

# Workplace Literacy

Employer-educator partnerships don't only take place in the classroom. They can also extend into the workplace, with a goal of boosting workplace preparedness and productivity. Work-based learning opportunities can increase **workplace literacy** while building **English proficiency** and **academic skills**.

Working together, educators and employers can ensure that adult education programs are relevant to current workforce needs—helping students to build skills that lead to employment and advancement while nurturing a skilled workforce central to the success of local and regional industries.

*“...critical thinking skills, digital literacy skills, and self-management skills...”*

Employer-educator partnerships can:

- » Increase foundational skills within the context of a workplace
- » Build job skills that lead to employment and/or internal job promotion
- » Teach the work-readiness “soft skills” critical to job success while providing opportunities to build professional relationships
- » Provide stepping stones for low-wage, entry-level workers to more productive employment
- » Ensure career pathways and integrated education and training programs are responsive to current and future workforce needs

## Partner Roles

### Educator Roles

- » Work to foster alignment in the goals of education and employers in high-demand sectors
- » Promote the value of adult education to employers and employees
- » Facilitate the meaningful participation of employers with the education and training ecosystem
- » Organize groups of employers with similar workforce needs to multiply the impact of new education and training offerings
- » Help individuals develop foundational skills for current and future jobs
- » Build flexible programs that accommodate regular work hours

### Employer Roles

- » Identify training needs and gaps in workforce skills
- » Work with education and training organizations to build career pathways and talent pipelines
- » Collaborate with peer companies to improve existing education and training offerings
- » Partner with training programs to integrate hands-on work experience with classroom learning
- » Providing resources and opportunities for work-based learning, mentoring, apprenticeships, internships, and tuition assistance
- » Make commitments to hire or promote program graduates
- » Offer externships, i.e. teacher training opportunities

## Workplace Adult Education and Literacy Activities

*The term “workplace adult education and literacy activities” means adult education and literacy activities offered by an eligible provider **in collaboration with an employer or employee organization at a workplace or an offsite location** that is designed to improve the productivity of the workforce.*

## Workforce Preparation Activities

*The term “workforce preparation activities” means activities, programs, or services designed to help an individual acquire **a combination of basic academic skills, critical thinking skills, digital literacy skills, and self-management skills**, including competencies in*

- utilizing resources,*
- using information,*
- working with others,*
- understanding systems, and*
- obtaining skills necessary for successful transition into and completion of postsecondary education or training, or employment.*

Workforce Innovation and Opportunity Act. 29 U.S.C. § 3272 (2020)

*“...collaboration with an employer or employee organization at a workplace or an offsite location...”*

# English @ Work // Language for Leaders (L4L)

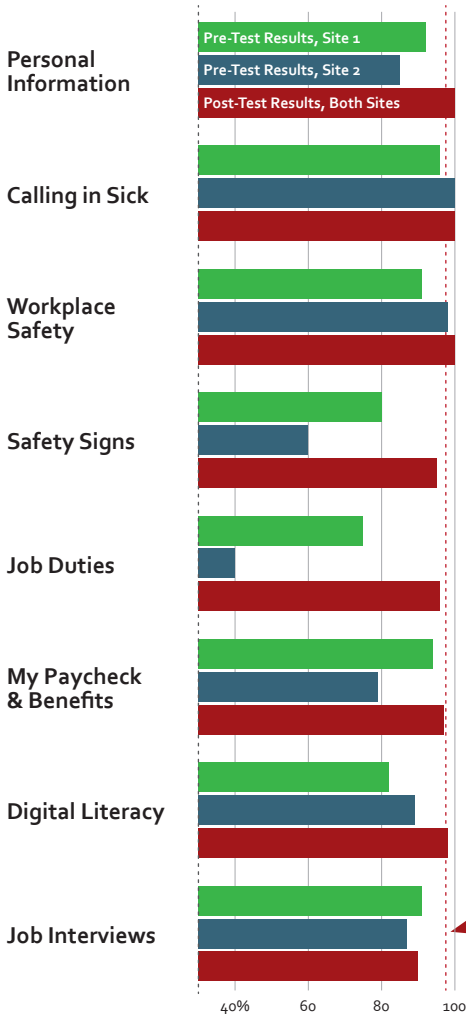
GREAT RIVERS ADULT EDUCATION + ANDERSEN WINDOWS AND DOORS + RENEWAL BY ANDERSEN

Great Rivers Adult Education, Andersen Windows and Doors, and Renewal by Andersen worked hand-in-hand to create two programs serving adult education participants working in entry-level and intermediate positions:

- » **English @ Work** is designed for beginning and intermediate-level positions at Andersen Windows & Doors and Renewal by Andersen.
- » **Language for Leaders (L4L)** is geared towards intermediate-to-advanced employees interested in pursuing an opportunity in shift leadership and beyond. L4L serves as a bridge between English @ Work and the Team Lead Development Program at Andersen Corp.

Working with the companies' Training and Human Resource departments, curricula for the two programs was developed to boost workplace literacy and preparation while building academic skills.

## English @ Work Pre- and Post-Test Results



## Classroom Topics

- » **Benefits Literacy:** Annual Open Enrollment
- » **Digital Literacy:** Email, Intro to Word Processing, Presentations, Spreadsheets
- » **Skill Building:** Sending Professional Emails
- » **Let's Practice:** NorthStar Digital Literacy Platform
- » **Advancing Careers:** Understanding the roles of a Value Stream Team Lead and a Value Stream Supervisor
- » **Role Play:** Common Interview Questions
- » **Discussion:** Drafting a Resumé, Navigating a Job Application

## Program Impact

Post-Test Average: **97%**

To Learn More



[commed.sowashco.org/adults/great-rivers-adult-education](http://commed.sowashco.org/adults/great-rivers-adult-education)  
[www.hastingscommunityed.com/adults/adult-basic-education](http://www.hastingscommunityed.com/adults/adult-basic-education)  
[www.facebook.com/GreatRiversAEC](https://www.facebook.com/GreatRiversAEC)