

Program Booklet
Onsite Language & Life Skills Classes
Winter 2016



People-Places-Things, LLC

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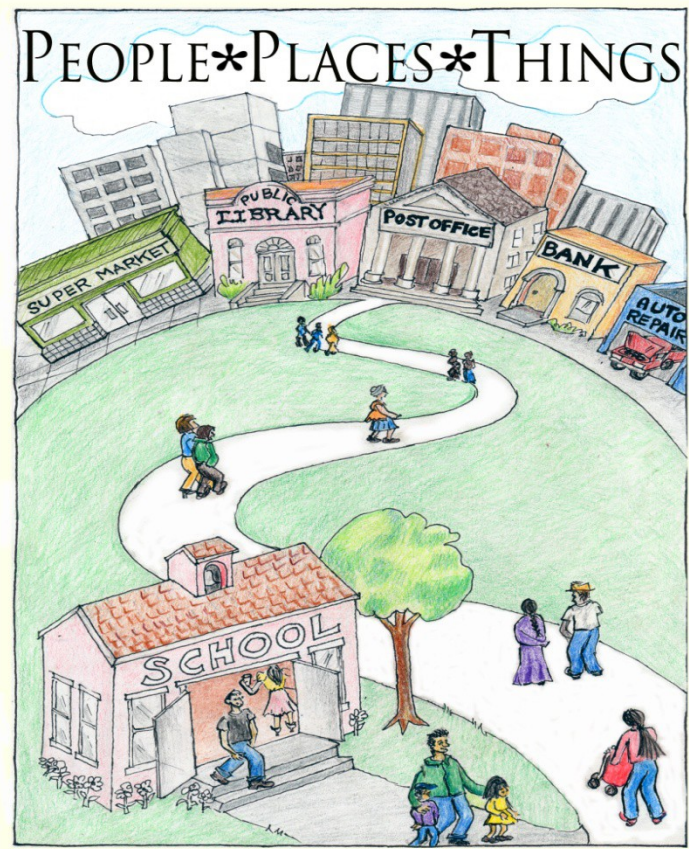
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Contact Information

People-Places-Things Intercultural
Communication Services



From Isolation to Connection

People-Places-Things Intercultural
Communication Services

Language Learners want more *access* to Civic Spaces

Facilitators, Classroom Assistants, and Partners want to
respectfully and authentically build multiethnic
communities that celebrate our cultural wealth

Intercultural Communication Skills are for *everyone*, not
just immigrants and refugees

Bringing People Together

A Learning Community is the combination of **people** and **organizations** that come together in a specific location to share their language & culture, including:

- Language Learners and their families
- P-P-T and associated personnel - Apprentices, Instructors, and other organizational support
- The Host Organization, its volunteers and associated personnel
- The Site Coordinator and personnel associated with maintaining the site
- Community Partners invested in fostering vibrant, respectful multilingual environments

Learning Communities

P-P-T embraces a “Whole Family” approach – because our Learning Communities are **all-inclusive**, they are multigenerational spaces - children and elders learn together

When Sites can afford child care, it’s always a benefit! Our instructors and assistants are coached to work with children whenever they are present

People learning English often have a tighter family structure than mainstream US families; our approach increases attendance and brings family members together

Bring the Whole Family



Building Intercultural Bridges

Schools, Churches, Libraries, Businesses, Government, Social Service and Community-Based Organizations want to engage their constituents, regardless of ethnicity

Through *dynamic, flexible, engaging, relevant* programming, P-P-T does the day-to-day relationship building to facilitate long-term trusting connections

Partnering to Connect

The Host Organization is responsible for promoting the services in the community. P-P-T's job is to keep them coming back!

Recruitment and outreach is best done on an ongoing basis, depending on the community and the outreach methods available

Word of mouth is usually the most successful, and we facilitate that with engaging programming

Host Organization must complete an **Outreach Plan** before classes begin, and document outreach actions taken throughout the course of the partnership

Recruitment of Learners

Our primary outcome is **engagement** – that means tracking attendance is the most important thing we do (other than bring them back!) - So we do it two ways:

Method #1: A daily **Attendance Record** with participants' first and last names, instructor names and other information about the session. We use this to create an electronic record of all participants which we will send to you at the end of every monthly reporting period.

