



JESSE WHITE • Secretary of State & State Librarian
Illinois State Library, Gwendolyn Brooks Building
300 S. Second St., Springfield, IL 62701-1796
WWW.CYBERDRIVEILLINOIS.COM

Illinois State Library Literacy Office
WORKPLACE SKILLS ENHANCEMENT GRANT PROGRAM
Midterm Narrative Report

The Midterm Narrative Report includes information from July 1 through December 31, and is **due January 15**. Submit via email to literacy@ilsos.net

Project Number: _____

Grantee Agency: _____

Partner (Business or Educational Provider): _____

Person Preparing Report: _____

Email: _____ Telephone Number: _____

Recruitment Effort: Briefly describe awareness efforts and incentives for employees to participate.

Assessment: Briefly describe the assessment process, including who was assessed.

What assessment tools were used to determine employee placement and skill level (SORT, TABE, FSI, CELSA, customized, etc.)

Instruction: The project is providing adult instruction in: (check all that apply)
 Adult Basic Education (ABE) English as a Second Language (ESL)

Proposed number of employees to be instructed: _____

Number of employees receiving instruction to date: _____

During instruction, employees are:

Unpaid Partially Paid Fully Paid

Proposed number of courses: _____

Number of courses held to date: _____

Proposed total hours of instruction: _____

Hours of instruction held to date: _____

Program Evaluation: What has been the impact of the training program, thus far? Have employees been receptive? Has attendance been regular? Have employees demonstrated improved job skills?

What problems, if any, have occurred in the delivery of Workplace Skills Enhancement services? Are there program goals as proposed in your grant application you have not been able to meet? What are they and why? **If problems are occurring that will cause this project not to enroll the number of employees proposed in the grant application or not to provide the number or type of classes proposed in the grant application, explain the difficulty.**