

Tips for Productive Spanish Classes



The rapidly growing Hispanic community and workforce have created tremendous communication challenges for business and government. English-Spanish language barriers are frustrating and costly, and organizations must overcome them to achieve better teamwork, service and productivity.

Job-related Spanish classes can pay great dividends, but attaining positive results requires good planning and preparation. Use these tips to insure your classes are effective, enjoyable and profitable:

1. ***Focus on workplace language needs.***
Concentrating on workplace expressions, instead of language fluency, creates a sense of purpose for the training and will pay greater dividends for your company.
2. ***Set realistic expectations.***
Learning a language is not easy. Don't expect too much too soon. Focus on mastering pronunciation and building effectiveness with short terms & phrases.
3. ***Attack your most critical needs first.***
Safety, quality, customer service, company policies & employee expectations are topics that usually rank high on the priority list.
4. ***Clearly define your objectives.***
Decide the specific results you want to achieve. Make a list of the problems you want to solve - then prioritize them in order of importance to your business.
5. ***Get input from both managers & associates.***
Employees and supervisors have different communication needs. Getting both perspectives creates "buy-in" and insures a more effective training program.
6. ***Don't schedule lengthy programs.***
Class attendance decreases as the duration of a program increases. We recommend classes twice a week for an initial period of 4 weeks – there is always plenty of material for "phase 2."
7. ***Select your Spanish Instructor carefully.***
Choose a company or college who can relate to your business needs. Focus on the key job-related expressions that will make a difference.
8. ***Get the boss involved.***
If the boss isn't actively interested, the program loses importance. Be sure the boss attends a few classes and asks the participants about their progress.

Workplace Spanish, Inc. develops, teaches and markets customized language training programs for business, government and education. Our programs focus on teamwork & productivity in workplace situations using simplified, no-grammar methods that stress frequent repetition, individual drills and role-play. Visit our website at www.WorkplaceSpanish.com ; e-mail: info@WorkplaceSpanish.com ; Phone (770) 993-4075

Many technical & community colleges teach our courses; contact their continuing education or corporate training department to find out about Workplace Spanish® classes in your community.