



10 STRATEGIES FOR ADAPTING TO CANADIAN WORKPLACE CULTURE

- 1. Know yourself.** We often don't recognize our own culture until we are exposed to something different. Notice what seems unusual in the workplace; rather than assuming others are doing things wrong, consider the possibility that the difference is due to culture.
- 2. Embrace diversity.** Canada is an unusually diverse country, so it can be challenging to identify Canadian workplace "norms"; they will be different according to who owns or runs the organization and the types of workers who are employed.
- 3. Ask questions.** Canadians are very open to questions and appreciate you asking rather than making assumptions. However, they also expect you to work independently. If you need to get something done, do the best you can with the information you have.
- 4. Pay attention to time.** Being "on time" at work means being ready to work by the time you are supposed to start (i.e., not just arriving at work, but actually at your desk or operating your equipment). It's typical to start work a little bit early and leave a little bit late, rather than cutting your day short. Ensure you come back from breaks and lunch on time, too.
- 5. Respect senior employees and supervisors, even though they seem casual.** It's not uncommon to call your boss by his or her first name in Canada, but it's typical to begin more formally (e.g., Mr., Ms., Dr.) with senior members of the team until invited to be less formal. Follow others' lead; usually your supervisors or managers will introduce themselves the way they'd like to be addressed (e.g., Hi. I'm Jonah.) Sometimes people are more casual within the workplace but more formal when speaking with customers or clients (e.g., to the patient, "Stephen, Dr. Smith will see you now" but to the doctor, "Jonah, Stephen is in Room 102.")
- 6. Practice the local language.** Even if it seems unnecessary to speak English at work or in your community, many more opportunities will be open to you as your language skills improve. Recognize the impact of accents and regional dialects. Even native English speakers have trouble understanding each other if they've learned the language in different countries or parts of Canada. Try not to be offended if people don't understand you. Speak slowly, ask for help, and, consider adopting the local accent and idioms so that you can be easily understood.
- 7. Learn organizational rules about relationships.** In some workplaces, it's considered inappropriate or even unethical to have personal friendships, especially romantic relationships, with clients, customers, or co-workers.
- 8. Rules are rules, even if they don't always make sense.** Canada is somewhat unique in that our occupations are regulated provincially rather than federally. This means that even if your certificates or degrees are recognized in one part of Canada, they may not be sufficient if you move to another province. This is true for Canadians as well as immigrants and international workers. You may need to take additional training or write specific exams if you want to move to another part of the country.
- 9. Discuss your career goals.** Canadian employers expect you to manage your own career. If you are interested in more challenging work, have a conversation with your supervisor. Be patient, as it may take some time to move ahead. However, employers appreciate you taking initiative, so if there's a project you could contribute to, don't hesitate sharing your ideas and letting your supervisor know what other skills you have to offer.
- 10. Help people understand your background and your reason for coming to Canada.** Perhaps you're in Canada to stay as an immigrant, or perhaps you're here as one step in your international/global career. Canadians may assume that your goal is to stay, and encourage you to take an entry level position as you get established. This may be a good idea if your goal is to work in a Canadian workplace and settle into life in Canada. However, if you're here as an international worker, your needs and goals may be different.



Coming FALL 2011

We hope you'll join us in our upcoming courses.

Click on the course names below for more information.

- **Free LearnOnline Orientation**

CMPP Courses:

- **Researching Workplace Trends**
- **Group Facilitation**
- **Career Development Theories**
- **Administering and Interpreting Assessments**
- **Helping Skills to Facilitate Career Development**
- **Ethics Essentials**
- **Outplacement**

e-Courses:

- **Managing Diversity at Work**
- **e-Coaching**
- **Proposal Writing**
- **Start a Private Practice**

Certificate Courses:

- **Fundamentals of Psychometrics**
- **Foundations for Practice in EVG**
- **Job Developer**
- **Personality Dimensions**
- **Let's CHAT!**
- **Case Manager**
- **Job Club Coach**
- **Psychometric Assessments: Selection, Administration and Interpretation of "B" Level Tools**

View our full course schedule; [click here](#)

THANK YOU to all our students who participated in our LearnOnline course review survey. We appreciate your time and input into helping us develop and improve our courses.

