

November Ecosystem
Enrichment – Serving
Diverse Populations
(Part 1)



Housekeeping Items

- The session is being recorded, the PowerPoint and other materials will be sent out after the session.
- Please mute yourselves to make sure that speakers can be heard and we do not experience feedback. No need to keep video on unless you want!
- We plan to use breakout groups for some discussion around the topics you're learning about today. When this happens, go ahead and do brief name introductions, go over the questions presented, and offer any reflective thoughts.
- You will be able to ask questions using the chat function
 - If you'd like to ask your question live, please wait until Q&A
 - If you have are having issues with anything, feel free to text 317-690-4238

Announcement from EmployIndy

Updated WorkOne Indy Office Hours

- ✦ WorkOne Indy will be adjusting office hours to accommodate staff need for flexibility while local schools are moving to all virtual learning and local COVID numbers are rising
- ✦ Effective Monday, November 23, 2020-Friday, January 8, 2021
 - Full range of Career Services will continue to be provided virtually and telephonically during normal office hours from 8:-00am-4:30pm on Monday/Tuesday/Wednesday/Friday and 8:00am-2:30pm on Thursdays
 - All Workshops will move to virtually only (no in-person workshops), go to <https://workoneindy.com/calendar/> for updated workshop schedules
 - The office will be open to the public during normal office hours on Tuesday, Thursday, and Friday with the following services available:
 - Public Computers/Information and Resource Area
 - UI Kiosks by appointment only, to schedule go to <https://workoneindy.as.me/RESUI>
 - All full-service Career Services including walk-ins, by appointment, virtually and telephonically
- ✦ Adjusted office hours will be re-evaluated in mid-December

WorkOne Indy Holiday Schedule-Closed

- ★ Thursday, November 26, 2020
- ★ Friday, November 27, 2020
- ★ Thursday, December 3, open 8:00-10:00am
- ★ Thursday, December 10, open 8:00-10:00am
- ★ Thursday, December 24, 2020
- ★ Friday, December 25, 2020
- ★ Friday, January 1, 2021



Agenda for Today

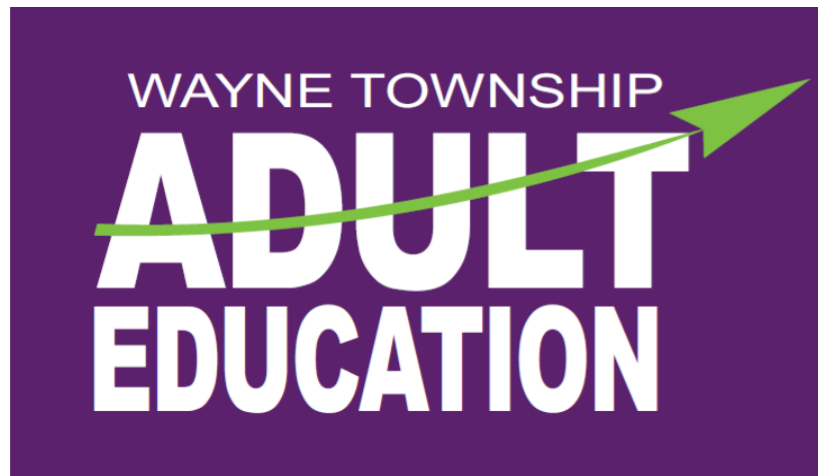
Introductions from Presenters

Overview of Objectives

Content & Activities

Ecosystem Partner Presentation

Wrap-up



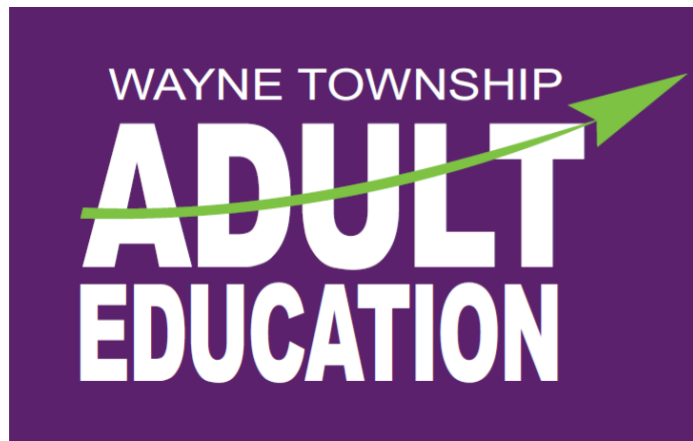
Presenter Introductions

Christy McIntyre-Gray, Coordinator

Kim Smerdel, ELL Supervisor

Nicole Wilson, Lead Life Coach

Terri Gunn, ELL Life Coach



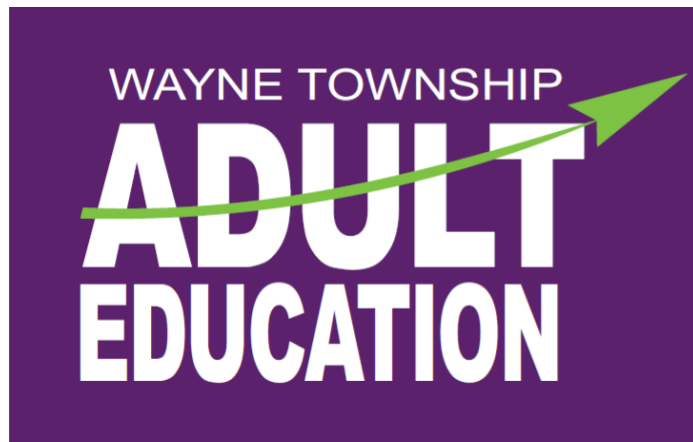
Our Program

Wayne Township Adult Education (WTAE) is located in Indianapolis, IN.

WTAE serves students in three counties Marion, Hendricks, and Morgan counties.

Engage 12 school corporations within urban, suburban, and rural areas.

Serve 2,200 students to 9 service locations with 800 English Language Learners, 1,800 High School Equivalency, and 298 Career Training Students.



Key Components of this Session

Serving Diverse Populations: English Language Learners

- Assessing and addressing language barriers in service delivery
 - Marketing
 - Programming
- Evaluating education needs based on interests & skill levels
 - Inclusive intake process
 - Skills transfer vs Credential transfer
- Simplifying referrals based on individual needs
- Career development with non-native speakers

We have classes that fit your needs - right where you are!

