

Workplace English

Literacy Network offers customized English language instruction to improve employees' communication skills and understanding. The program is tailored to your company's needs, with the goals of:

- ✓ improving on-the-job communication,
- ✓ improving job performance,
- ✓ increasing productivity, and
- ✓ preparing employees for positions of increased responsibility.

Three Literacy Network partners have received the statewide award for Outstanding Workplace Literacy Programs: North Central Group (2018), Future Foam (2014), and UW Hospital (2007).

Components of the Workplace English Program

1. **Initial Assessment:** Literacy Network assesses employees' language abilities and common communication barriers through a meet-and-greet and a job shadow. Partners also may choose to include formal testing to track student progress.
2. **Customized Curriculum:** Instructors create lessons integrating core language skills with company-specific vocabulary and scenarios. Literacy Network enhances the curriculum as participant and company needs evolve.
3. **Progress Reports:** Literacy Network gathers feedback from participants and management, shares success stories and data, and provides regular reports.



"I feel better in my job."
– A participant at Ultratec

"Our team members at NCG look forward to their weekly classes and celebrating their accomplishments at the end of each semester. We appreciate the partnership that we have with Literacy Network and the progress that our team members have made by taking the classes."
– Coni Duhr,
North Central Group



Program Structure

- Class participants are identified by management or self-select. A class accommodates up to **18 employees**.
- Classes are **multilevel** to accommodate employees with varying English abilities.
- Classes are offered at **a convenient time** which accommodates the demands of the company's daily operations and employee schedules.
- Employees attend class **on company time**. The best outcomes are achieved when the company backs the program with good internal promotion and rewards.
- The company provides an appropriate enclosed **classroom space with a whiteboard**.

"The students really enjoy their time spent with you each week and the learning shows! Thanks again for your dedication to improving our students and business."

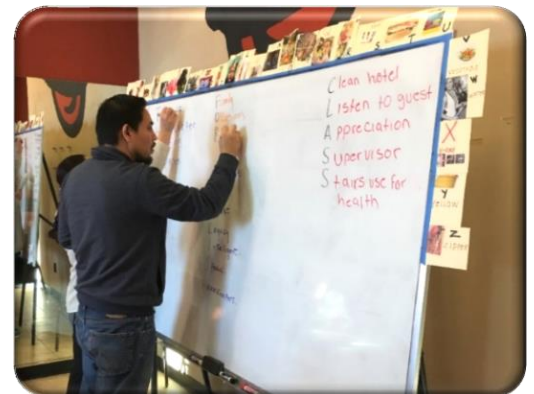
– Eric Paczwa, Manager, Future Foam

Program Length & Cost

- Literacy Network provides 3 hours of instruction per week (two 90-minute classes) for each program semester (between 12-16 weeks).
- Because of the initial investment of time and program development on the part of both partners, we ask for an initial commitment of at least two semesters. Full-year commitments are preferred.

It takes between 100 and 150 class hours (3 semesters) to improve language abilities by one level.

- **\$150.00 per instructional hour** includes all components of workplace programming.



Program Contact:

Bex Fabrizio
Director of ESL Group Instruction
Bex@litnetwork.org
608-244-3911

"It is helping me a lot because I now understand more when someone is explaining something to me at work, and I understand guests more, and at home with my daughter's homework."

– A participant at North Central