

## Creating a Workplace ELL Program

### V. Sample Workplace ELL Program Model

Immigrant Integration Agency (IIA) drafted a list of three employers to approach for possible partnership on a workplace ELL program. During the meetings with the employers, IIA described the program, outlined its goals, and explained the benefits and advantages of employer participation. IIA also explained the employer's responsibilities: provide a designated class space, advertise the class to employees, provide financial support to sustain the program, and ensure that employees will be encouraged and allowed to attend.

IIA chose an employer to host the classes and set to work advertising for and hiring an ELL teacher. After a few weeks, IIA hired an instructor who was qualified to teach workplace ELL. IIA helped the teacher set up a meeting with the employer to discuss what topics the employer wanted the employees to learn in the ELL class. The instructor also learned where and when the class would take place, what materials would be available, and information about the employer's limited English proficient employees.

Using the information provided by the employer, the teacher designed a 12-week curriculum with realistic goals and objectives related to work activities. This curriculum was approved by IIA's project manager. The teacher provided an information session for interested students, who then enrolled in the course by letting their employer know of their interest. The employer sent a list of students (course roster) to the teacher.

The teacher began the 12-week session, meeting with students for a total of four hours each week (two, 2-hour classes). The teacher gave students a pre-test at the beginning of the session in order to gauge their current knowledge and a post-test at the end of the session to determine what they learned. This data was provided to the employer. At the end of the 12-week session, the teacher gave the employer a link to a brief, online survey to obtain feedback on the workplace ELL project experience, and encouraged the employer to complete it. The teacher also gave the students a survey to determine student satisfaction.

Now, the teacher is preparing for the second 12-week session of classes. The employer is funding the cost of the teacher, the materials, and the staff time spent in class. The same students are enrolling in the course, and the teacher will meet with the employer to decide what, if any, changes need to be made to the curriculum.