Learn English

We offer a variety of classes that help students to learn English, no matter what their native language is. We offer both in class and online support for new English learners. We offer both day and evening classes to fit your schedule.

GET STARTED!

DOWNLOAD OUR ELL CLASS SCHEDULE

Improve Academic Skills

We offer a variety of classes to help students improve their academic skills. Students can attend our classes to sharpen skills to prepare for a High School Equivalency (HSE), career training, or postsecondary education.

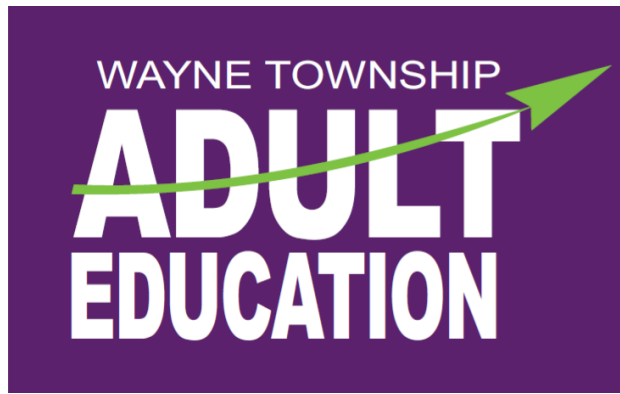
GET STARTED!

DOWNLOAD OUR HSE CLASS SCHEDULE

Access Career Training

We offer students a process to help students find a career that fits their skills and interests, achieve the academic scores necessary to enter that career training, and secure a scholarship to pay for the classes and testing to earn credential in that field.

SEE TRAINING OPTIONS

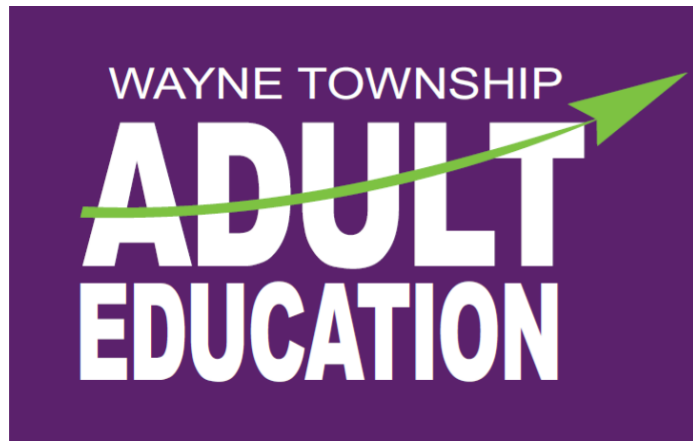


Begin with the end in mind, your students or jobseekers.

Who are your students/jobseekers?

What are their top 3 pressing needs?

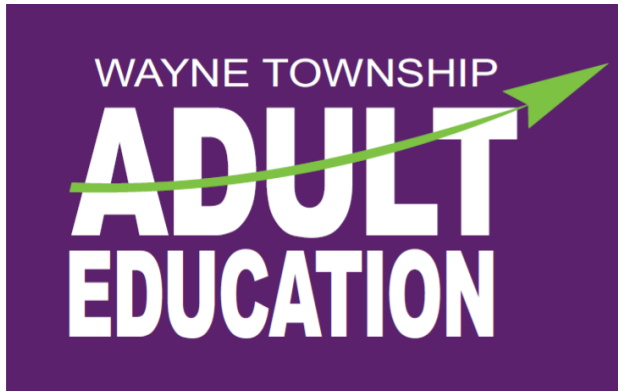
What are their dreams?



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Impact Marketing

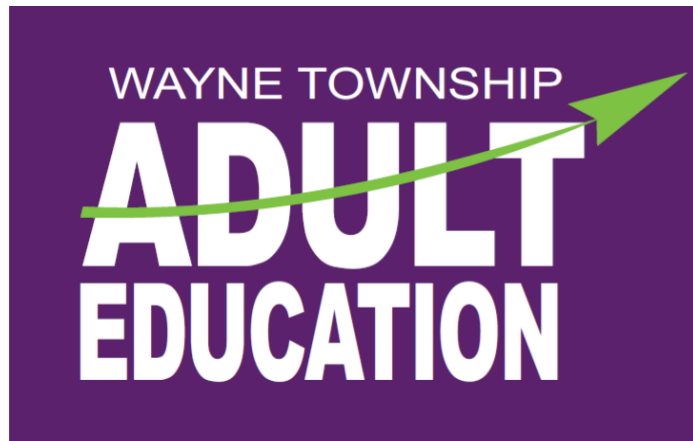


City of Indianapolis Rapid Reskill; Fast Results for Our Community

Wayne Township Adult Education (WTAE) has special EmployIndy and City of Indianapolis Rapid Reskill funding to help Marion County students who have been impacted by Covid-19 start classes to learn English, complete high school, and step into career certification classes. If you have dealt with lost wages, a lost job, childcare closing, school closing, quarantine of a family member, personal illness or quarantine due to Covid-19, then you may qualify for our classes! This could also include special financial assistance for training, HSE testing, or citizenship fees. If you want to advance your life, NOW is the time! Go to adulted.info/start to get started.

Dr. Butts Honors his employee, Jah Blamo, as a HVAC Graduate and a Citizenship N-400 Filing Scholarship Recipient

