



LOS ANGELES COUNTY LEARNING ACADEMY

DEPARTMENT OF HUMAN RESOURCES
ORGANIZATIONAL AND EMPLOYEE DEVELOPMENT DIVISION

May 9, 2006

To: All Department Heads
From: Michael J. Henry 
Director of Personnel
Subject: **WORKPLACE ENGLISH CLASSES**

Board of Supervisors
Gloria Molina
First District
Yvonne B. Burke
Second District
Zev Yaroslavsky
Third District
Don Knabe
Fourth District
Michael D. Antonovich
Fifth District

I am pleased to inform you that we have expanded our course offering to include Workplace English for County employees who speak English as a Second Language, financed by SEIU Local 660 Labor Management Training funds. The purpose of the training is to strengthen language skill proficiencies to enable employees to demonstrate the listening, speaking, and writing skill proficiencies necessary to succeed in business, customer service, and office settings. This course is designed to provide vocational language skill proficiencies for employees who speak English as a second language.

An information packet and registration form will be sent to your department coordinator. Employees who are interested in participating in the Workplace English module must fill out the registration form and obtain approval from their supervisor, manager and departmental training coordinator prior to submitting the form to the County Learning Academy.

The first class will begin on June 26, 2006. Participants will have an option to choose from one of seven different locations: Department of Human Resources, Abram Friedman Occupational Center, Metropolitan Skills Center (Los Angeles), Harbor Occupational Skills Center, Valley Care Medical Center, North Valley Occupational Skills Center, and East Los Angeles Skills Center. Participants will attend classes two days a week for three hours per day during normal County work hours. This is a six-month course; however, depending on participant's skill levels, some participants may test out early.

If you have any questions, you may call me at (213) 974-2406 or you may have your departmental training coordinator contact Nancy Eiser at (213) 738-2115.

MJH:TJH
LT:NE

c: Administrative Deputies
Personnel Officers
Training Coordinators