APPENDIX D

Workplace Tools

ESOL In the Workplace
Getting Started Process

Training Essentials are

_________________________________________________________

_________________________________________________________

_________________________________________________________

Our market knowledge is

_________________________________________________________

_________________________________________________________

_________________________________________________________

Our community and workplace knowledge is

_________________________________________________________

_________________________________________________________

_________________________________________________________

Our best option is

_________________________________________________________

_________________________________________________________

_________________________________________________________

Our action and implementation plan is

_________________________________________________________

_________________________________________________________

_________________________________________________________

We will improve by

_________________________________________________________

_________________________________________________________

_________________________________________________________

We will sustain and grow by

_________________________________________________________

_________________________________________________________

_________________________________________________________
ESOL In the Workplace Getting Started Process

- Know Your Market and Your Adult Education Program
- Know Your Community and Workplace
- Sustain and Grow the Initiative
- Select Best Option
- Design Action Plan and Implement It
- Study Results and Improve the Initiative
- Study
- Do
- Act
- Plan
Sample Marketing Pieces for ESOL Adult Education Classes

Presenting

TOPS
Tennessee’s Opportunities for People’s Success
In the Workplace

It Works for Tennessee

Tennessee Department of Labor and Workforce Development:
Office of Adult Education and the University of Tennessee
Center for Literacy Studies
Appendix D

Workplace County
Adult Education AT Work

Employer Survey

Tennessee Department of Labor and Workforce Development
Office of Adult Education

Your local adult education office is conducting this survey to determine the need for workplace education programs particularly for English for Speakers of Other Languages (ESOL). Please take a moment to fill out the survey and return it in the enclosed envelope or FAX it to ___________. Community-wide survey results will be compiled in a report. Please check the box if you would like to receive a copy of the report.

___Yes, I would like a copy of the report

Business Name: ____________________________
Product(s): ________________________________
Number of Employees with limited English skills: ____________________________
Number of shifts: ____________________________
Contact person: ____________________________
Address: ___________________________________
Phone Number: ______________________________
Fax Number: ________________________________
E-Mail ________________________________

Does your company have a Training Department? Yes ___ No ___

Does your company have a staff member who focuses on training and education?

yes ___ no ___

How important is training and education for the future of your organization? (Circle one)
1 (not important) 2/3 (somewhat important) 4/5 (very important)

How receptive are employees in your organization to participation in education programs?
1 (not receptive) 2/3 (somewhat receptive) 4/5 (very receptive)

To what degree are learning programs focusing on basic skills needed in your organization?
1 (not needed) 2/3 (somewhat needed) 4/5 (very needed)

Does your company have a room dedicated to training needs? Yes ___ No ___

Does your company have one or more computers that you use for training programs?

Yes ___ No ___

Thank you for your time and support. __________ County Adult Education
Workplace Adult Education Program

Dear Employer:

Our county adult education program is funded by the Department of Labor through the Workforce Investment Act. Our mission is to assist underprepared adults to reach their full educational and employment potential by providing instruction in a variety of areas, including English for Speakers of Other Languages (ESOL), reading, and writing. In fulfillment of our mission, Adult Education has the ability to work with businesses to provide a variety of educational services. These services could help certain employees meet the company’s expectations and requirements for successful job performance.

Our area of the country has seen substantial growth in its immigrant population over the last several years, leading to increasing problems with language and communication. These factors contribute to an undereducated workforce that may be unprepared to learn the skills necessary to cope in the modern workplace.

Adult Education can assist you and your employees in a variety of ways, including:

- Evaluating your employees and determining a course of study for individual employees;
- Setting up a curriculum and classes at your workplace to meet your company’s needs;
- Establishing workplace classes for limited English (ESOL) workers with concentration on basic workplace vocabulary, safety vocabulary, or other language skills deemed necessary by the company;
- Working with adults through our established ESOL programs.

If you think your company or any of your employees might benefit from any of our services, or if you would like more information regarding the Adult Education program, please contact me at the …………County Adult Education offices at (-)-----

Sincerely,