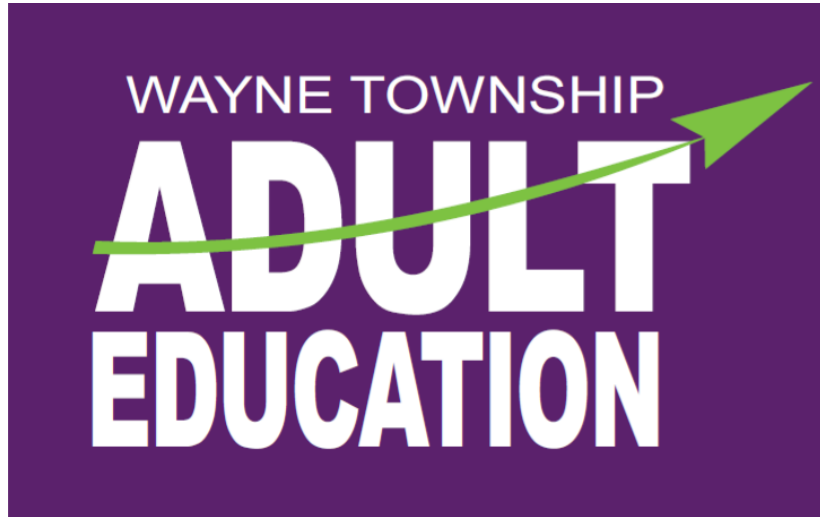




Key Components of this Session

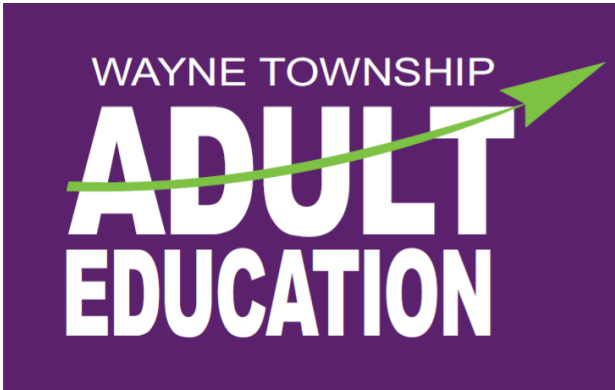
Serving Diverse Populations: English Language Learners

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Assessing Student Barriers

Target Goal: Strong orientation process translated into 102 languages with comprehensive barrier assessment before students walk into class



Website Translation 102 Languages

English

MSD Wayne continues to work with health experts and government officials to plan the 2020-21 school year. [Read more](#)

WAYNE TOWNSHIP
**ADULT
EDUCATION**

Call us:
317.988.7975
Classes in Marion County

317.852.3167 x130
Classes in Hendricks & Morgan Counties

[STUDENT LOGIN](#)

Home About Us ▾ LEARN ENGLISH HSE Career Training Get Involved HSE Bootcamp TASC GET STARTED

[LEARN ABOUT CITIZENSHIP](#) [SEE STUDENT RESOURCES](#)

Welcome to W...
Watch this video to learn about how our program can help you to take the first step to a better tomorrow!

We have classes that fit your needs - right where you are!



ELL STUDENT ENROLLMENT PORTAL

ELL Enrollment Portal

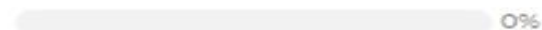
Welcome! Please follow the steps below to enroll in our English Language Learning (ELL) classes.

Course Information

Get Started » 0%

Enrollment Steps		
<input checked="" type="checkbox"/>	Getting Started: Translating the Videos	1 of 8
<input checked="" type="checkbox"/>	Introduction	2 of 8
<input checked="" type="checkbox"/>	Indiana Career Explorer	3 of 8
<input checked="" type="checkbox"/>	Student Handbook Agreement	4 of 8
<input checked="" type="checkbox"/>	Intake Form	5 of 8
<input checked="" type="checkbox"/>	How can we help you?	6 of 8
<input checked="" type="checkbox"/>	Student Information Form	7 of 8
<input checked="" type="checkbox"/>	Test Information	8 of 8

Progress



Lessons

Enrollment Steps

- Getting Started: Translating the Videos
- Introduction
- Indiana Career Explorer
- Student Handbook Agreement
- Intake Form
- How can we help you?
- Student Information Form
- Test Information

WAYNE TOWNSHIP
**ADULT
EDUCATION**

HIGH SCHOOL
EQUIVALENCY SKILLS

HSE STUDENT ENROLLMENT PORTAL

HSE Enrollment Portal

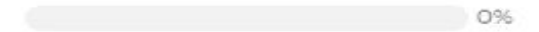
Welcome! Please follow the steps below to enroll in our High School Equivalency (HSE) classes.

Course Information

Get Started » 0%

Enrollment Steps	
<input checked="" type="checkbox"/> Program Overview	1 of 6
<input checked="" type="checkbox"/> Photo ID	2 of 6
<input checked="" type="checkbox"/> Intake Form	3 of 6
<input checked="" type="checkbox"/> Addressing Barriers to Your Education	4 of 6
<input checked="" type="checkbox"/> Student Information Form	5 of 6
<input checked="" type="checkbox"/> TABE Testing and Academic Requirements	6 of 6

Progress



Lessons

Enrollment Steps

- Program Overview
- Photo ID
- Intake Form
- Addressing Barriers to Your Education
- Student Information Form
- TABE Testing and Academic Requirements

أو (HSE) لتعليم الكبار للعام الدراسي 2020-21 سواء كنت مهتمًا بتعلم اللغة الإنجليزية أو معادلة المدرسة الثانوية Wayne شكرًا لك على اهتمامك بأخذ دروس التدريب المهني . يبدأ الجميع هنا

الرجاء إدخال المعلومات الخاصة بك في النموذج أدناه

الخطوة 1 من 8 - الخلفية

0%

بيانات الطالب

السنة الأكاديمية 2020-21

* أنا مسجل في البرنامج التالي

- أحتاج إلى تعلم اللغة الإنجليزية - (تعلم اللغة الإنجليزية) ELL فصول
- أحتاج إلى معادلة المدرسة الثانوية أو لدي بالفعل دبلوم ، ولكنني أبحث عن تدريب مهني - (معادلة المدارس الثانوية) HSE / (التعليم الأساسي للبالغين) ABE فصول

* الاسم

أول

الأوسط

الآخر

* هل أنت طالب مركز إكسل؟

- نعم
- لا

Addressing Barriers to Your Education

Back to: [HSE Enrollment Portal](#)

Sometimes as adult students, we have barriers that keep us from being able to focus on education. At Wayne Township Adult Education, we have a team of life coaches who are ready to provide resources that can help you with those barriers. Please fill out the form below to let us know how we can help!

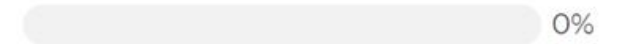
Please let us know about any barriers you have that we can help you with. Do you need help with any of these barriers?

