

Corporate Language Training Proposal

Level I Online Workplace & Conversational English (ESL) Course

(Virtual over Zoom or Microsoft Teams)

Purpose:

This training is intended to help designated employees gain confidence speaking English during their jobs, increase productivity and build rapport with their co-workers & supervisors, improved ability to communicate and get their point across. This online class includes: work-specific dialogues & role-playing, life skills & conversational, oral practice, pronunciation help & suggestions on how to continue the learning process outside of the classroom.

Schedule:

The Online English (ESL) Course will meet 2 times per week for 10 weeks. Each class will be 60 minutes. There will be a total of twenty 60-minute classes or 20 hours of instructional time.

Courses can be scheduled to take place at a time convenient for your company. Workplace Languages is able to teach 24 / 7.

Curriculum:

The curriculum is focused on providing participants the skills and confidence to communicate more effectively in English. The course is based on both a work-specific and conversational curriculum, customized to meet the specific needs of your company.

Three weeks are needed to create the curriculum and prepare for the course.

Accountability:

Attendance, being on time, participation and completing any homework are all keys to the program's success.

We are always happy to provide you with any lesson plans &/or PowerPoints if a class is missed. The instructor will let the class know where to access curriculum & other resources.

Instructors:

This is probably the biggest differentiator between Workplace Languages and other companies that offer Online Language Classes for Companies.

Instructors are selected based on:

- their background. Each instructor has either an MA in ESL or English,
- ability to assess individual learning needs,
- their experience teaching English to adults / employees in the workplace and
- developing appropriate customized curriculum.

What Is Included With Each Online Course:

- Upfront needs assessment / surveys for all participants & their supervisors to fill out,
- Pre-Test / English Proficiency Assessment given to all participants,
- "Technology Session" (if needed) provided to participants prior to first class to feel comfortable with online platform & where to access learning materials,
- Facilitate initial meeting between company contact and instructor,
- 20 hours of online instruction per course (over Zoom or Teams) for up to 16 students,
- Create company-specific 10-week workplace English curriculum,

- All lesson plans include company-specific:
 1. learning objectives
 2. teacher instructions
 3. interactive assignments to have participants practice speaking
- Student progress reports submitted to company contact 2 times during course,
- Teacher evaluations filled out by participants in a 10-week English course and
- Customized handouts and pronunciation tools to practice outside of the classroom.

Workplace Languages will need 3 weeks upon receiving all Needs Assessments / Surveys in order to develop a 10-week English curriculum for the client. Each lesson will include defined learning objectives, customized handouts and interactive English-speaking assignments.

What We Need Before Starting a Course:

- Preliminary surveys / needs assessments returned.
- Schedule student Pre-tests online.
- Facilitate online meeting with instructor / "Meet & Greet."

For more information or if you have questions, please email Classes@WorkplaceLanguages.com or call toll free at (866) 575-0560.

www.WorkplaceLanguages.com

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