



Northwest Iowa  
Community College

603 West Park Street  
Sheldon, Iowa 51201

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## **NEWS RELEASE**

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when received.*

### **Spanish for the Workplace Classes Offered at Northwest Iowa Community College**

If you have Spanish-speaking employees in your workplace who speak limited English or no English, then you need Spanish for the Workplace. It is a comprehensive program designed to provide a safe and supportive work environment for Spanish-speaking employees. The course focuses on such topics as: the hiring process, explaining work schedules and pay, describing work rules and regulations, and safety issues.

This program is designed to be applicable in the supervision of a wide range of Spanish-speaking workers who are employed in areas such as construction, agriculture (farms, ranches, and orchards), landscaping, meatpacking, janitorial services, factories, warehousing and manufacturing facilities. No prior knowledge of Spanish necessary.

Upon completion of this course, you will be able to utilize Spanish in your workplace to do the following:

- \*Greet and receive workers and clients
- \*Employ basic social and courtesy phrases
- \*Use communication strategies to negotiate a mutual level of understanding
- \*Introduce yourself and others
- \*Express and recognize numbers 0-999
- \*Compliment workers
- \*Conduct hiring and dismissal of workers
- \*Provide information about time and work schedules
- \*Explain work rules and regulations
- \*Respond to medical emergencies
- \*Explain safety issues and procedures
- \*Provide commands and information for workplace supervision

- 5 Sessions on Tuesdays, October 23 to November 18 from 6-9 pm at Northwest Iowa Community College in Room 518H, Section #42257.
- Cost: \$199, which includes the textbook.
- Instructor: Becky Wester. She was born in Venezuela while her parents were missionaries there. She spent 18 years there and then moved to the USA. While living in Iowa, she has worked in Human Resources for 15 years in the food industry and has done translating as part of her position. Becky is married with four children of her own and has had four foreign exchange students.

**To preregister: Call Northwest Iowa Community College at 712-324-5061 or 800-352-4907 and ask for Continuing Education.**