



Supporting Second Language Learning in Our Teams

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Learning, Official Languages and Community Development Services
Human Resources Division
Treasury Board of Canada Secretariat

Objectives



Provide an overview of second language learning tools and language training at TBS – How to use them effectively.

Review the processes for accessing training and requesting second language testing.

Learn about best practices to support second language learning and promote bilingualism within our teams.

12 week Full-time training

2 week Preparatory workshop

Maintenance Classes

Teacher-led training

Self-directed learning

Toolbox

Personal space

Workplace

LRDG

Mauril

CSPS self-paced online courses

PSC self-assessment tests

Read news or personal interest

Watch TV or movies

Listen to music or a podcast

Chat with a friend

Work in your second language

Second language hour

Language twinning program

Learner's Journey: towards Level B Oral

About 27 weeks

About 12 weeks

Complete modules 1-12 in LRDG to develop your reading and writing skills

LRDG

CSPS self-paced online course

Second language evaluation

Take an SLE to get your Level B SLE results for reading and writing

PSC self-assessment tests

Sign up for the full-time 12-week training program to develop your oral skills

Full-time language training

12 week Full-time training

Second language evaluation

Take an SLE to get your Level B SLE results for oral fluency

2 week Preparatory workshop

CSPS Self-paced preparatory courses

Sign up for a learning retention workshop to maintain your newly acquired second language skills

Maintenance classes

Language twinning program

Mauril app and work in your second language

Continue to develop your language skills in your personal space

Learner's Journey: towards Level C Oral

About 9 weeks

Complete modules 13-15 in LRDG to develop your reading and writing skills

LRDG

CSPS self-paced online course

Take an SLE to get your SLE level C results for reading and writing

Second language evaluation

PSC self-assessment tests

About 12 weeks

Sign up for the full-time 12-week training program to develop your oral skills

Full-time language training

12 week Full-time training

Take an SLE to get your SLE level C results for oral fluency

Second language evaluation

2 week Preparatory workshop

CSPS Self-paced preparatory course

Sign up for a learning retention workshop to maintain your newly acquired second language skills

Maintenance Classes

Language twinning program

Mauril app and work in your second language

Continue to develop your language skills in your personal space

SECOND LANGUAGE EVALUATIONS (SLEs)

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Reading comprehension and written expression skills

Unsupervised online test

Online

- ✓ A, B, C results
- ✓ Valid for five years, transferable to other positions in all organizations
- ✓ Updates SLE results with PSC

Oral language skills

- ✓ A, B, C, E results
- ✓ Valid for five years, transferable to other positions in all organizations
- ✓ Updates SLE results with PSC

PSC oral language assessment

Online

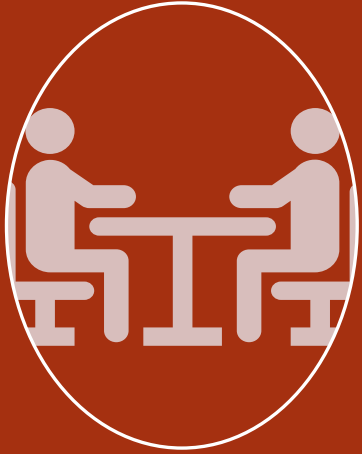
Employees appointed under temporary measure 2 (extension of validity period of expired SLE results) between **March 16, 2020**, and **March 31, 2022**, must **confirm their SLE results** within **24 months of appointment**.

For your staffing needs, please contact your [HR staffing advisor](#).

If you have any other questions or would like to schedule an SLE, please contact [the Language Services team](#).



Willingness



Manager's involvement



Training plan
(Template)



Daily interaction



Embracing the culture



Time



Winning conditions

As a manager, how can I help my employees with their learning?

Prioritize and plan ahead.

Set a common goal.

Create a learning plan (add it to PSPM).

Plan for the time needed – be realistic.

Provide opportunities to practice in the workplace.

Take an interest in the employee's training.

A few good practices to overcome language insecurity

- Actively use English and French.
- Share the personal challenges and experiences you have had while learning your second official language.
- Encourage employees to practice using their second official language at work.
- Encourage employees to use the non-predominant language at work, whether in the office or teleworking, in meetings or in informal situations, such as discussions with colleagues.
- Encourage employees to submit documents and write emails and messages in the language least used at work.

- Inform staff that many employees may want to use their non-predominant language at work.
- Encourage second language learners to ask colleagues to help them practice.
- Encourage employees to avoid switching to the first official language of second language learners who are trying to practice.
- Discourage the practice of frequently overcorrecting or commenting on a second language learner's imperfect English or French.

Questions

Don't know where to start or have questions?

Registration

Want to sign up for a course?

Comments

Want to help us improve our language training program?



Contact us

or

Visit our InfoSite
page