

# CHECKLIST FOR CREATING A COURSE / PROGRAM WITH LANGUAGE CONSIDERATIONS



CONDUCTING TRAINING NEEDS ASSESSMENT	YES	NO	DETAIL
What are the demographics of your target group? Native born? Foreign born?	<input type="radio"/>	<input type="radio"/>	
What language do they need to speak / read / write to accomplish goal and what level of fluency?	<input type="radio"/>	<input type="radio"/>	
Would coaching / mentoring help ensure personalized transfer of learning and growth?	<input type="radio"/>	<input type="radio"/>	
DESIGNING THE COURSE			
Are there key components that must be delivered in English, regardless of translation language?	<input type="radio"/>	<input type="radio"/>	
What can be outsourced? Can / must be kept in house?	<input type="radio"/>	<input type="radio"/>	
Have you ensured that translation time is incorporated in the Design / Delivery timeline?	<input type="radio"/>	<input type="radio"/>	
Who do you have In-house that can speak/read/write this language?	<input type="radio"/>	<input type="radio"/>	
If outsourcing, is the company using a universal Spanish that is easily understood by target audience?	<input type="radio"/>	<input type="radio"/>	
Have you localized your content? - Original context is maintained, not literal translation? - Exercises & examples relevant to target audience? Plain language is used, not jargon (Spanglish may be appropriate)	<input type="radio"/>	<input type="radio"/>	
Are all resources (videos, manuals, handouts, etc.) in both English and Spanish? If not, could subtitles be used to aid?	<input type="radio"/>	<input type="radio"/>	
Have you performed a Learner Analysis?	<input type="radio"/>	<input type="radio"/>	
Have you developed a Persona for your target audience?	<input type="radio"/>	<input type="radio"/>	

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<b>PRIOR TO CONDUCTING TRAINING</b>	<b>YES</b>	<b>NO</b>	<b>DETAIL</b>
Have you identified bi-lingual resources as reviewers?	<input type="radio"/>	<input type="radio"/>	
Have you vetted all materials (outsourced / in-house) with identified bi-lingual resources?	<input type="radio"/>	<input type="radio"/>	
Has preferred language of the course / program participants been verified?	<input type="radio"/>	<input type="radio"/>	
Have you identified resources as mentors / coaches that speak the native language of the participant?	<input type="radio"/>	<input type="radio"/>	