

Workplace English FAQs

There are many benefits to offering English to Speakers of Other Languages (ESOL) classes in the workplace. These include:

- Improved and **increased communication** among coworkers, with HR, and with managers
- Increased ability to **build team community** and to work more cohesively
- **Improved safety**
- **Improved productivity and processes** due to increased understanding of a shared language
- Increased **efficiency** due to decreased dependence on interpretation
- General investment in employees, resulting in **increased employee buy-in**
- Added **benefit to talent attraction** and recruitment processes

FAQs

- **When and for how long are classes held?**
Classes are generally offered in sessions of 8 – 15 weeks (minimum of 2 hours per week). Classes can be held before, during, or after employees' work hours, whatever is most convenient for the company and the employees to attend.
- **How much do classes cost?**
Costs vary, depending on who the English provider is. Adult Education classes are free to an employer, whereas other options are at a cost. See the options below.
- **Can employees who speak different languages participate in the same class session?**
Yes. Trained ESOL providers are equipped to teach learners from multiple language groups.
- **Who do I contact to set up classes?**
See the Workplace English Options below on the next page to determine which provider may be best for your workplace. A contact is listed for each option.

Workplace English Options

Click on a provider below to view more detailed information

1. **ADULT EDUCATION PROVIDER**
 - a. Free to employer
 - b. Good for large class sizes and many levels (~25)
 - c. Provided in 12-15 week sessions, 4 hrs/wk minimum
2. **LOCAL PRIVATE LANGUAGE COMPANY**
 - a. Comes at a cost, minimum ~\$3,900
 - b. Best for small class sizes, 6-12 or less, all same level
 - c. Provided in 12 week sessions, 2.5 hrs/wk (can vary)
3. **IWC'S PATHWAY TO LITERACY PROGRAM**
 - a. Designed for adults with beginner literacy skills (6 years or less of formal education)
 - b. Comes at a cost
 - c. Class size around 20

- d. Class session length can vary
- 4. NIF'S ENGLISH AT WORK PROGRAM**
 - a. Comes at a cost but they will search for applicable grants
 - b. Have tailored curriculums for certain industries
 - c. Provided in 10-12 week sessions, 2-2.5 hrs/wk

I. ADULT EDUCATION PROVIDER

- a. **An Adult Ed Provider sets up an on-site English class at your workplace**
- b. **Essentially free to the employer**
 - i. Funded by the Indiana Department of Workforce Development (DWD)
 - ii. Use their standardized test
 - iii. **Note:** Many Adult Ed providers have a wait time to start a class of 6 – 12 months.
 - iv. They look for employers with the most ability to provide incentives, such as: offering class on-site, paying employees to attend or offering a raise after completing course, providing access to computers, etc.
- c. **Best for larger class sizes, up to 25/30**
- d. **Provide classes in ~12 week sessions, w/ 2 classes per week of 2 - 3 hours**
- e. **Who to Contact/Where to Begin**
 - i. **Nickie Nolting**, Director of Strategic Partnerships (oversees employer classes for all Adult Education providers) nnolting@dwd.in.gov. Contact her if you are not sure which provider to work with.
 - ii. To contact a provider directly, see contacts below, and check this map for each provider's area: www.in.gov/dwd/career-training-adult-ed/adult-ed/locations/
 - 1. **Marian University:** <https://www.marian.edu/educators-college/community-outreach/adult-education-project-build>
Judy Bardonner, jbardonner@marian.edu
 - 2. **Wayne Township:** <https://adulthood.info/>
Christine McIntyre-Gray, christine.mcintyre@wayne.k12.in.us
 - 3. **Washington Township:** <https://www.indyadulthood.com/>
Todd Deley, tdeley@msdwt.k12.in.us
 - 4. **Warren Township:** <https://adulthoodeducation.warren.k12.in.us/>
Natalie Reuter, nreuter@warren.k12.in.us
 - 5. **Indy Reads:** <https://indyreads.org/programs/english-language-learners-ell/>; Chris Simmons, csimmons@indyreads.org
 - 6. **Central Nine:** <https://central9.k12.in.us/>
Michelle Davis, mdavis@central9.k12.in.us
 - 7. **YMCA:** <https://indymca.org/programs/adult-education-and-training/>
Sheila Akinleye, sakinleye@indymca.org
 - 8. **Blue River:** <https://blueriveradulthood.com/>
Tyler Smith, tsmith@brcp.k12.in.us
 - 9. **Skilled US:** <https://skilledus.org/>
Kristi Williamson, kwilliamson@skilledus.org

2. LOCAL PRIVATE LANGUAGE COMPANY

- f. **Best for smaller class sizes: around 6, 8 or 12 in one class**
- g. **Generally offer: 30 hour class sessions (~12 week sessions, 2.5 hrs/wk)**
 - i. Can vary by company, but is generally ~ \$180/hr (up to 12 students)
 - 1. Or less for smaller class size (\$130/hr for 6 students)
 - ii. Can do classes at your location, their location, or over Zoom
 - iii. Expect between \$75-\$150/hour for teacher cost

- h. **Best for very customized classes**
 - i. Can create a curriculum and assessments based on the specific workplace language needs or start with their ready-made curriculum.
- i. **Who to Contact**
 - i. **Indy Language Center**, www.indylanguagecenter.com
Giancarlo DiMizio, gdimizio@indylanguagecenter.com
 - ii. **Midwest Language Services**: www.midwestlanguageservices.com
Tanya Hoover, tkhoover@midwestlanguageservices.com
 - iii. **LTC Language Solutions**: ltclanguagesolutions.com

3. IWC'S PATHWAY TO LITERACY PROGRAM

- j. **Created for adult immigrants with 6 years or less of formal schooling**
 - i. i.e. those who haven't learned to read in their own language, had limited or interrupted education
 - ii. Each student is tested for eligibility. Class only includes students at this level.
- k. **Classes typically provided in 15 wk sessions, w/ 2 classes per wk of 2 hrs each**
 - i. In-person classes up to ~25 students, Remote up to 20.
 - ii. Expect between \$60/hour for teacher & assistant cost
 - iii. Class are provided onsite at employer's location, or a central location for multiple employers

4. NIF'S ENGLISH AT WORK PROGRAM

- l. **Designed for employees in the following industries:**
Food Service, Facilities Management, Hospitality, Retail, Manufacturing, Ridesharing, Amusement Parks, Agriculture
- m. **Innovative Teaching Design, using tailored and proven-effective curriculums**
 - i. **40% of class is in-person**; taught by local community college instructors
 - ii. **60% online learning** through a custom-designed app
- n. **Typically offered in 10 – 15 wk sessions, w/ 2 or 2.5 hrs of class per week**
 - i. Or live class can be taught remotely, w/ students joining on computers from their various workplaces or homes
 - ii. In-person class size 25 – 30, Remote 20. Need minimum of 15.
 - iii. Expect costs similar to private language company
 - 1. They could provide class free for any Afghan students due to a national funding opportunity
 - iv. Would only need ~60 days to start up a new class
- o. **Who to Contact**
 - i. Visit <https://immigrationforum.org/article/english-at-work/> for more info
 - ii. **Ana Negoescu**, Assistant Vice President of Business Engagement and Inclusion Programs. anegoescu@immigrationforum.org