

Language for Business

Series 1

Presented by

Centre for Internationally Educated Professionals in Business

www.pdi-cma.com/IEP

Due to popular demand, CMA Ontario's new Centre for Internationally Educated Professionals in Business is excited to offer its first series of language workshops again. The workshops are specifically designed for accounting professionals whose first language is not English.

The Language for Business Series 1 workshops will provide you with enhanced language skills in the key areas of pronunciation, writing and speaking. Conveniently offered during after work-hours, you are offered the flexibility to take the workshops as a full series or can select individual workshops of specific interest to you.

Thursday, February 2 – 5:00 pm – 7:30 pm

Reading: Improving Reading Speed and Comprehension

In situations where you need to process a lot of written material quickly, such as the additional information in the case exam, effective reading strategies like skimming and scanning are essential for increasing your efficiency. Learn how to use these tools to increase your reading speed and improve your comprehension.

Thursday, February 9 – 5:00 pm – 7:30 pm

Writing: Common Errors

Small grammatical errors can have a big impact on the professionalism of a document. This workshop will improve your self-editing abilities so you can identify and correct the most common grammatical errors that distract readers from the content of your documents.

Thursday, February 16 – 5:00 pm – 7:30 pm

Writing: Persuasion

Asking readers to take advice or adopt recommendations is an essential skill in accounting. This workshop will teach you concrete strategies so you can write with credibility, authority and expertise. Learn practical ways to add strength to your analyses when writing.

Thursday, February 23 – 5:00 pm – 7:30 pm

Writing: Writing with Economy

Your message can get lost in awkward, unnecessarily complex sentences. Readers need you to get to the point quickly and clearly. This workshop focuses on grammar-based strategies that will help you write with greater economy and clarity.

Thursday, March 1 – 5:00 pm – 7:30 pm

Speaking: Simplify Information

Getting your message across to your audience is key to your success as an accountant no matter how much background your audience may or may not have in the financial world. This workshop provides effective strategies for explaining information at a level that matches your audience's accounting knowledge.

Thursday, March 8 – 5:00 pm – 7:30 pm

Speaking: Speak Persuasively

It's one thing to have a great idea. It's another thing to get buy-in for that idea from stakeholders especially when your idea requires a change in established procedures. This workshop gives powerful, confidence-building speaking strategies that will increase the credibility you need with your audience to make change happen.

Workshop Location

CMA Centre for Internationally Educated Professionals in Business
70 University Avenue, Toronto, Ontario

Workshop Hours

Registration 5:00 pm – 5:30 pm
Workshop 5:30 pm – 7:30 pm

Continuous Professional Learning and Development (CPLD) Information

Individual workshop: 2 CPLD Credits
Full series of 6 workshops: 12 CPLD Credits

For further information regarding CPLD reporting requirements for CMAs, please go to: www.cmaontario.org/cpldfa

Instructor

Dan Johns is the program manager at LEAP (Language Education for Accounting Professionals) Inc. He holds an Honours BA in linguistics and cognitive science from the University of Toronto and is a TESL certified English language professional with over 13 years of experience in the field of communication training. Dan has helped many business professionals improve their workplace communication skills both in Canada and overseas. He has developed a number of supports for enhancing the career success of IEPs in Canada including the CMA ESL Lecture Ready Accelerated Program Primer.



PDI is a division of Certified Management Accountants of Ontario

Online Registration

Online registration and payment is available to CMA Members via the CMA Ontario Members' Portal:

members.cmaontario.org

Once you have logged in, please click on the 'Registration' tab, you will be able to view Continuing Education workshops by date.

We encourage members to use this link and register online.

Registration via Fax or Mail

Please complete the registration form below, including payment information and dietary restrictions if applicable.

Workshop Location

CMA Centre for Internationally Educated Professionals in Business
70 University Avenue, Toronto, Ontario

Registration Form

Date/Topic	<input checked="" type="checkbox"/>	Fees
Thursday, February 2: 5:00 pm – 7:30 pm Reading: Improving Reading Speed and Comprehension		\$50.00
Thursday, February 9: 5:00 pm – 7:30 pm Writing: Common Errors		\$50.00
Thursday, February 16: 5:00 pm – 7:30 pm Writing: Persuasion		\$50.00
Thursday, February 23: 5:00 pm – 7:30 pm Writing: Writing with Economy		\$50.00
Thursday, March 1: 5:00 pm – 7:30 pm Speaking: Simplify Information		\$50.00
Thursday, March 8: 5:00 pm – 7:30 pm Speaking: Speak Persuasively		\$50.00
PACKAGE <i>Register for all 6 sessions for a total cost of \$250.00 (plus HST).</i>		\$250.00
	Sub-total \$	
	HST (13%) \$	
	TOTAL \$	

PAYMENT

Name _____ Member No. _____
 Credit Card # (Visa/MasterCard)/AMEX _____ Expiry Date (MM/YY) _____
 Signature _____

If paying by cheque, please mail the cheque, payable to CMA Ontario, and this form to the address below.
 If paying by credit card, you may submit this form by fax to 416-977-6079 or by mail to the address below.

FORWARD REGISTRATION FORM OR QUESTIONS TO:

Continuing Education Co-ordinator
CMA Ontario, 25 York Street, Suite 1100, Toronto, Ontario M5J 2V5
Telephone: 416-977-7741 ext. 324 Fax: 416-977-6079
Email: callman@cmaontario.org

No refunds for cancellations within one week of workshop date. Substitutions accepted at no charge.