

ENGLISH

CULTURAL LINGUISTIC SERVICES

Enhancing Communication, Cultural Understanding and Learning

CONTACT US



We are available to assist you in Hmong, Spanish, Tibetan, or English.

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Spanish and English

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English Language

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Tibetan and English

PLEASE CALL
TO MAKE AN APPOINTMENT



On Tuesdays and Thursdays from 9:00 a.m. – Noon, we are available to assist you in Spanish, Hmong, Tibetan, or English without an appointment.

PRINCIPLES OF PRACTICE

The Office of Human Resource Development strives to advance these principles in our daily interactions.

- **Community through respect & civility**
It is critical to promote respect and the practice of civility in the workplace community.
- **Excellence through diversity**
Diversity of gender, ethnicity, ability, religion, sexual orientation, culture, position, job function, and years of service are crucial components in the pursuit of excellence.
- **Success through learning**
Continuous professional development is vital to individual and organizational success.



OFFICE OF
**HUMAN RESOURCE
DEVELOPMENT**
University of Wisconsin-Madison
www.ohrd.wisc.edu

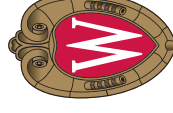
ENGLISH

CULTURAL LINGUISTIC SERVICES

Enhancing Communication, Cultural Understanding and Learning

UW-Madison Cultural Linguistic Services

Enhancing Communication, Cultural Understanding and Learning in Multilingual Work Environments



THE UNIVERSITY
of
WISCONSIN
MADISON

Office of Human Resource Development
Cultural Linguistic Services
21 North Park Street, Suite 5101
Madison, Wisconsin 53706
(608) 265-2257

www.ohrd.wisc.edu

SERVICES PROVIDED

- Translation and interpretation services into Spanish, Hmong and Tibetan to facilitate communication in the workplace.
- On-the-job training to enhance workplace understanding for English language learning employees.
- Support and resources for managers and supervisors to assist with interactions in multilingual work environments where communication barriers may exist.
- Educational opportunities for English-speaking employees and employees with limited English proficiency through the Workplace Learning Program.

WHO MAY ACCESS OUR SERVICES

- Applicants and potential employees.
- UW-Madison departments requesting their communication in different languages.
- Employees seeking workplace learning opportunities.
- Employees who may need translation or interpretation services.

WORKPLACE LEARNING

- Workplace English Language Learning Classes for employees in custodial, food service and animal research technician positions who have limited English proficiency.



Expanded Workplace Learning Opportunities

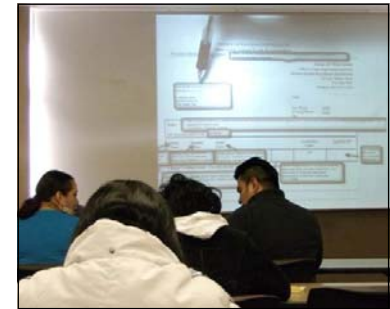
The Employee Learning Center, Workplace Trainings and the Volunteer Tutoring Program are available for English-speaking employees and employees with limited English proficiency.

- Employee Learning Center helps individuals identify educational goals and develop skills to enhance opportunities for their advancement in the workplace.

Areas of instruction may include:

- Computer skills
- Workplace math
- Reading / writing skills
- GED / HSED support
- English language

- Workplace Trainings include:
 - Basic computer classes
 - Work-life skills workshops
 - Working effectively with an interpreter
 - Using English language teaching strategies for effective communication



- The Volunteer Tutoring Program allows employees to identify individual learning needs with the help of tutors who provide instruction and assistance.

