offices*



## CONTACT INFORMATION

*The Halton Multicultural Council  
1092 Speers Road – Oakville, ON – L6L 2X4*

## **Labour Market Access Program**

📞 905-842-2486 ext. 233

✉ labour.market@halton-multicultural.org

🌐 www.halton-multicultural.org

## **PROGRAM FEATURES:**

### ENHANCED LANGUAGE TRAINING

250 hours of specialized language training required for work in office environments

- 📖 *Business English*
- ✍ *Professional Writing*
- 💻 *Advanced Excel, EGroupware for Office Management functions*
- 🗣 *PowerPoint Presentations*
- 👂 *Advanced Listening Skills*

**\*\* Minimum language CLB 7-10 required \*\***

### JOB SEARCH WORKSHOP

*Ongoing job search support  
Computerized classroom environment*

### WORK PLACEMENT

*40+ hour Volunteer Work Placement within a business office environment that matches your skills and expertise*

***Evening & Saturday class schedule  
On-site Child Minding available***