

# WORKPLACE LITERACY PROGRAM

A partnership program among the Southcentral Kentucky Community & Technical College - Adult Education, the Bowling Green Area Chamber of Commerce and the South Central Workforce Development Board.

## WHY WORKPLACE LITERACY COURSE?

Bowling Green and Warren County have the largest percentage of foreign-born residents in Kentucky at 13.7% and 8.9% respectively. Many foreign-born adults have barriers obtaining local employment, largely due to a limited English proficiency. The Workplace Literacy course allows you the unique opportunity to meet your employment needs by accessing this untapped resource within our community.

Workplace Literacy is a custom English literacy course designed specifically to meet your needs by delivering a robust language program for English language learners in your organization. It is a cohesive approach to employee engagement and training to help you identify natural leaders within your company.



## COURSE TIMELINE:

4 weeks before:  
Curriculum development

You provide internal materials (ex., policies, procedure manuals, job description, internal memos, etc.) and feedback about specific needs (from HR, supervisors, floor managers)

2 weeks before:  
Skills assessment administered

Current/potential employees' literacy skills are assessed by Adult Education staff with a national ESL exam (Employees must make a minimum score on the literacy test in order to benefit from the course)

12-week course

Success tracking

On-going communication and feedback from company regarding course/employee progress

## COURSE COLLABORATION, CRITERIA & CONTENT

SKYCTC Adult Education will work with you to build the course specific to your needs. *Minimum requirements for success include:*

- Company commitment to identify and provide English Language Learner candidates for a 48-hour course (two two-hour sessions per week for 12 weeks)
- Company will help with class logistics, including space on or off-site and developing the weekly class schedule
- Recommend a minimum of 12 participants (max. 22); **Multiple companies can make up a class**
- Paid time, permission for regular attendance and supervisor support

## COURSE TOPICS

Understanding and explaining health symptoms	Learning about a new workplace (specific company policies/procedures and values)
Communicating with co-workers	Workplace safety and personal protective equipment
Work values, professionalism and time management	Explaining a problem to your boss (phone, in-person, written)

## FOR MORE INFORMATION:

For additional information about the Workplace Literacy program and other pre-hire and incumbent worker services available in South Central Kentucky, please contact Bowling Green Area Chamber of Commerce Economic Development Coordinator Kelsi Cline at 270-901-4619 or [kelsi@bgchamber.com](mailto:kelsi@bgchamber.com).