Check all that apply:

- | | |
|---|---|
| <input type="checkbox"/> Career Training | <input type="checkbox"/> Child Care |
| <input type="checkbox"/> Employer letter stating you are a student | <input type="checkbox"/> Employment |
| <input type="checkbox"/> Expungement of Criminal Records | <input type="checkbox"/> Food Pantries |
| <input type="checkbox"/> Food Stamps | <input type="checkbox"/> Immigration Issues |
| <input type="checkbox"/> Legal Help | <input type="checkbox"/> Medical Care |
| <input type="checkbox"/> Testing Accommodations | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Vocational Rehabilitation | <input type="checkbox"/> I want to become a citizen |
| <input type="checkbox"/> I need my foreign academic records evaluated | <input type="checkbox"/> I do not feel safe at home |
| <input type="checkbox"/> I would like information about substance abuse | <input type="checkbox"/> I would like to talk with someone about anxiety, ... |
| <input type="checkbox"/> I don't have any of these barriers at this time. | |

Submit

Progress

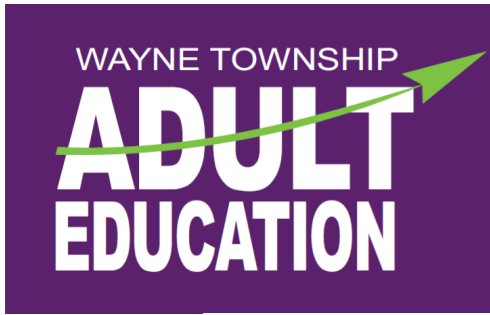


Enrollment Steps

- ✓ Program Overview
- ✓ Photo ID
- ✓ Intake Form
- ✓ **Addressing Barriers to Your Education**
- ✓ Student Information Form
- ✓ TABE Testing and Academic Requirements

Common barriers for ELL students/jobseekers

- Need for immediate “survival job” income to support family
- Lack of career information and guidance
- Language fluency
- Lack of professional networks
- Lack of culturally appropriate U.S. job search skills
- Technical skill gaps
- Age or stage in career
- Discrimination
- Family obligations
- Professional licensing
- Lack of U.S. work experience
- Employer concerns about visa sponsorship or lack of context for foreign education and experience



Life Coach Communication

Hello,

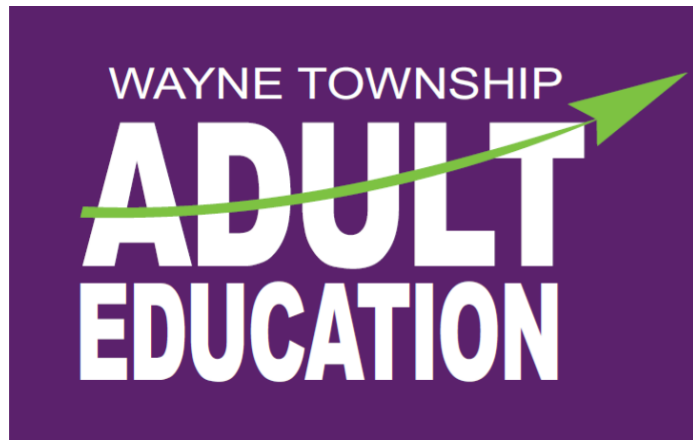
My name is Nicole Wilson and I am a Life Coach in the Wayne Township Adult Education Program. I am reaching out to you because during registration you had marked the following as barriers;

I would love to be able to assist you with these barriers. Please feel free to reach out to me via email at nicole.wilson@wayne.k12.in.us or by phone at 317-988-7876 to set up an appointment to discuss these barriers.

I am available Monday-Thursday from 8:00-2:00. We can set up a time to meet during these hours or I can arrange a time in the evening for you to meet with one our evening Life Coaches.

Kind regards,

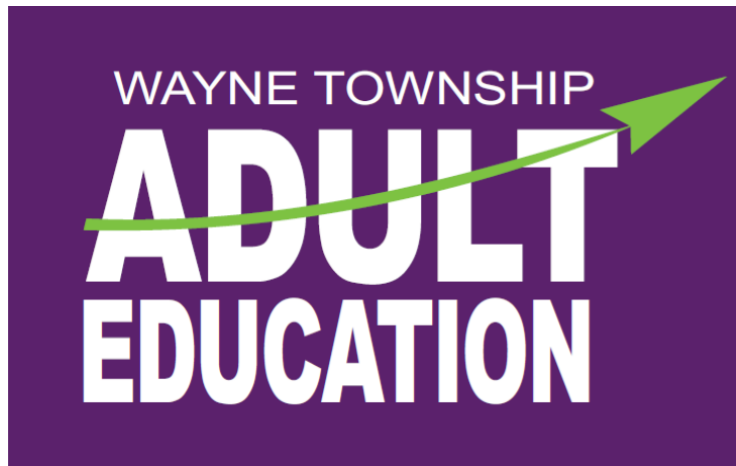
Nicole Wilson



Key Components of this Session

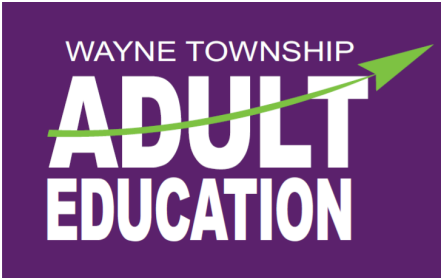
Serving Diverse Populations: English Language Learners

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- **Simplifying referrals based on individual needs**
- Career development with non-native speakers



Defined Deliverables

Target Goal: Empower student access to resources through school based marketing, portal access, and an internal resources page.



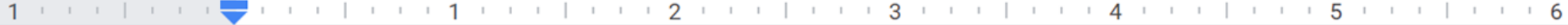
EDUCATION

SERVICES

LIVING

ADULT

GOVERNMENT



LIVING

Parenting > direct to Goodwill Nurse Family Partnership under Health Care in VR Fair and the following links

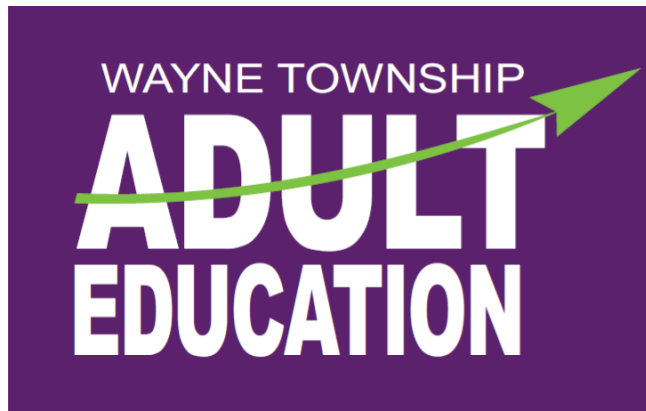
<https://www.online-class-parenting-divorce.com/articles.php>

