Investing in the future of our region by creating opportunities for immigrants to pursue their educational, economic and civic aspirations.

COMMONWEALTH CORPORATION

fosters workforce equity in Massachusetts by delivering innovative and collaborative professional development solutions that help diverse communities and employers succeed.
AGENDA

1. **Guest speaker: Kristen Rayne, Outreach Manager, Workforce Training Fund**

2. **Review workshop objectives**

3. **Workplace ESOL Program Design**

4. **Workplace ESOL Program Implementation**

5. **Workplace ESOL Program Evaluation**

6. **Additional questions and comments**
GUEST SPEAKER

Kristen Rayne
Outreach Manager
Workforce Training Fund Programs

KRayne@commcorp.org
REVIEW WORKSHOP OBJECTIVES

1) Information about CommCorp’s Workforce Training Fund.
2) How to increase management communication and engagement.
3) Recommendations for planning and implementing the program.
4) Develop a program evaluation plan.

What else would you like to discuss about Workplace ESOL program implementation and program evaluation?
PROJECT TEAM AND ROLES

• Who are the members of the project team?
• What are the roles of these different stakeholders?
• What are their responsibilities related to the program?
COMMUNICATION PLAN

• What is the best way to communicate with each of these stakeholders?
  ✔ email, phone
  ✔ video conferencing
  ✔ maybe even written notes

• PET meetings – Planning and Evaluation Team
WORKPLACE ESOL PROGRAM DESIGN

Input from:
- Supervisors, managers
- Potential students
- Real work materials
- Job shadowing

Output
Keep asking through the program:
- Is this training working for you?
- What would you change?
- What else would you like to learn?

“We check in continually during the class to ensure their needs are being met. We check in at the end of every class cycle to discuss what we could do differently/better.”
WORKPLACE ESOL PROGRAM DESIGN

Dealing with scheduling issues:

- Availability
- Flexibility
- Adaptability

“We had to keep production running during our classes, so we scheduled half of the employees to keep working while the other half attended classes.”
WORKPLACE ESOL PROGRAM DESIGN

Dealing with attendance issues:

a) We missed you!

b) Value added by the training

c) Addressing absences’ causes

What advice would you give to other organizations thinking about offering Workplace ESOL classes?

“What providing learners with plenty of counseling support to engage, motivate, and alleviate any barriers to learning.”
WORKPLACE ESOL PROGRAM IMPLEMENTATION

• What tasks need to be accomplished over the course of the program?

  ✔ submit quarterly reports

  ✔ submit final report

• What else? Add your ideas to the chat box.
PROGRAM EVALUATION

HOW DO WE EVALUATE THE SUCCESS OF THE PROGRAM
(AS COMPARED TO THE SUCCESS OF THE STUDENTS)

• Backwards planning

✔ Objectives

✔ Key performance indicators (measurable objectives)
PROGRAM EVALUATION METHODS

• Summative evaluation methods – *What are the results of the program?*
  ✔ Final grant report
  ✔ *What else?*

• Formative evaluation methods – *How do you know the program is on the right track?*
  ✔ Quarterly reports
  ✔ *What else?*
What are some formative and summative evaluation methods for your Workplace ESOL program?

Breakout session 10 minutes

• Save your group’s answers to add to the main session chat box.
EXAMPLE OF AN IMPLEMENTATION AND EVALUATION PLAN

Sample Implementation and Evaluation Plan

- This example is available on the Workplace ESOL Workshop Series 2022 website:

https://sbarber22.wixsite.com/workplace-esol
NEXT STEPS

• Help is available!

• English for New Bostonians is an experienced workplace ESOL consultant and provider.

• *We partner with Adult Education Organizations during all steps of their Workplace ESOL programs.*
Training sponsored by Commonwealth Corporation, and delivered by English for New Bostonians

We are available for individual Technical Assistance.

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  617-982-6863

• Sarah Barber
  Workplace ESOL Coordinator
  sbarber@englishfornewbostonians.org
WORKPLACE ESOL RESOURCES

- Workplace ESOL Workshops Website
  https://sbarber22.wixsite.com/workplace-esol

- Commonwealth Corporation WTPF
  https://commcorp.org/subprogram/wtfp-general-program/
UPCOMING WORKSHOPS FOR INSTRUCTORS/CURRICULUM DESIGNERS

Fundamentals of Contextualized Curriculum
April 22 & 29, 9:30-11:30 AM

Balancing Student and Company Needs
May 6 & 13, 9:30-11:30 AM

Integrating Technology and Digital Literacy
May 20 & 27, 9:30-11:30 AM

(Program directors and managers are welcome, too!)
The registration link will be sent to all participants.