

ONTARIO COLLEGES

The province of Ontario funds 24 colleges throughout Ontario that offer postsecondary education for a wide range of career-focused opportunities. In the Greater Toronto Area, these colleges include Centennial College, Collège Boreal, George Brown College, Humber College, Seneca College, and Sheridan College. Colleges provide a range of academic credentials that are recognized internationally and by Canadian employers including certificates, diplomas, and degrees.

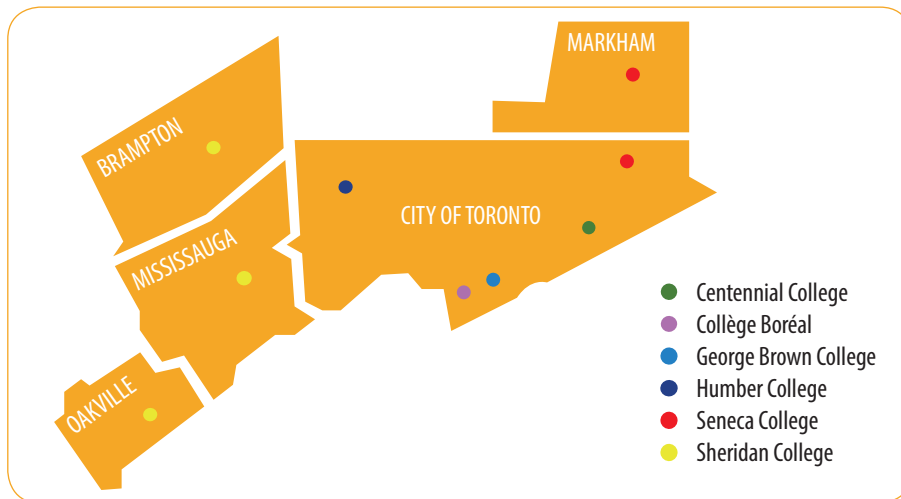
Contact

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OSLT courses are offered at colleges across the Greater Toronto Area



ARE YOU NEW TO CANADA?

Improve Your Workplace Communication Skills

Occupation-specific Language Training (OSLT)

Free for newcomers to Ontario

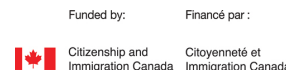
BUSINESS

HEALTH CARE

HUMAN SERVICES

TECHNOLOGY

SKILLED TRADES



OSLT Curriculum Overview

COURSE OUTCOMES

Participants will develop the language and communication skills needed to:

- Understand workplace culture in their occupation and sector
- Interact effectively with their colleagues, clients and supervisors
- Give and receive information by email and telephone
- Interview and network effectively
- Develop soft skills

ELIGIBILITY

Participants *must be* permanent residents or protected persons and have:

- Training or experience in a specified occupation or sector but need to improve their occupation-specific communication skills
- Language proficiency at Canadian Language Benchmark (CLB) levels 6 to 8 in at least one language skill area or Niveaux de compétence linguistique canadiens (NCLC) of 5/6 to 8 for courses taught in French

Depending on the sector, OSLT courses may include the following:

Unit Working in the Sector

1

Participants learn about the resources they can use to identify the general requirements, qualifications and processes for working in their field in Ontario. Participants gain insight into Canadian workplace culture and practice introducing themselves professionally.

Unit Gathering and Sharing Information

2

Participants practice asking questions clearly and appropriately to obtain information as well as develop skills needed to share and present information accurately.

Unit Communicating Using Technology

3

Participants practice using technology to communicate, including by telephone, email and other Internet-based communication media.

Unit Managing Interactions

4

Participants practice strategies for managing interactions including formal and informal interactions, strategies for negotiating workplace issues, managing situations that require assertiveness or conflict resolution.

Unit Moving Forward

5

Participants prepare for employment searches, including asking for references and researching networking opportunities. Participants also practice decoding job ads, presenting their accomplishments and practice their in-person and telephone interview skills.

“ The OSLT program helped my communication skills specific to my field of study by improving my listening and speaking skills (and my understanding of the Canadian workplace culture by learning and practicing typical workplace interactions in the classroom. ”

- Nozar Sarab, OSLT Accounting and Finance.