<https://www.kidsvoicein.org/>

<https://www.familiesfirstindiana.org/parenting-education>

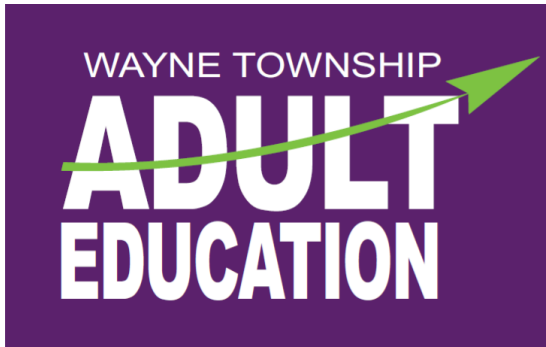
Child Care > direct to Child Care under Family Support in VR Fair

Food Pantries > direct to Feed Your Neighborhood and Food Pantries under Food and



Life Coaching Wall Web Page

<https://adulted.info/lc/>



Virtual Resource Fair

Course Information

Get Started »	0%
Life Coach Welcome	
✓ How to Translate the Videos	1 of 2
✓ Meet our Life Coaches	2 of 2
Immigrant Support	
✓ Social Security Card	1 of 4
✓ International Credential Evaluation	2 of 4
✓ Citizenship/Naturalization	3 of 4
✓ Immigrant Welcome Center	4 of 4
Career Training	
✓ Program Overview	1 of 2

Progress



Lessons

Life Coach Welcome

- ✓ How to Translate the Videos
- ✓ Meet our Life Coaches

Immigrant Support

- ✓ Social Security Card
- ✓ International Credential Evaluation
- ✓ Citizenship/Naturalization
- ✓ Immigrant Welcome Center

Career Training

- ✓ Program Overview
- ✓ WorkOne

Employment Assistance

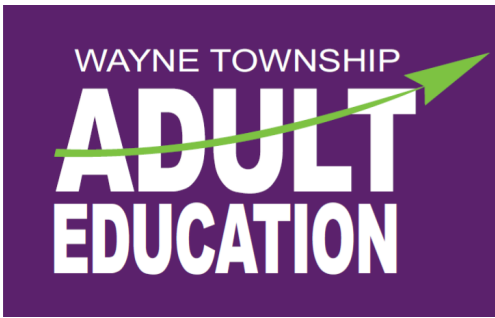
- ✓ Vocational Rehabilitation
- ✓ Amazon/Integrity Staffing Solutions
- ✓ Morales Group
- ✓ Heart of the House
- ✓ Faire Labor Agency
- ✓ HR Services and Consulting
- ✓ StitchFix – Employment Opportunities

Transportation

- ✓ Drive Zone
- ✓ IndyGo

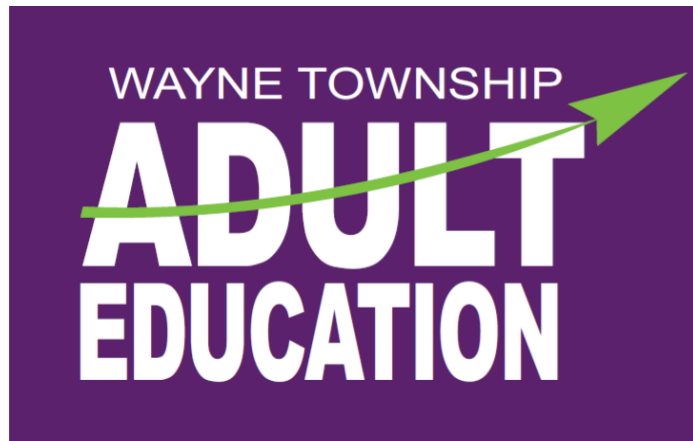
Health Care

- ✓ Mental Health Services
- ✓ Goodwill Nurse Family Partnership
- ✓ Shalom Health Care Center



Questions? Thoughts?

- Do you have something similar at your organization?
- What resources do your job seekers often request?
- Are you able to get them information quickly and efficiently?




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EDUCATION – Life Coaching Resources


COLLEGE ASSISTANCE




The image shows two students sitting at a desk, looking at a laptop. The laptop screen displays a 'Student Loan Application Form' with the following fields: 'Proposed Borrower's Name', 'Birth Date' (set to January 2014), 'Gender' (set to Male), 'Address', 'Phone Number', 'Email Address', 'ID Number', 'Social Security Number', 'Status' (with options for Single, Married, Divorced, and Others), and 'Occupation'. There is also a question 'Are you a veteran?' with 'Yes' and 'No' options. The students are holding pens and looking at a yellow sticky note on the desk.

Student Loan Application Form

Wayne Township **ADULT EDUCATION**




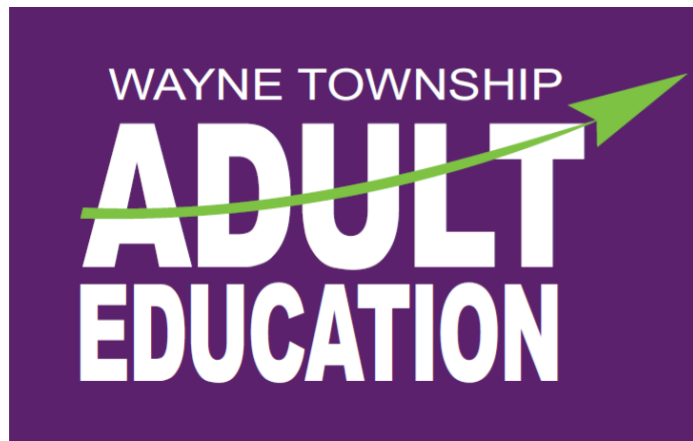
CREDENTIALS EVALUATED



The image features a globe with a blue graduation cap (mortarboard) with a tassel resting on top. A rolled-up diploma tied with a blue ribbon is placed in front of the globe. The globe is set against a yellow background.

