

# Start Guide for ESOL Programs

Published by the Montgomery Coalition for Adult English Literacy (MCAEL)

By Heather Ritchie, MCAEL Director of Programs and Services

This document is designed to assist an organization with starting an ESOL class or program at a new location. It provides a framework for discussing the needs, resources and sustainability for an ESOL program. MCAEL encourages users to bring a group of stakeholders together to answer these questions. If the group does not know the answer, use surveys, focus groups or interviews to gather more information before starting a class.

## **THE NEED/ENVIRONMENT:**

Why are you starting this class?

How do you know there is a need?

Are there other ESOL classes nearby? What levels/what type of ESOL classes?

What other resources are nearby?

What do you hope to achieve?

What do you think are the learners' goals? How will you confirm this?

## HOW WILL IT BE DONE:

<p>1) Who will attend the class?</p> <p>How will they learn about it?</p> <p>Who will teach the class – individual or team?</p>	
<p>2) When/What time of day will the class meet?</p> <p>How often will the classes meet?</p> <p>For how long each meeting?</p> <p>For how long – weeks/months?</p>	
<p>3) Where will you meet?</p> <p>How many people will the space hold?</p> <p>What are the tools in the space (chairs, tables, white boards etc?)</p>	
<p>4) What materials will you use/need?</p> <p>Will the organization pay for them?</p> <p>Will the organization charge for the class?</p>	

### What is the timeline for your class - start to end?

(e.g. Volunteers will participate in Instructor Training....Classes will start.)

March: ..... April: ..... May .....June

### How will you sustain the program?

- Who will lead the program?
- What is the plan if that person leaves?
- Where will funding be found for the program?