

MORE INFORMATION

Contact your local English Language Partners' centre.

“The confidence we are seeing from our people is, to say the least, amazing, and very productive.”

– General Manager, FreshMax, Auckland



English Language Partners New Zealand

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English for Employees

Do you employ migrant staff?



HOW WE CAN HELP

A free, part-time, flexible programme for people who are working and want to improve their language, literacy and numeracy for the workplace.

Content is flexible and tailored to meet individual needs and learning goals. The main topics are:

- **Communication in the workplace**
- **Reading, writing and numeracy for work**
- **Workplace vocabulary (general and specialised)**
- **Expectations of the New Zealand workplace – rights and responsibilities**
- **Cultural issues in the workplace**

WHO CAN BENEFIT?

This programme is free to learners who have Residence or New Zealand Citizenship. There is no cost to employers for enrolling employees in the programme.

It may be possible to enrol some learners who have work permits, but there will be a cost for these learners.

HOW YOU CAN HELP

Watch your language

- Slow down your speech
- Face the listener
- Be aware of idioms/slang

Get training

- Refer staff to English Language Partners' programmes
- Talk to English Language Partners about a tailor-made solution
- Talk to other organisations that can help:
www.literacy.org.nz; worktalk.immigration.govt.nz

Develop your workplace

- Create policies to help raise language skills in the workplace
- Document and discuss cultural expectations at work
- Recognise talents, skills, connections and new ideas within your diverse workforce