DID YOU KNOW?

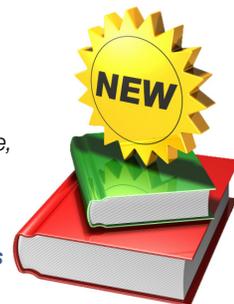


Career Engagement requires new challenges and also continuously building capacity? Read more at: <http://ccpacdchapter.blogspot.com/2011/05/career-engagement-new-model.html>. What new challenges are you considering for Fall? Sign up now for specialized courses that will build your capacity!

Even the smartest employees need emotional and social intelligence in order to succeed in the workplace? Read more in Cynthia Kivland's new book: *Smart2Smarter: How Emotional and Social Connections Bring Humanity into the Workplace*.

NEW RESOURCES

Student Tip Sheets. We have added new tip sheets to our [Reconnect online course site](#); check out these tip sheets under *e-Coaching, Immigrant Experience, and Understanding Diverse Clients*.



Look Before You Leap: Self-Employment Survival Strategies is now available in print. To order your copy please go to our [online store](#).

New Tip Sheets. Click on the name to view the full tip sheet.

- [Acquiring Skills to Grow Your Career](#)
- [Projects That Never End](#)

STUDENT OF THE MONTH



Michele was recommended because she proved to be an exceptional student who made substantial contributions to the learning community and showed a constant willingness to help fellow students. Further Michele did an incredible job on her applied project which far exceeded expectations. Michele has recently completed her Career Transition Specialist certificate within the CMP program. Michele wrote, "I have worked with recruitment for the past 18 years and have always had a strong desire to help people connect to the roles that they will find rewarding. About a year and a half ago I changed jobs and during this transition I found Life Strategies and the CMP Program as well as started the CCDP process. I found the CMP courses to be challenging and they provided me with a wealth of knowledge about career development. The program opened many doors for me as well as pushed my learning desire into overdrive. While working full time I attended Life Strategies at a nearly full time pace over the year but I loved it and met many amazing peers. I look forward to completing another certificate this fall as well as a GCDF. I now work for Sodexo as the Senior Recruiter for Western Canada. In this role I am able to work with both internal and external candidates finding great roles for them. I also work with our own internal outplaced or transitioning workers. As well I have taken volunteer roles in my community both with the North Shore Women's Centre and the North Shore Neighbourhood House assisting clients in their job searches. I have not stopped there, I also started my own Career Coaching business in the midst of my learning process and work schedule. You can find me on LinkedIn; I would welcome a connection!

I cannot express enough gratitude to the team of instructors and support from Cassie as well as Cheryl for this incredible year of support and life changing learning. Thank you!!!"

CONGRATULATIONS

The following students have successfully completed their certificates within the Career Management Professional Program.

- Katherine Britton has successfully completed her **Employment Facilitation / Work Search Specialist** certificate
- Anke Braatz has successfully completed her **Career Transition Specialist** certificate

The following students recently completed their **Personality Dimensions Facilitator** certificate:

Carmel Hambrook	Diana Hall	Elena Paraskeva	Jennifer Seper
Leeanne Davis	Liz Kellough	Lorraine Gabriel	Lorri Sauve
Miranda Vande Kuyt	Nazmiye Gurbuz	Nicole Giesbrecht	Tim Power

The following students recently completed their **e-Coaching** certificate:

Beatrice Thompson	Brenda Tupper	Brian Hunjan	Cynthia Woodward
Jahna Pulford	Lisa Schafer	Maryanne Mooney	Naomi Corlett
Sue White	Tammy Potratz		



604.856.2386
info@lifestrategies.ca
www.lifestrategies.ca