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Literacy Network™





WORKPLACE ENGLISH CLASSES ARE CUSTOMIZED TO IMPROVE EMPLOYEES' ON-THE-JOB COMMUNICATION AND UNDERSTANDING.

Through tailored, onsite programming led by a TESOL - certified instructor, employers broaden and strengthen their workforce by supporting employees in:

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

25 years of program experience with 20 different business partners.

UWH · UnityPoint Health Meriter · Dane Manufacturing · Stevens Construction Corp. · Future Foam · NCG Hospitality · ETC · The Edgewater · Poynette Ironworks

PARTNER FEEDBACK

"We're now well into our first semester, and getting great feedback on the program. Employees find their teacher engaging, are quickly seeing their English skills improve, and we already have a waiting list for the next class."
-Site Coordinator, Electronic Theatre Controls

"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

"Those good students are working hard in their classes also show that same kind of work ethic on the floor. So, they're gaining opportunities liking getting promoted to trainers or are moving up to different departments."
-Site Coordinator, Dane Manufacturing

"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

3 Literacy Network partners have received the statewide award for Outstanding Workplace Literacy Programs.



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PROGRAMS OVERVIEW

Structure

- Class participants are identified by management or self-select.
- A class accommodates 5 to 25 employees.
- The minimum average attendance is 3 students. If average attendance exceeds 17 students, a second class may be needed.
- Classes can be multilevel to accommodate employees with varying English abilities.
- The company provides an appropriate enclosed classroom space with a whiteboard

Schedule

- Literacy Network provides 3 hours of instruction per week (ie two 90-minute classes) for each program semester (10-15 weeks).
- Classes are offered at a convenient time which accommodates the demands of the company's daily operations and employee schedules.
- It takes 100-150 class hours to improve language abilities by one level.

Cost

- $195.00 per instructional hour includes all components of workplace programming including a dedicated TESOL certified instructor.
- Employees attend class on company time. The best outcomes are achieved when the company backs the program with good internal promotion and rewards.
- 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.

Evaluation

- Curriculum design and student objectives are based on a stakeholder survey and a job shadow.
- Students' levels are assessed prior to program participation. Language gains can be measured regularly through:
  - formal written tests
  - individual speaking tests
  - customized exams
  - student essays
  - recordings
  - capstone projects
  - and more!
- Literacy Network gathers feedback from participants and management, shares success stories and data, and provides reports twice a semester







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