



**CIWA**  
Calgary Immigrant Women's Association

# Do you need help to get a job?

Join Calgary Immigrant Women's Association  
Modular Employment Training Program

Learn workplace English.

Learn and improve skills and abilities in  
cleaning, housekeeping or kitchen help.

## How Does the Program Work?

- Classes start every Monday
- Classes are in the morning (9:15 am- 11:45 am) and afternoon (1:00pm- 3:30pm) you can take them all day
- We help make resumes
- We help you find a job

### More information:

- Free course
- Childcare is available
- Bus tickets available

### Address:

Calgary Immigrant Women's Association  
#200, 138 - 4th Avenue S.E

## Call for an appointment:

Hazel Gough | [hazalg@ciwa-online.com](mailto:hazalg@ciwa-online.com)  
403-263-4414 ext. 221

Nabila Ghaffar | [nabilag@ciwa-online.com](mailto:nabilag@ciwa-online.com)  
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## You will Learn

- Cleaning and kitchen help
- Customer service skills
- Scheduling, phone etiquette
- Hotel housekeeping
- Basic food safety, skills on weights and measures
- Health and safety standards
- WHMIS, working with chemicals, signs and symbols
- Employment standards
- Teamwork in Canada
- Basic computer skills
- Job search skills
- Interview skills

## Who can apply? Immigrant women who:

- Are Permanent Residents of Canada including refugees
- Are willing to work for at least 6 months
- Are at a Canadian Language Benchmark (CLB) 4 or lower
- Have no more than 12 years of schooling

Funded by:

Financé par :



Immigration, Refugees  
and Citizenship Canada

Immigration, Réfugiés  
et Citoyenneté Canada



## Modular Employment Training Program: Stream Overview

<u><b>CLEANING</b></u>	<u><b>HOTEL HOUSEKEEPING</b></u>	<u><b>KITCHEN HELP</b></u>
Interview Skills	Interview Skills	Interview Skills
Schedules and Phones	Schedules and Phones	Schedules and Phones
WHMIS Skills	WHMIS Skills	WHMIS Skills
Working with Others	Working with Others	Working with Others
Health and Safety	Health and Safety	Health and Safety
Workplace Expectations: Civic E included	Workplace Expectations: Civic E included	Workplace Expectations: Civic E included
Customer Service	Customer Service	Customer Service
_____	Room Attendant Skills	Kitchen Help Skills
<i>(Added Module Options)</i>	_____	Mini Food Safety 2.5hrs
Job Search Strategies	<i>(Added Module Options)</i>	Weights, Measures, Portions
Beginner Computer	Job Search Strategies	_____
	Beginner Computer	<i>(Added Module Options)</i>
		Food Production
		Job Search Strategies
		Beginner Computer

### CIWA FUNDERS

Immigration, Refugees and Citizenship • Canada (IRCC) • Status of Women Canada • Service Canada • New Horizons for Seniors Program • Alberta Community & Social Services • Alberta Labour • Alberta Advanced Education • Alberta Culture & Tourism • Alberta Gaming & Liquor Commission (AGLC) • Alberta Children's Services • City of Calgary (FCSS) • United Way of Calgary & Area • Calgary Foundation • Calgary Learns • Canadian Women's Foundation • Conoco Phillips Canada • RBC Foundation • Calgary Herald Christmas Fund • CIBC • EFW Radiology • Strategic Group