Behind the Scenes: How Workers are Treated—Issues of Caste and Class
Oct 5 to Nov 16, Wed, 11:30-1:30 PM
Are some people treated differently because of their job, status, income, or ethnicity? Do you experience this yourself or see others facing it, or even believe it? Sometimes treating others as less than equal? Join others from across campus to share experiences, explore the underlying issues, and strategize together on how to change things so that everyone is treated with equal respect and dignity. Bringing bag lunches is encouraged, as we meet during lunch time.
—Daria Fisk, Instructor

Building Bridges: Our Diverse Campus Community
Jan 14 to Feb 11, Fri, 2:45-4:45 pm, 222 Skinner
Join with other UMass workers to celebrate and learn first-hand about our diverse workforce. Co-workers from different countries will share backgrounds, customs, languages, and food. We’ll explore what works well and doesn’t in a relaxed, informal, multi-cultural workplace setting.
—Team-taught

Communication, Diversity, and Social Justice
Oct 4 to Dec 13, Tues, 4:15-6:45 PM, 105 Campus Center
Build communication, critical thinking, organizing, and teamwork skills by producing a weekly radio show with co-workers on WMUA. Focus on social justice, diversity, and class issues from a worker perspective. Includes portraits of workers and workplace issues. Learn on-air and/or behind the scenes technical skills. No experience needed. Flexible schedules possible—sign up for specific shows or the whole semester.
—Daria Fisk, Instructor

Computers for Everyone: Windows, Word, and the Net
Oct 4 to Dec 15, Tu/Th, 1-3 pm, 222 Skinner
This beginner class is for anyone who isn’t sure what to do with a computer after they find the “on” switch. Participants learn the basic parts of the computer, how to use Microsoft Windows and WORD. You’ll practice inputting, editing, formatting, spell checking and creating documents. You also get a free email account. Then we’ll send, receive and delete email. Finally, we’ll explore the wonders of the Internet and do customized searches of Web sites to find useful and fun information.
—Fran Fortino, Instructor

Spelling, Reading, Writing, and E-Mail Basics
Oct 4 to Dec 15, Tu/Th, 9-11 AM, 222 Skinner
Want to improve your spelling, reading, writing, math, or email skills? Join this class to work at your own pace on a few skills at a time. Small projects help overcome fear of writing and using computers for email. No computer experience needed. Advanced ESL students are also welcome.
—Fran Fortino, Instructor

Workplace ESOL I
Oct 3 to Dec 14, M/W, 9-9:15 AM, 222 Skinner
Develop your English language skills by learning and practicing speaking, reading, writing, grammar, and pronunciation in a supportive, small-group setting of co-workers.
—Simeon Afouda, Instructor

Workplace ESOL II
Oct 3 to Dec 14—May 11 M/W, 1-3 pm, 222 Skinner
Develop your English language skills by learning and practicing speaking, reading, writing, grammar, and pronunciation in a supportive, small-group setting of co-workers.
—Amy Brodigan, Instructor

Workplace ESOL Language Coaching
Flexible schedules arranged, Sep to Dec
Honors student language coaches offer individual tutoring to learners at Franklin Dining Commons and Southwest Dining Commons.
—Carol Kim & Amy Brodigan, Instructors

Writing for Work & Beyond: The Workers Writing Project
Oct 5 to Dec 7, Th, 9-11 AM, 222 Skinner
Hone your writing skills in a small group setting. Increase your writing clarity, power, and effectiveness. We’ll focus on workplace themes and shared concerns. In class time is set aside for writing exercises, sharing, editing, reflection, and discussion. Class meets during lunch, so bringing bag lunches is fine. This course is part of a national writers project. Participants will interact with a prominent author during one of the sessions.
—To be announced, Instructor

A joint effort sponsored by AFSCME, USA/MTA, SEIU, and the University of Massachusetts, we welcome you to review these offerings and sign up below. Please let us know what you would like to see offered in the future; our number is 545-2031. Classes are free and paid work release time is available with your supervisor’s approval.

**Fall 2005 Offerings**

**Labor/Management Workplace Education**

**Computers for Everyone:**
This leadership class helped me to communicate better, to work with my co-workers better. It challenged me to develop a positive attitude. I learned how to take leadership and to finish a job. I’ve recommended this course to co-workers.

—Francisco Segura

**Communication & Leadership**
I would not be a manager now without the support of supervisors and head janitors who allowed me to take classes. These courses made all the difference.

—Jim Schaefer

**Writing for Work & Beyond:**
I have taken the ESOL courses for two semesters. First I was not able to talk with others but now I am able to after two semesters of learning. I have learned frequently used vocabulary and special terms in my work. They are very useful and helpful for my job. Through the ESOL learning, now I can read simple articles and newspapers and understand TV. The learning in my ESOL class helps me to further my understanding of American society. The ESOL program really helps us a great deal in our life and our work.

—Yi Yi Chen

**ESOL class helps me to further my job:**
The ESOL program really helps us a great deal in our life and our work.

—Yi Yi Chen

**Computers for Everyone:**
This leadership class helped me to communicate better, to work with my co-workers better. It challenged me to develop a positive attitude. I learned how to take leadership and to finish a job. I’ve recommended this course to co-workers.

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—Yi Yi Chen
learned a lot...

... amazing arena for employees to learn new skills

allowed me to understand others with an open mind

we're all trying to make this a better place to be

learned a lot...

Stayed Tuned for Expected Additional Offerings (pending funding and partnerships agreements)

- Computers (Intro, Advanced, Excel, Word, Graphics Program, etc)
- Career Development (Exploring Alternatives and Skill Assessments, Career Aptitudes, Education and Training Opportunities, On-line Options, Networking, Career Planning Skills, Support Systems)
- Job-related educational counseling
- Reimbursement for career-related purchases

To register just detach this form, complete other side, fill out this side, and put into campus mail (the sooner the better!).

From:

____________________________
____________________________
____________________________

To: Labor/Management Workplace Education
303 Goodell
UMass
Amherst, MA 01002
For Organizational Development, Supervisory Development, and other offerings, please call Workplace Learning & Development at 545-1787.