Start Guide for ESOL Programs
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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:

1) **Who will attend the class?**
   - How will they learn about it?
   - Who will teach the class – individual or team?

2) **When/What time of day will the class meet?**
   - How often will the classes meet?
   - For how long each meeting?
   - For how long – weeks/months?

3) **Where will you meet?**
   - How many people will the space hold?
   - What are the tools in the space (chairs, tables, white boards etc?)

4) **What materials will you use/need?**
   - Will the organization pay for them?
   - Will the organization charge for the class?

### 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?

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