



## Workshop Series:

# Workplace ESOL Capacity-Building Part III: Workplace ESOL Design, Implementation, & Evaluation April 12, 2022



english for **NEW  
BOSTONIANS**

**COMMONWEALTH**  
 **CORPORATION**





# english for **NEW BOSTONIANS**

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



**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](mailto: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?
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# 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
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# 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?

*“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?*



# PROGRAM EVALUATION METHODS

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.
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# 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.***
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Training sponsored by Commonwealth Corporation,  
and delivered by English for New Bostonians

We are available for individual Technical Assistance.

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# WORKPLACE ESOL RESOURCES

- Workplace ESOL Workshops Website  
<https://sbarber22.wixsite.com/workplace-esol>
- Commonwealth Corporation WTFP  
<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.

