

Second Language Factsheet

Brief overview

Working in a Second Language refers to the practice of conducting professional tasks, communication, or collaboration in a language other than one's native or primary language. Multilingual work environments are becoming increasingly common, requiring considerations to foster effective communication and inclusivity.

Workplace considerations

- 1. Inclusive Meetings** - Structure meetings inclusively, allowing sufficient time for individuals to process information, ask questions, and express themselves in a second language.
- 2. Cultural Sensitivity Training** - Provide cultural sensitivity training to enhance awareness of diverse communication styles and expectations.
- 3. Language-Friendly Policies** - Develop policies that support employees in using a second language comfortably, including email communication and documentation.

Notable dates

The 21st February 2024 is International Mother Language day.