

# Working in Canada

## Course Description

*Working in Canada* provides critical information about working in Canada, including: workplace orientation, organizational culture, workplace protection, employment contracts, taxes, pay, written and unwritten workplace rules. Participants learn about the unique characteristics of the Canadian workplace and how to integrate effectively into their field of employment in Canada.

## Course Objective

To provide information for immigrants preparing for the workplace

## Method of Instruction

Self-directed study - Online



## Course Topics

- Employment Contracts
- Negotiating Contracts
- Workplace Orientation
- Written Rules
- Unwritten Rules
- Organizational Culture
- Workplace Protections
- Labour Laws throughout Canada
- Labour Standards
- Getting Paid
- Deductions
- Income Tax
- Canadian Employer Expectations
- Probationary Period
- Workplace Success

## Time Required

12-24 hours

## Technology Required

- Latest version of one of the following browsers is recommended:
  - Firefox
  - Safari
  - Google Chrome
  - Internet Explorer
- Email: Outlook Express / Outlook / browser based package, i.e. (Gmail, Hotmail, Yahoo)
- Operating System: Windows XP or higher, Mac OS X or higher
- Latest version of Java and Adobe Flash
- Headset or Speakers
- PDF reader (such as Adobe Reader)
- High speed internet access

## Participant Criteria

Recommended Language Level: Canadian Language Benchmarks (CLB) 6 or higher (Intermediate)  
General/Academic IELTS – 5.5+ in all skill areas

## Evaluation

Upon completion of the course, clients are asked to complete an online evaluation.