

## Partner Outreach Fact Sheet

Collier County Public Library  
Literacy Program

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### Each One Teach One Workplace Literacy Designed for Health Care and Continuing Care Institutions

#### The Set-up

- Train volunteer employees/residents to be tutors.
- Match tutors to employees who want to learn English.
- Students and tutors meet twice weekly for an hour for lessons at the workplace.
- Tutor training to be provided by a local literacy provider, Florida Literacy Coalition Tutor Trainer, or other qualified trainer.
- Human Resources or Activities Director manages the program.

#### Important features to consider:

- Pay students and tutors normal hourly pay so project is perceived to have the full support of management.
- Raise interest in the program through publicity, awards, or other recognition.
- Encourage management to become tutors to set a powerful example to employees.
- Maintain records in-house through Human Resources or Activities Director to show progress made and for reporting.

#### Advantages

- **One-on-one teaching.** Adults have varied skill levels, experiences and schedules. Tutor can design lessons to meet the individual's need.
- **Curriculum flexibility.** Departments can develop lists of vocabulary, phrases, and dialogs pertinent to the job. Tutors can use these in the lessons.
- **Workplace vocabulary** and speaking skills can mean a more effective workforce better able to communicate with supervisors and residents/patients/clients.
- **Cost effectiveness.** Materials can cost as little as \$50 per pair
- **On-site lessons.** Available tutoring space is difficult to find. This barrier is eliminated and time for lessons is used more efficiently. Meeting on-site eliminates transportation problems and schedule conflicts.

#### Benefits

- **Employees speak** and understand more English. Customer service improves.
- **Improved human relations.** Friendships develop.
- **Employee retention.** Training offered in a structured manner makes an employee feel more a part of the institution.
- **Recruitment tool.** People like to be proud of where they work/reside.
- **Community awareness.** These programs attract media interest.