



URBAN
INTERNATIONAL SCHOOL

info@uihs.ca



WorkReady PROGRAM

**Workplace English +
Job Search Skills for Adults**

The WorkReady Program is designed for Working Holiday Visa holders, newcomers, international adults, and anyone looking to improve their workplace English and job search skills in Canada. Unlike traditional language schools that focus on general English, WorkReady provides practical, scenario-based workplace communication training based on real Canadian work environments.



WHAT YOU'LL LEARN

	MON - WED	TUR	FRI
3:00 PM – 4:00 PM	DAILY JOB SEARCH CORE Every day, students develop essential job search skills: Canadian-style Resume Writing Cover Letter Preparation LinkedIn Profile Development Interview Skills & Mock Interviews	REAL WORKPLACE OBSERVATION The chance to feel and confirm what you learn in class at a real workplace	DAILY JOB SEARCH CORE
4:00 PM – 6:00 PM	WORKPLACE ENGLISH TRAINING Learn English through realistic workplace scenarios commonly found in Toronto.(Module A& B)		WORKPLACE ENGLISH TRAINING

Module A

ADMINISTRATOR & RETAIL

WEEK 1

Receptionist & medical office

- Greeting customers
- Scheduling Appointments
- Workplace emails & documents



WEEK 2

Retail & customer service

- Customer interaction
- Following instructions
- Handling Complaints



Module B

ACCOMMODATION & FOOD/BEVERAGE

WEEK 1

Front Desk & guest service

- Reservation & scheduling
- Reporting workplace issues
- Professional communication



WEEK 2

Restaurant & food service

- Taking orders
- Workplace safety
- Team communication





READY FOR CANADA?



PROGRAM SCHEDULE

Monday – Friday | 3:00 PM – 6:00 PM



MINIMUM ENROLLMENT

2 Weeks | Starting every other Monday



PROGRAM FEES

Tuition Fee: \$800 CAD Biweekly | Registration Fee: \$200 CAD (One-Time)



CONTACT US!

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WHAT YOU'LL WALK AWAY WITH

- ✓ Completed Canadian-Style **Resume**
- ✓ Professional **Cover Letter**
- ✓ **LinkedIn Profile**
- ✓ **Interview** Practice & Feedback
- ✓ Real Workplace English Skills
- ✓ Greater Confidence in Canadian Workplaces

EXCLUSIVE CAREER SUPPORT

- ✓ Students who complete the full **4-week program** receive:
 - Job Search Support
 - Employer Introductions
 - Access to Professional Networks
 - Community Connections



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