

# ESL & SPANISH IN THE WORKPLACE



**WORKFORCE**  
READING AREA COMMUNITY COLLEGE  
SCHMIDT TRAINING & TECHNOLOGY CENTER

## **ESL for the Workplace**

Time: 10 – 12 Weeks

Customized training at your facility

This training is designed to improve English language skills for employees that are non-native English speakers. ESL for the Workplace focuses on engaging employees in conversations to help them communicate more effectively with confidence in the workplace. This training is structured in a way to help employees improve reading, writing, and speaking English, which leads to increased productivity and builds a better rapport with co-workers. Training can be customized to meet company needs which can include specific workplace scenarios. Call today for more information.

## **Spanish for the Workplace**

Time: 4 Weeks

Customized training at your facility

Spanish for the Workplace is an introductory training that focuses on Basic Spanish language skills for the workplace. This training is designed to help bridge the gap between English and Spanish speaking supervisors and co-workers leading to more effective communication. Spanish for the Workplace can be customized to meet the needs of real-life workplace scenarios and processes. Spanish language skills training can include basic workplace conversations, job expectations and performance discussions, Safety and Emergency dialogs, and many more scenarios. These sessions also include an introduction to the Hispanic Culture.

For more information contact Auria Bradley, Associate Vice President, Workforce and Continuing Education at [abradley@racc.edu](mailto:abradley@racc.edu) or call 610.372.4721 Ext. 5120