



Workplace ESOL Workshops for Program Directors and Managers:
Program Implementation and Evaluation

Project Team and Communication Preferences

Name, Position	Role/Responsibility	Communication Method
AA, HR Director	Primary contact at company, communicates directly with instructor about absences, employee turnover, attends PET meetings, participates in grant reporting	Email, phone
BB, Production Manager	Communicates with supervisors about class details, attends PET meetings	Email, phone
CC, Team 1 Supervisor	Communicates with employees about class details, fill out surveys/ communicates with instructor about class needs, attends PET meeting	Email, hard-copy more convenient
DD, Team 2 Supervisor	Communicates with employees about class details, fill out surveys/ communicates with instructor about class needs, attends PET meeting	Email, hard-copy more convenient
EE, Instructor	Plans and teaches lessons, communicates directly with HR about student issues, communicates with production manager and supervisors about class needs, attends PET meetings, participates in grant reporting	Email, phone
FF, ESOL Program Director	Oversees program implementation, communicates with HR, etc.....attends PET meetings, participates in grant reporting	Email, phone



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Implementation and Evaluation Plan

Task	Date	Data Collected	Project Team Involved
xxx			
xxx			
xxx			
Purchase/set-up Chromebooks	MM/DD/YR	N/A	HR Director
Purchase textbooks	MM/DD/YR	N/A	Program Director/ Instructor
xxx			
xxx			
xxx			
xxx			
1st session begins	MM/DD/YR	N/A	
Quarterly report meeting	MM/DD/YR	Attendance records, class summary promotion/wages/ job growth data	HR Director Instructor Program Director
Quarterly report due	MM/DD/YR	See above	HR Director Program Director
PET or Mid-term meeting	MM/DD/YR	Attendance records, supervisors ad students mid-term feedback	Project team Student rep. (optional)
xxx			
xxx			
xxx			
xx			
Final report meeting	MM/DD/YR	Attendance records, wage data, job growth, promotions, Key Performance Indicator data, manager/student survey results, program results summary	HR Director Instructor Program Director
Final Report Due	MM/DD/YR	See above	HR Director Program Director