WORKPLACE LANGUAGE

The American workforce is becoming increasingly diverse, and this diversity is reflected in no greater way than in the businesses and organizations of Westchester and Putnam Counties.

Some employees may not speak English as their native language either because they have been transferred here by their company or have moved here on a permanent basis.

At still other times, you or your employees may be working with peers, partners, and clients from other countries and may need to communicate in their own language, at least to convey the most critical aspects of the verbal or written exchange and to ensure that the meaning of the communication is not compromised.

The Professional Development Center can run on-site language classes for your employees. Our instructors will conduct on-site evaluations prior to the class and separate the employees into appropriate levels. Our programs include:

- English-as-a-Second-Language
- Italian
- German
- Portuguese
- French
- Spanish

Programs can be refined to include either verbal communications only, or both verbal and written. New language acquisition can be evaluated to ensure the appropriate level of competence is reached for the need at hand.