

# *Managing Workplace Expectations*

## **Learn about the Canadian workplace culture:**

- Understanding cultural differences in the workplace
- Effective employment communication skills
- Feedback and team work
- Workplace protocol for telephone and e-mail

## **Registration Requirements:**

- Must be a permanent resident or refugee
- Interested in learning about Canadian workplace
- Looking for a job

## **Schedule:**

Monday to Friday (full days for 4 days)

9:00 am – 4:30 pm

February 14 – February 17, 2012

Monday to Friday (half days for 2 weeks)

1:00 pm – 4:00 pm

February 21 – March 2, 2012

**Contact Lidia to register: 403-569-3329**



Centre for  
**Newcomers**

*Welcoming People from Around the World*

**Call or visit the Centre for other programs and services.**

Main office: 1010, 999 – 36 Street NE, Calgary, AB T2A 7X6

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