

Command Spanish® Program Data Sheet
for
Spanish for the Workplace

Materials Description and Content: *Spanish for the Workplace* is published by Command Spanish®, Inc. and consists of a 79 page manual bound in a 3-ring binder with 2 accompanying audio CDs. In addition to a special section devoted to pronunciation, this manual contains the following work-specific language sections: Greetings and Goodbyes; Etiquette and Social Niceties; Communication Strategies; Introductions and Self-Identifications; Holiday Greetings; Numbers; Complimenting Employees; Employment Issues – Hiring and Dismissal; Time and Work Schedule Issues; Work Rules and Regulations; Medical Emergencies; Safety Issues; Command & Control for Site Supervision; General *ESTO* Commands; and Other Useful Expressions. *Workplace* also contains the following appendices: Spanish Alphabet; Hispanic Names; Dates; Money Issues; Telling Time; Colors; Uniform Vocabulary; Offices and Areas of the Workplace; and Signs.

Program Description: This program is intended for non-Spanish-speaking persons who may work with Spanish-speaking employees. **No prior knowledge of Spanish is necessary.**

Goal: To prepare non-Spanish-speaking supervisors and employees to use Spanish language skills to enhance their ability to interact with Spanish-speaking employees.

Objectives: Upon completion, participants will be able to use Spanish to do any or all of the following: Greet and compliment employees and co-workers; Discuss employment issues; Assist with time and work schedule issues; Promote work regulations and safety considerations; and Issue common commands for the worksite.

Methods of Instruction: Modeling, intensive drill, choral response, alpha-beta line, learning pairs and triads, Total Physical Response, role-playing, simulations, and situation cards.

Cross-Cultural Component: Optional 1 – 3 hours based on *Spanish-Speakers and You*. Cross-cultural issues may also be addressed using the program *Supervising Spanish-speaking Employees* (8 hours)

Intended Audience: This program is intended for supervisors and employees who need to communicate with Spanish-speaking workers.

Length of Instruction: 8 to 30 hours, depending on client's needs and interests.

Special Considerations: More specialized Spanish-language workplace training is available for: industry, manufacturing, and warehousing; custodial staff; hospitality (hotels, motels, and/or restaurants); office personnel; and nurseries, landscaping and groundskeeping.

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