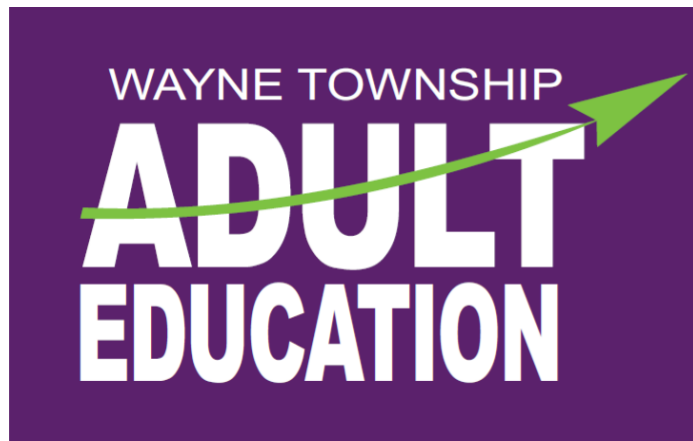
Wayne Township **ADULT EDUCATION**





More on Credential Evaluation/Transfer

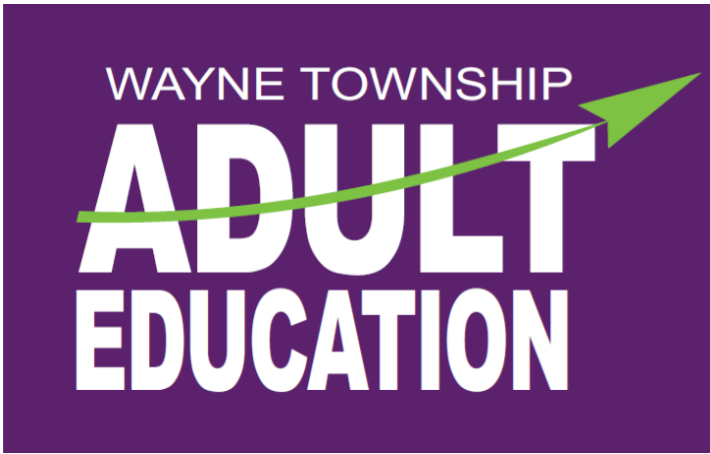
- Is it needed?
 - Value of professional credentials is highly field specific, so clients should research which credentials are truly “required” to work in certain fields
- What is the purpose of the credential evaluation?
 - Additional education: case-by-case basis depending on school (check with admissions office)
 - Professional licensing: depends on state licensing requirements
 - Employment: see if employers need the credential evaluated; if not, it’s probably not worth the \$
- Select Reputable credential evaluation service if client decides to go that route



Key Components of this Session

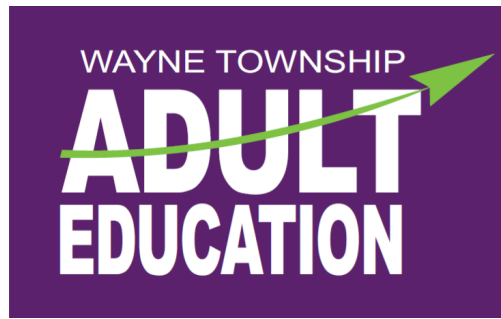
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Opportunities for Success

Target Goal: Connecting Students to Opportunities in Training, Employment, Apprenticeship, and Military



Education & Training Opportunities w/ WTAE and others!

Many Adult Education Providers offer High School Equivalency classes, English Language Learning classes, and Career Trainings!

It's easy to refer jobseekers to these programs:

<https://www.cognitofrms.com/EmployIndy1/ConnectToYourLocalAdultEducationProvider>

- Name, Phone, Email
- Education needs
- Location for nearest referral
- Career Training Interest, if applicable



Fast Paced HSE Bootcamp

Attain HSE in 15 Hours

Average 15 Weeks

96% Attained Diploma

Success is passing 1 or all



Earn your High School Equivalency (HSE) diploma in just a few DAYS ...and WE PAY the \$95 test fee!

HSE Boot Camp students MUST...



Pre-register for boot camp. – Walk-ins cannot be accepted, so get started with the the registration portal at adulted.info/bootcamp.



Come to your pre-registration appointment to complete TABE placement testing. **Students must score at least at a level 3 (out of a possible 6) on the TABE test to be eligible for HSE boot camp.**



Be available to attend **THE ENTIRE** HSE Boot Camp .