Method #2: A **Loyalty Card** that participants fill out the first time they come which has specific information about the Learner – phone number, address, date of birth, etc. P-P-T doesn't *require* any information other than a name, but our partners sometimes do. These cards are used so Learners can appreciate their progress over time, and are sometimes used to generate incentives for highly engaged participants

Attendance Tracking

2015 Language & Life Skills Outcomes

Total Individual Learners: 969

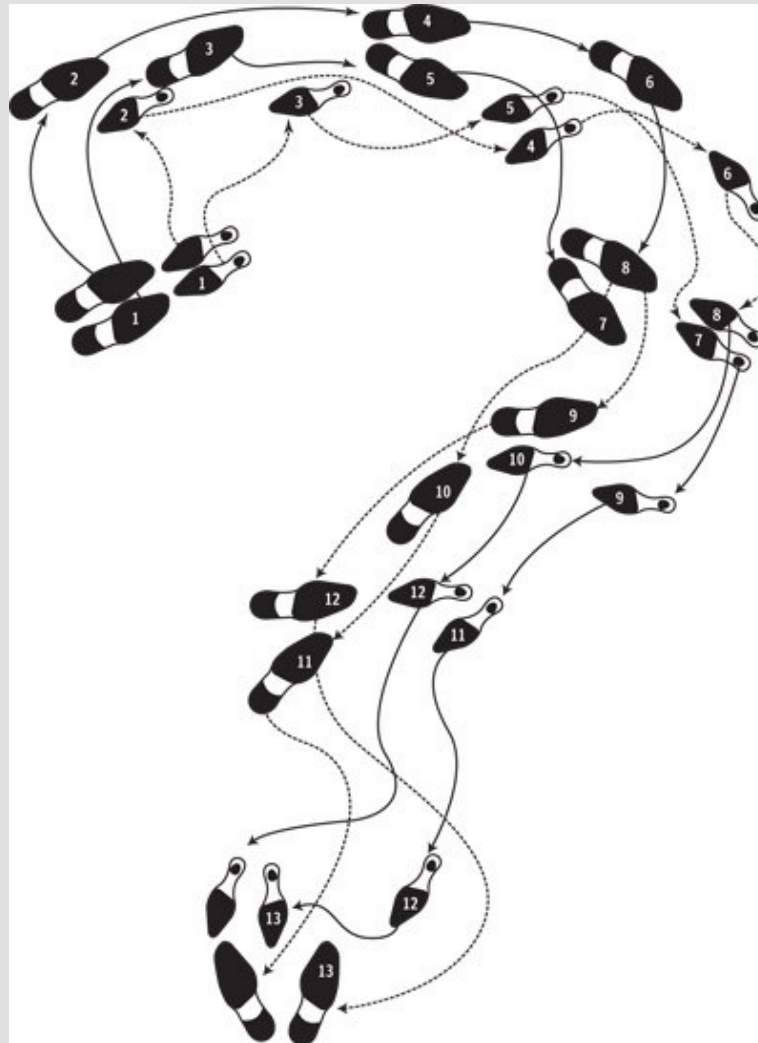
Total Sites Served: 11

Total Classes Held: 587

Total Engagements: 5,023

Average Learners/Class: 8.55

Impact



Dance Lessons For Daily Life

If you've ever taken dance lessons, you might have realized that you could get the basic steps down after a few hours of practice, but the reality on the dance floor was a whole other story!

Acquiring fluency in a language other than one's native tongue is like that.

Actually *all* skilled behavior requires lots of practice in authentic contexts if we are to become proficient. The classroom can help us get ready for the real world – but there is no substitute for getting out on the dance floor!

Language & Life Skills

The Real-World Curriculum

We take real-world items like job applications and maps and use effective, engaging techniques to turn them into language & culture learning materials

We often do a “curriculum vote” which allows Learners to choose the topics for the next several sessions

P-P-T will support Apprentices and Instructors in selecting and adapting appropriate curriculum materials

This approach is *relational, contextualized, flexible, and relevant*

Reality = Relevance

Rockwood Library

May 2013 Curriculum vote

Measurement

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At the bank

///

Emergency

/// Preparedness

money

///

In the kitchen

/// ///

Tri-me +

/// /// ///

Shopping

/// /// ///

In the
Neighborhood

///

Small Talk

1

Understanding
Violence
against Women

Curriculum Vote



Program Set Up

P-P-T provides support to organizations looking to develop connection and engagement among non native English speakers

Our ability to provide services is dependent on the number of available trained instructors, Apprentices, and volunteers. Our goal is to help you provide a sustainable model for your community

If you can pay an instructor we will provide our Language & Life Skills classes on your schedule.

