

**Enhanced Language Training for  
Internationally Trained Professionals  
January 1, 2018 – March 31, 2019**

Course	Day Classes 8-weeks Every day – Monday to Friday		Evening Classes 13-weeks Mon, Wed, & Thurs
	9 am – 12 pm	1 pm – 4 pm	5:30 pm – 9:30 pm
<b>Professional Writing and Oral Communication Skills - Part I</b> <ul style="list-style-type: none"> <li>Presenting yourself professionally</li> <li>Managing conversations, interpersonal (soft) skills</li> <li>Principles of written business communication: accuracy, profiling audience, sentence structure</li> <li>Emails, memos</li> </ul>	Apr 9 – Jun 1, 2018	Aug 27-Oct 19, 2018	Jan 8 – Apr 5, 2018 May 7 – Aug 2, 2018 Sep 10 – Dec 6, 2018 Jan 7 – Apr 4, 2019
<b>Professional Writing and Oral Communication Skills - Part II</b> <ul style="list-style-type: none"> <li>Team work, meeting protocols</li> <li>Persuasive presentations and writing</li> <li>Negotiation and leadership skills</li> <li>Report writing, business cases</li> </ul>	Oct 22 – Dec 15, 2018	n/a	May 7 – Aug 2, 2018 Jan 7- Apr 4, 2019
<b>Office Administration</b> <ul style="list-style-type: none"> <li>Administrative skills analysis</li> <li>Office procedures</li> <li>Teamwork and meetings</li> </ul>	Feb 4- Mar 29, 2019	Feb 5 – Mar 30, 2018 July 2 – Aug 24, 2018	Jan 8 – Apr 5, 2018 Sep 10 – Dec 6, 2018
<b>Entrepreneurs - Start your own business</b> <ul style="list-style-type: none"> <li>Business plan overview</li> <li>Market research and marketing</li> <li>Rules and regulations</li> <li>Financing and bookkeeping</li> </ul>	Jan 8 – Mar 2, 2018	Jan 14 – Mar 8, 2019	n/a

**Eligibility:**

- Permanent Residents, Approved Refugees, and Live-in Caregivers
- CLB level 6, 7, 8, 9 or 10 (completed)

**Free childcare:**

- Daytime classes only
- For children ages 19 months to 13 years

**What you get:**

- Certificate of Completion
- Official LINC / CLB Language Certificate

**How to register:**  
613-233-0453 ext. 300  
ws@ottawa-worldskills.org  
www. Ottawa-WorldSkills.org

Funded by:

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