2020-21 DAYTIME BOOT CAMPS

THURS 12:30-3:30PM, FRI & SAT 8:30AM - 4:30PM

July 9, 10, 11

August 6, 7, 8

September 3, 4, 5

October 1, 2, 3

January 7, 8, 9

February 4, 5, 6

March 4, 5, 6

April 8, 9, 10

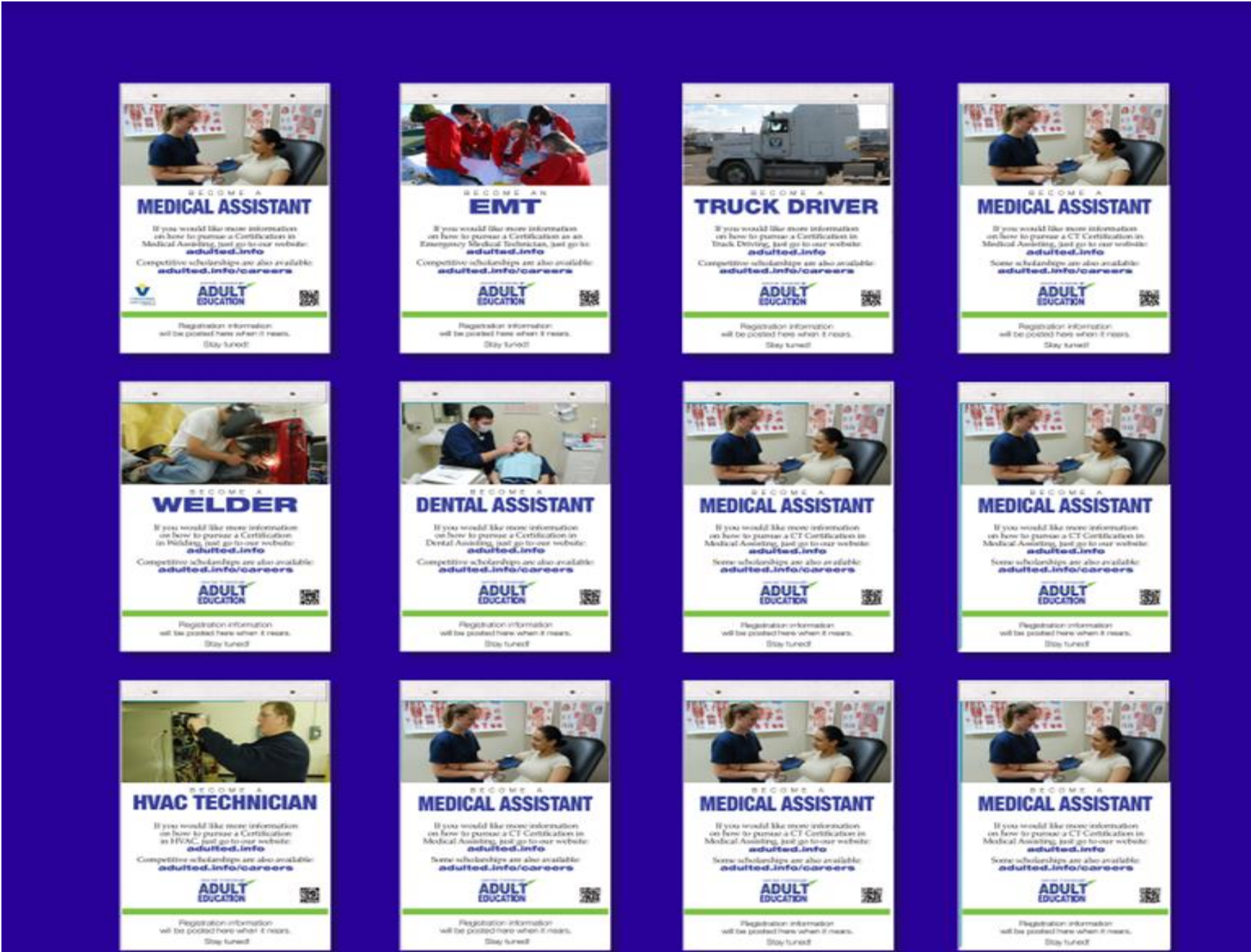




Career Training Wall

Career Training Landing Page

Student Scholarship Portal



CAREER TRAINING OPTIONS

Full Scholarships Available - FREE Classes for Qualifying Students
Scroll down to read about all the possibilities!



Medical Assisting

Have you always dreamed of working in the medical field? That dream is within reach! In partnership with Vincennes University, we connect students with a pathway to become a certified **Clinical Medical Assistant**. Choose from night or day classes in Mooresville or Wayne Township. Classes fill up fast and seating is limited, so sign up now if you're interested!

BUILDING INTEREST FOR SPRING 2021

GET ON THE WAIT LIST

[Download the class schedule.](#)



Dental Assisting

Would you like to help people be able to smile confidently? Are you interested in the dental field but aren't sure how to start? Make it a reality with a career in Dental Assisting! Alongside Vincennes University, we help set students on a path to become a **Dental Assistant**. Classes fill up fast and seating is limited, so sign up now if you're interested!

BUILDING INTEREST FOR SPRING 2021

GET ON THE WAIT LIST

[Download the class schedule.](#)



**Certified Clinical Medical Assisting Evening Classes at
Mooreville High School**

January 28, 2021 & February 1, 2021 through June 3, 2021



Week	Monday 6:00PM – 9:30PM	Tuesday 6:00PM – 9:30PM	Thursday 6:00PM—9:30PM
1	February 1	February 2	February 4
2	February 8	February 9	February 11
3	February 15 (No Class)	February 16	February 18
4	February 22	February 23	February 25
5	March 1	March 2	March 4
6	March 8	March 9	March 11
7	March 15	March 16	March 18
March 22 through April 2 (No Classes)			
8	April 5	April 6	April 8
9	April 12	April 13	April 15
10	April 19	April 20	April 22
11	April 26	April 27	April 29
12	May 3	May 4	May 6
13	May 10	May 11	May 13
14	May 17	May 18	May 20
15	May 24 Career Connections Lab	May 25 Career Connections Lab	May 27 Career Connections Lab
16	May 31 (No Class)	June 1 Career Connections Lab	June 3 Career Connections Lab

STEP 1:
Go to adulted.info;
Get on the waitlist.

STEP 2:
Wait for a text that gives you directions on how to begin the scholarship process.

STEP 3:
Complete all required steps in the scholarship process correctly, completely and on time.

STEP 4:
If awarded a scholarship, attend the **REQUIRED** orientation on Thursday, January 28th.

To be considered for a scholarship, the following must be completed by the deadline:

- submission of all required documents.
- testing in reading, math and language.
- an interview with a life coach.

**YOUR SUPPORT NETWORK FOR SECURING A JOB IN
THE CAREER YOU LOVE**



BDU

TUESDAYS

12:00AM—2:00PM

DOOR #2, Room AE8
1155 S High School Rd

AREA 31

THURSDAYS

6:30PM—8:30PM

DOOR #17, ROOM W107
1200 N Girls School Rd

BDU

FRIDAYS

8:30AM—10:00AM

DOOR #2, Room AE8
1155 S High School Rd



WAYNE TOWNSHIP
**ADULT
EDUCATION**

SCHOLARSHIP
APPLICATION FOR
ENROLLED STUDENTS

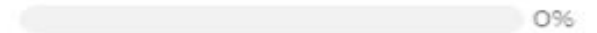


CAREER TRAINING
SCHOLARSHIP PORTAL

Current Student Career Training Scholarship Portal

Welcome! We are so pleased that you are already enrolled as a student at Wayne Township Adult Education, and we are excited that you have chosen to pursue a career training certification scholarship! Please follow the steps below to qualify for our career training scholarship funding. Because you are a current student with us, you will have priority consideration above students who are not currently enrolled students, so finish this scholarship portal as quickly as possible to take advantage of this opportunity!

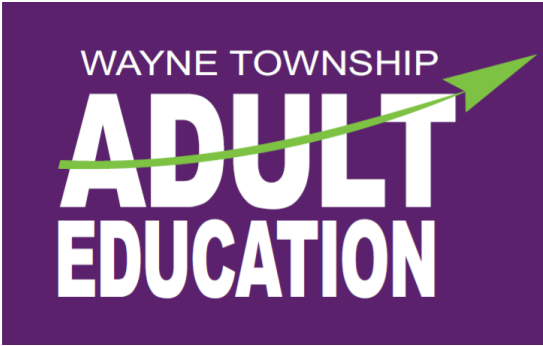
Progress



Lessons

Scholarship Qualification Steps

- Career Training Overview
- Covid-19 Funding
- I-9 Documentation
- Addressing Barriers to Your Education
- Student Information Form
- Financial Outlook
- Diploma OR Transcript
- Survey Questions
- Attendance Policy
- Scholarship Acceptance and Commitment



Citizenship Portal

Course Information



Eligibility Screening Questions		
<input type="checkbox"/> Overview		1 of 4
<input checked="" type="checkbox"/> Complete Screening Form for Eligibility		2 of 4
<input type="checkbox"/> COVID-19 Eligibility		3 of 4
<input type="checkbox"/> Wayne Township Adult Education Student Status		4 of 4

