

MAEA Provides English as a Second Language (ESL) Services

Spanish / English Translation Services

Our experienced translator can convert your company's important employment related documents into clear, contemporary Spanish. Materials to be translated include:

- Employee Handbooks / Policies
- Benefits Statements, Claim Procedures, etc.
- Work Rules
- Safety Rules
- Notices on your Bulletin Boards

Our translator is also available to participate during company communication events to assist with the understanding of delivered information.

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Posters

Our Federal/State/OSHA Combination posters are available in Spanish as well as the following posters: [Sexual Harassment Policy Poster](#), [Drug Free Random Policy Poster](#), [Workplace Violence Policy Poster](#), [Cell Phone](#)

[Notice](#), [Emergency First Aid Guidelines Poster](#), [Fire Extinguisher Use Poster](#), [CPR Guidelines Poster](#), [Back-lifting Safety Poster](#), [Slip, Trip & Fall Injuries Poster](#), [Choke Saving Poster](#), and [HAZMAT Reference Guide](#)

Custom ESL Training for Employees

Are your employees hindered by limited language skills? If so, they could be making errors due to simple communication problems. Miscommunication can result in potentially disastrous safety mistakes and financial miscalculations. English language classes can help.

Our qualified instructor who is certified to Teach English as a Foreign or Second Language (TEFL/TESL) will start by conducting a needs analysis. The information gathered will be used to create special Short-Term ESL programs

according to the needs of the company and the ESL employees. The benefits to conducting on-site ESL training at your company include increased productivity and better customer service, plus, improved employee satisfaction, retention and morale.

Management & Supervisory Training

Understanding The Latino Culture Workshop

This workshop will focus on helping a company eliminate the language and cultural barriers that exist in a workforce with Spanish-speaking employees. Participants will learn that by taking the extra step to properly educate the

Spanish-speaking employee, the end results will be increased employee loyalty and increased production.

Basic Spanish

This training will review Spanish translations for the most common words used in a business environment. It will also help reduce your organization's costs created by communication barriers.



For more information contact Gina Whalen at gwhalen@maea.biz or 570-622-0992.