

*Global Talent Untapped*® series, provides relevant tools and resources for employers who recruit, hire, train and sustain a global workforce.

Resource	Member Price	Non Member Price	Quantity	Total
<i>English In the Workplace Lesson Plans</i>	\$ 150.00	\$ 187.50		
<i>Temporary Foreign Worker Interview Package</i>	\$ 50.00	\$ 62.50		
<i>Photo Dictionary for Food Processing Facilities</i>	\$ 50.00	\$ 62.50		
<i>Clear Language Guide</i>	\$ 50.00	\$ 62.50		
<i>ESL Resource Inventory</i>	\$ 50.00	\$ 62.50		
<b>All five resources</b>	<b>\$ 295.00</b>	<b>\$ 375.00</b>		

GST not included: All prices + GST

Company \_\_\_\_\_

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	<b>Cheque</b> enclosed (made payable to: Alberta Food Processors Assoc.)	
	<b>Visa OR Mastercard:</b> Exp: _____ Name on Card: _____ Signature: _____	
	<b>Invoice me:</b> (AFPA members only)	

**SEND COMPLETED ORDER FORM TO:**



(403) 201-2513



AFPA

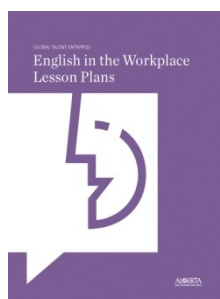
#100W, 4760 – 72 Avenue SE  
Calgary, AB T2C 3Z2



[info@afpa.com](mailto:info@afpa.com)

See reverse for a detailed description of each resource

Alberta Food Processors Association is proud to be launching the *Global Talent Untapped*® series, providing tools and resources for employers who recruit, hire, train and sustain a global workforce.



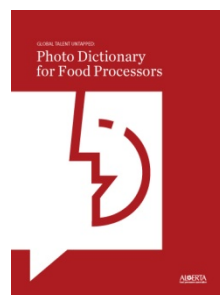
## English in the Workplace Lesson Plans<sup>®</sup>

This resource presents 40 English in the Workplace Lesson Plans specifically designed for teaching English as a Second Language in food processing facilities. The lesson plans were developed by instructors with expertise in the Canadian Language Benchmarks and follow sound principles of effective instruction and adult learning principles. Teacher and student activities are designed to teach form and function in an engaging and interactive manner through games, puzzles, role plays and suggestions for further practice. Topics are organized within 7 sections including: *Orientation to the Job; Working with Equipment and Tools; Working with Food and Workplace Safety.* Lesson topics include *HACCP; GMPs, Reporting Problems; Making Small Talk and Safe Work Practices.* Coil bound booklet - approximately 350 pages.



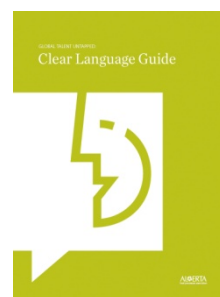
## Temporary Foreign Worker Interview Package<sup>®</sup>

The *Temporary Foreign Worker Interview Package* is for recruiters from food processing facilities who interview candidates seeking to come to Canada as production workers under the Temporary Foreign Worker program. The oral interview, reading and writing tasks are designed to help recruiters estimate if the candidate has a Canadian Language Benchmark level of approximately 3 in speaking, listening and reading and approximately CLB 2 in writing. The interview tasks are accompanied by Guidelines for Use to assist recruiters to use the package effectively. Coil bound booklet; CD with reproducible masters and transcribed audiotapes of ESL speakers at CLB 2 and 3.



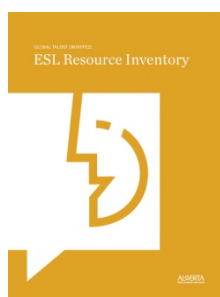
## Photo Dictionary<sup>®</sup>

This *Photo Dictionary* provides tools and resources for employers in the industry who hire workers with limited English language proficiency. The *Photo Dictionary* features more than 150 high resolution colour photographs taken in food processing plants in categories that include: *Tools & Equipment; PPE; Places at Work; Food Preparation; Containers and Packaging.* Readers can browse by category or look up individual items using the alphabetical index. A pronunciation guide and phonetic transcription of each term provides additional assistance to employees and trainers. Coil bound booklet - approximately 73 pages.



## Clear Language Guide<sup>®</sup>

The *Clear Language Guide* is a practical, easy-to-use guide tailored for employers and employees in food processing facilities. Using examples drawn from real workplaces, the guide outlines, describes and illustrates the steps that will make any and all workplace communication clearly stated and easily understood. Examples in the guide are drawn from memos, letters, manuals, standard operating procedures and GMPs. Tailored worksheets, checklists, strategies and examples will help anyone who writes for workers in food processing plants to achieve CLEAR communication in five key steps: Step 1: **Clarify** the message; Step 2: **Learn** about your readers; Step 3: **Expand** your idea; Step 4: **Apply** the principles; Step 5: **Review** your work. Coil bound booklet - approximately 40 pages.



## ESL Resource Inventory<sup>®</sup>

The *ESL Resource Inventory* presents over 130 resources well-suited for teaching English in the Workplace in food processing contexts. Current, affordable and accessible resources are featured, including print, online, video and DVD materials. Preference was given to resources that are Canadian and referenced to the Canadian Language Benchmarks. Table formatting with icons for key features and current cost/contact information allows you to easily search, compare, evaluate and access the resources you need. Coil bound booklet - approximately 70 pages.