Signup for Classes		
<input checked="" type="checkbox"/> Intake Form		1 of 1

Indiana Legal Services		
<input type="checkbox"/> Introduction		1 of 2
<input type="checkbox"/> Scheduling Your Interview Appointment		2 of 2



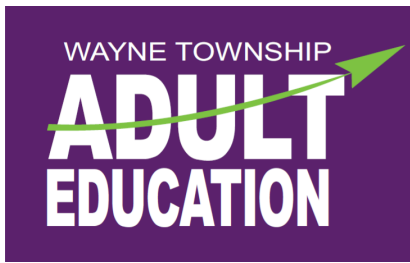
- ### Lessons
- #### Eligibility Screening Questions
- Overview
 - Complete Screening Form for Eligibility
 - COVID-19 Eligibility
 - Wayne Township Adult Education Student Status

- #### Signup for Classes
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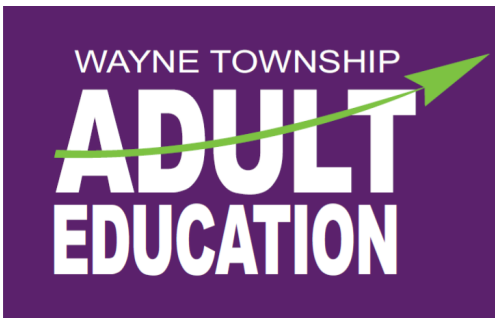
- #### Becoming a United States Citizen
- Overview Video
 - Should I Consider U.S. Citizenship?
 - Citizenship Rights & Responsibilities
 - Additional Resources

- #### Citizenship and Naturalization
- Overview
 - I am a Lawful Permanent Resident of 5 Years
 - I am Married to a U.S. Citizen
 - I am the Child of a U.S. Citizen
 - 10 Steps to Naturalization
 - Commonly Asked Questions About the Naturalization Process



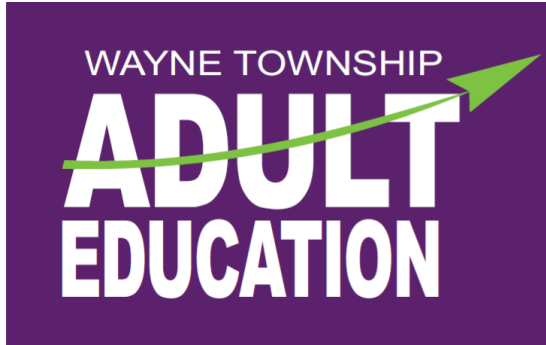
Preparing ELL Jobseekers for Employment

- Some non-native and/or immigrant students/jobseekers may need additional support adapting to cultural norms
- Coaching strategies to employ
 - Discuss non-verbal communication: handshaking, eye contact
 - Interview Prep: reviewing U.S.-style interview techniques, practicing self-promotion, etc
 - Resume development: use industry relevant terms, look for clarity, eliminate confusing information
- Identify existing strengths and validate cultural experiences
 - Identify technical skills from previous work
 - Discuss how cultural diversity is an asset to employers



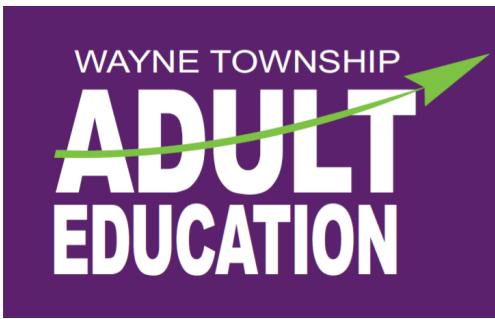
No One-Size-Fits-All Approach for Serving Diverse Populations

- Consider how to integrate various learning elements for ELL clients
 - English Language Learning classes -> easy transition to HSE classes
 - Career Training that incorporates work experience
 - Soft skills development integrated into the classroom



Coming Soon!

- Employment & Apprenticeship Walls
- Military Wall
- Citizenship Wall



Takeaways

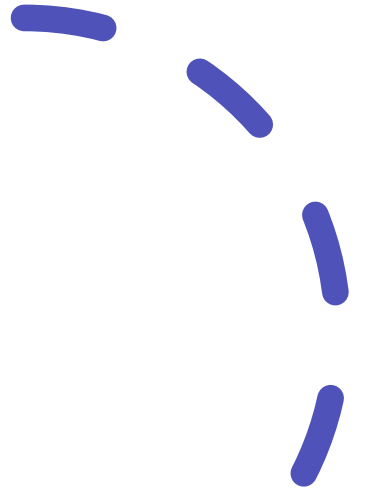
- What is one thing you learned today that you can use in your career services moving forward?
- What would you like to learn more about in future sessions or other professional development?



**EXODUS
REFUGEE**

The life ahead.

**Partner Presentation:
Exodus Refugee
Immigration Inc.**





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Want more information on resources for our ELL jobseekers?

- <https://www.indianalegalservices.org/ILRC>
- <https://www.nclegalclinic.org/legal-help-online>
- <http://www.archindy.org/cc/refugee/migration-about-home.html>
- <https://www.immigrantwelcomecenter.org/what-we-do/>

More information to be sent electronically in the follow-up email.

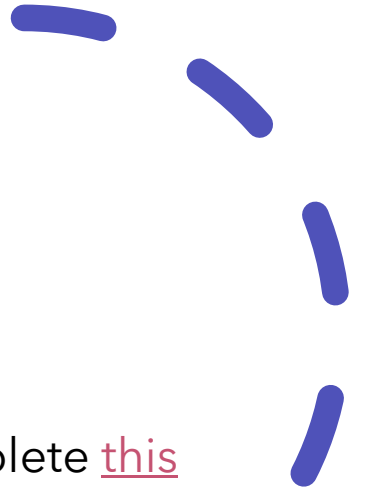


Final Reminder!

If you have not done so already, please complete [this career services survey](#) as soon as possible.

It will be used for:

- Future Ecosystem Enrichment Content Planning
- Resources developed to help you with career services
- Data that can help us meet gaps in service delivery
- And MORE!





Wrap-Up



Next Session: January
28th

[Register Here](#)



Want to Info from Past
Ecosystem Enrichment
Sessions?

[Click Here](#)



[Career Coaching Survey!](#)