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**Illinois State Library Literacy Office
 WORKPLACE SKILLS ENHANCEMENT GRANT PROGRAM**

Final Narrative Report

The Final Narrative Report includes information from July 1 to June 30 and is **due July 15**. If you have an approved contract extension, this report will be due August 15 instead of July 15 and include information from July 1 of the previous year to August 15 of the current year. **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. Attach samples of materials developed to encourage employee participation.

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.)? **If customized, attach sample assessment (all assessments will be considered proprietary).**

Instruction: The project is providing adult instruction in:

Adult Basic Education (ABE) English as a Second Language (ESL) Both ABE and 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 you did not enroll the number of employees you proposed in your grant application, or if you did not provide the number or type of classes provided in your grant application, explain the discrepancy.**

QUESTIONS TO BE COMPLETED BY BUSINESS REPRESENTATIVE

Personal Success: Please share personal examples of the program's success. Has someone been promoted? Become a stronger team player? Applied skills to home life? Prevented an accident? Saved the company money?

Company Objectives/Impact Statement: Has basic skills training met the company objectives that originally motivated the company to set up the training? Please describe the impact of the training on your company.