

Gain competitive edge through the
Workplace Literacy
Program!

**sustainable +
customized for
your business!**

**Make a lasting impact by
enhancing employee literacy:**

- streamline communication
- enhance safety and increase productivity
- reduce turnover and build loyalty

**Invest in your business
your workforce
your community**

Get in touch with the Literacy Council at the Family Resource Center of Sheboygan County for more information!

Email literacy@frc-sc.org

**THE
FAMILY RESOURCE CENTER**

Proudly Serving Sheboygan County



Literacy Council



Parents as Teachers
Blue Ribbon
AFFILIATE

Why offer a workplace literacy program?

Employer Benefits

- Enhance communication and build rapport
- Clearly communicate safety regulations and skill training
- Reduce turnover and increase loyalty and productivity
- Provide workers with comprehensive knowledge and ability for constructive feedback
- Identify bilingual associates as mentors and translators
- Reduce and eliminate communication hurdles
- Position your business as a highly competitive and attractive place to work

Employee Benefits

- Accessible, on-site or virtual classes
- Increased English skills to reach goals
- Interact with coworkers and colleagues more effectively
- More confidence to interact in the community
- Increased productivity and safety

What does Literacy Council Provide?

- Identifies and trains qualified instructors
- Customized curriculum with assessments to track outcomes
- Flexible class scheduling options
- Language and literacy assessments

What your business provides:

- Classroom space or the capability for students to attend virtually
- Collaboration with Human Resources to share the program with employees
- Supervisors to recruit and support employee attendance at class
- Supervisors who contribute to workplace-related course content and goals

Contact Jen Balge, Community Education Outreach Coordinator

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Making Strides in Literacy

Learning a new language takes time. Our curriculum, designed to support the student and encourage learning, begins with safety first—customized for your business, paired with basic safety for work and home. From there, it expands to include language skills and conversational skills for typical community interactions.

Safety First

- Reacting in emergencies, calling 911, and working with emergency services
- Answering and asking questions with medical professionals, reading prescriptions
- Survival English: essential phrases

Employee Wellness

- Understanding basic Human Resources principles
- Knowing rights: navigating the law as a low-level English speaker

Clear Communication

- Common phrases and vernacular to use at work
- Phrases to use at the store, gas station, bank, and more

Community Building

- Encouraging activity in community to practice and polish skills
- Identifying leaders in your workplace literacy program to serve as bilingual mentors and translators
- Creating opportunities for further learning, like gaining U.S. citizenship

Learning English is a building block that requires time and the ability to grow and practice. Safe and fulfilled humans make safe and happy workers.

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