

IV. Planning for Your Workplace ELL Program

Inputs Resources, contributions, investments that go into the program	Outputs Activities, services, events and products that reach people who participate or who are targeted		Outcomes – Impact Results or changes for individuals, groups, organizations, communities, or systems		
	<i>Activities</i>	<i>Participation</i>	<i>Short</i>	<i>Medium</i>	<i>Long</i>
<ul style="list-style-type: none"> • Teaching staff • Willing Employers • Time • Money • Research base • Materials • Equipment • Technology • Partners 	<ul style="list-style-type: none"> • Determine knowledge and skills needed by employees • Design workplace – specific curriculum and materials • Market legal and language services • Assess language level and place students accordingly • Hold classes • Gauge customer satisfaction • Gauge employee language advancements 	<ul style="list-style-type: none"> • Community businesses • Agency leadership • Community teachers • Workplace employees 	<ul style="list-style-type: none"> • Increased client knowledge of workplace vocabulary • Increased employee ability to interact with native English speakers • Increased employer awareness of LEP employee needs • Awareness of best practices • Increased motivation to improve program 	<ul style="list-style-type: none"> • Job advancement for employees • Additional employees enrolling in courses • Better informed agency decision-making • Revised and improved curricula 	<ul style="list-style-type: none"> • Increased English Language proficiency • Increased upward job mobility and job stability • Workplace ELL program is institutionalized into business structure

Assumptions

1. Are there enough affordable and accessible classes in your area?
2. Would your program address a need? How?
3. Do you see increasing numbers of immigrants struggling with job advancement opportunities?
4. Are employers interested in addressing the needs of LEP employees?

External Factors

1. Is your program situated within a supportive community?
2. Are there potential partners that would support this initiative?
3. Is there enough need to create a new program?