If you cannot pay an instructor, there is a \$100 one-time program setup fee. This fee is waived if the site can provide 2 instructors per class session. P-P-T will provide training and program support at no cost, and the facilitators will be automatically be entered into our Classroom Confidence Certificate (CCC) at no cost. This is good for one year of training support, after which the Site must pay a facilitator, or continue to provide volunteer support.

Partner will put out the word via CNRG or other wide broadcast message about our partnership, inviting community members to become a part of the Learning Community

Partner will describe staffing support efforts in the **Outreach Plan**

Program Support & Fees

P-P-T will guarantee 1 Trained Primary Facilitator if there is funding to pay for services

P-P-T will support programming with In-House Staffing Primary Facilitator (“MC”), a Secondary Facilitator (“DJ”), and any number of Classroom Assistants to fill gaps

P-P-T may move In-House Apprentices, volunteers and other personnel to different sites based on staffing needs. Local volunteers are tied to their sites and will not be moved, though they are welcome to join our network

P-P-T will accommodate requests for staffing changes whenever possible

P-P-T In-House Capacity

Regular Fall Term begins the first week of October through the second week of December - no classes Thanksgiving week.

Regular Winter Term begins the first week of February through Spring Break

Regular Spring Term starts the week after Spring Break through Memorial Day

Regular Summer Term begins the first week of June through the last week of September.

- We can provide services for a single Fall or Winter Term as a pilot
- If the Host Organization can pay a teacher, they can design their term as they wish

Term

Partners **must** tell fill out the **Schedule Form** to tell us each day they'd like us to provide services

In a school environment, we never teach on days of school closure, and we will not accept payment for these days

Best time for evening classes is 6 to 7:30 pm; 1.5 hour sessions are best

Two (or more) classes a week are better than one, when possible; Partnering with multiple sites is encouraged

Scheduling

Two consecutive days with no learners automatically triggers a conversation about canceling the term and a review of the outreach plan

If P-P-T fails to have at least one person onsite for the entire class period, we will not bill

Site Coordinator may cancel any class within 4 hours to avoid payment. If class is canceled with less than 4 hours notice, we will bill. Extreme weather may make an exception.

All schedule changes **must** be communicated by email and phone to Program Director as soon as possible

Scheduling Changes

P-P-T uses an **experiential learning** approach. Apprentices learn by doing: by shadowing other teachers, by working together, and by visiting other sites

The Primary Facilitator (“MC”) directs the action in the classroom to keep everyone engaged

Inclusion and participation:

- Builds a dynamic, sustainable Learning Community
- Supports Instructors & the development of good classroom technique
- Enhances leadership skills
- Reduces anxiety and fear of social risk taking
- Promotes **language & culture sharing** in community settings

Shadowers

We welcome anyone to participate in our classrooms one or more times – community members, organizational personnel, classroom assistants, interns, volunteers, prospective Apprentices

We also invite professionals and organizational representatives to participate as Special Guests

The Site Coordinator and Primary Instructor will be the points of contact for all Guests

Any Guest who comes more than once will need to go through any volunteer or screening protocols required by the host organization

Guests

We keep costs low by bringing a program to your community. If you can help us with the following items, it makes a big difference!

- Photocopies, within reason
- Paper and writing utensils
- An erasable board and dry erase markers
- A plastic bin or other container and a convenient place to store it
- A place to write, preferably with narrow rectangular tables and adult sized chairs

Materials & Photocopies

Photo and Video present a problem for working with immigrant and refugee communities, for many reasons – but the most relevant is simply that it can intimidate Learners which might reduce attendance.

P-P-T and our Partners have the right to take photo and video, and use them for marketing and outreach purposes. However, we do not do this often in practice.

Any use of photo and video outside of personal sharing must be agreed by P-P-T and Partner, and be accompanied by explicit consent where understanding is verified.

Read our complete Photo & Video Documentation Policy here:
<http://www.pptpdx.org/schoolhouse/personal-info/>

Photo & Video

A group of adults sharing language & culture is one of the safest possible spaces you will find in any community

Adults keep an eye on each other, and children are never left unattended

Site Coordinator will be responsible for managing unusually difficult situations and communicating any safety procedures to the Primary Facilitator

Safety Philosophy

P-P-T holds general liability insurance which covers the actions of subcontractors and paid or unpaid P-P-T Team Members

P-P-T will perform background checks for paid instructors if required by Partner

Partner will perform any required background checks on all volunteer staff

All P-P-T Team Members will follow procedures required of volunteers, and any other protocols requested by Partner. Providing P-P-T with an **Expectations Sheet** is highly encouraged.

Liability