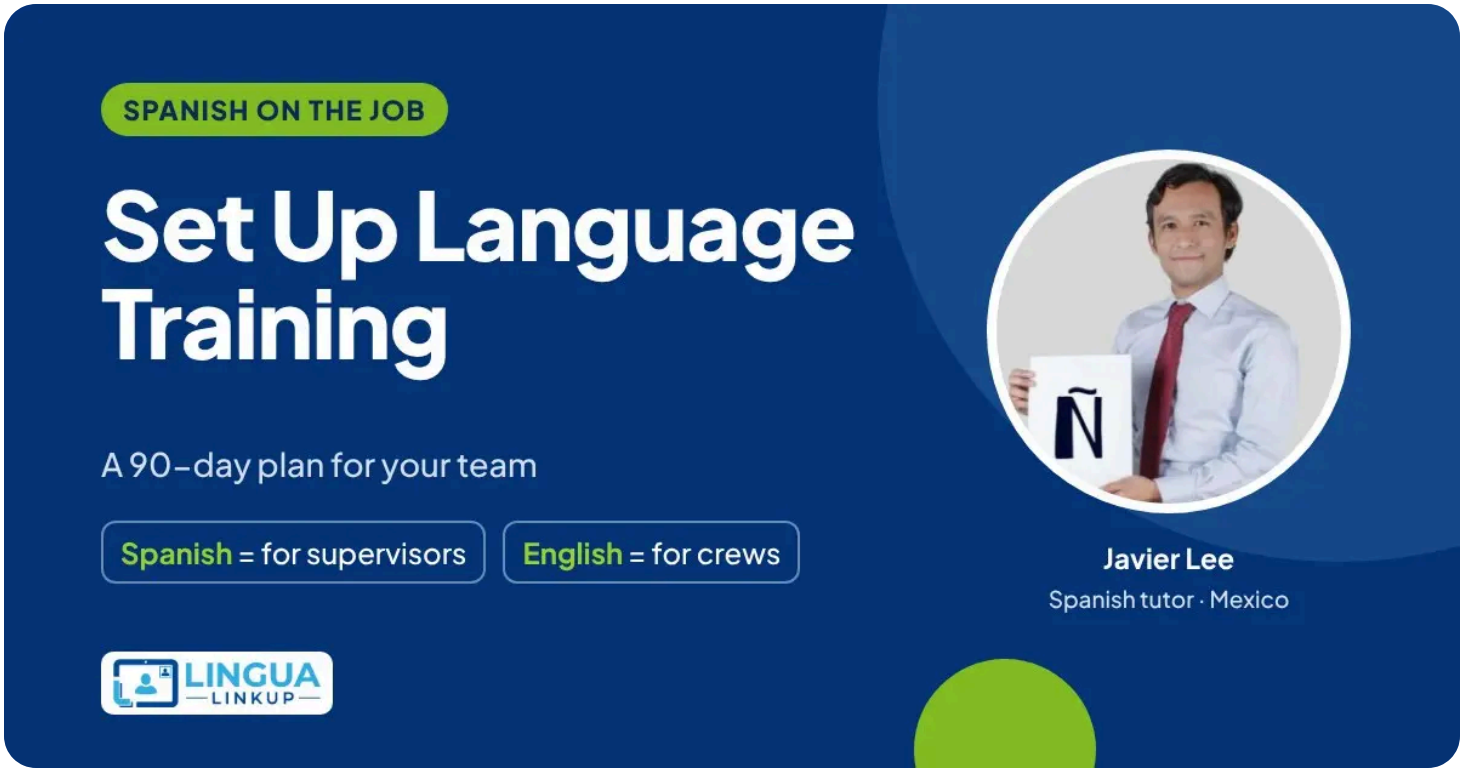
How to Set Up Spanish or English Training for Employees (and Train Workers Who Don't Speak English)

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Quick answer: To set up Spanish or English training for your employees: (1) pick the roles and the situations they need language for, (2) test everyone's level, (3) choose a format, usually small live groups plus self-study, (4) schedule it on paid time in short weekly sessions, (5) build lessons around your own safety rules, scripts and

procedures, and (6) track attendance and real-world skills every month. Most companies can launch a pilot in two to three weeks.

Whether you have supervisors who need Spanish to lead their crews, or employees who don't speak English yet, the setup is the same. This step-by-step guide covers both, plus how to train employees who don't speak English on safety *right now*, before their language training kicks in.

Step 1: Decide who needs what language, and for what

"Learn Spanish" is too vague to budget or measure. Start with situations:

Role	Language	Situations
Supervisors, foremen, managers	Spanish	Daily assignments, safety talks, feedback, quality checks
Crew members, operators, kitchen and housekeeping staff	English	Safety signs and instructions, talking to supervisors and customers, paperwork
Nurses, front desk, pharmacy, case managers	Spanish	Intake, ID checks, instructions, reassurance
Call center and customer service	Spanish or English	Greeting, verifying, troubleshooting, closing calls

Ask managers for the 20 sentences people get wrong or can't say today. That list becomes your first lessons.

Step 2: Test everyone's level

A short placement test lets you group people by level, so beginners aren't lost and advanced learners aren't bored. Mixed-level groups are the number-one reason corporate classes lose attendance.

Step 3: Choose the format

- **Live group lessons (4 to 6 people):** the best balance of speaking time and cost.
- **Self-study on the phone:** vocabulary, listening and review between classes, at the learner's pace.
- **Private lessons:** for leaders or client-facing roles who need results fast.
- **Blended (groups + self-study):** what most teams end up with, because people forget what they don't practice.

Online lessons make it much easier to train across shifts and job sites. See what each option costs in our guide to corporate language training cost.

Step 4: Schedule it so people actually show up

1. **Put it on paid time.** Attendance drops fast when training is after hours and unpaid.
2. **Keep sessions short and regular:** one hour a week beats a full-day workshop once a quarter.
3. **Match shifts:** early-morning groups for field crews, lunch groups for office teams.
4. **Give managers a role:** a supervisor who asks "What did you learn this week?" doubles engagement.

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Live group classes plus a self-study course built around your own work words. Book a free 20-minute demo and see how it works.

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Step 5: Build lessons around your real work

Generic courses teach ordering coffee. Your team needs your hazards, tools, scripts and procedures. Send your trainer your safety manual, toolbox talks, SOPs, call scripts or patient handouts, and ask for lessons built from them. At Lingua Linkup, our courses cover general, healthcare and construction Spanish and English, and **custom modules** add 5 to 12 hours on topics only your company deals with.

Step 6: Measure what matters

- **Attendance and self-study activity** (weekly reports)
- **Can-do checks:** "Can run a 5-minute safety talk in Spanish," "Can explain a refill in Spanish," "Can read the SDS sections in English"
- **Business signals:** fewer incidents and rework, fewer transfers to bilingual staff, shorter onboarding
- **Learner feedback** every month, so you can fix scheduling and grouping early

How to train employees who don't speak English (right now)

Language training takes months. Safety training can't wait. OSHA expects employers to present required training in a language and vocabulary workers understand, so for employees who don't speak English yet:

1. **Train in their language.** Use a bilingual trainer or a qualified interpreter, not a coworker who "speaks some."

2. **Use translated materials.** Safety Data Sheets, signs, lockout/tagout steps and emergency procedures should be available in Spanish (or the worker's language).
3. **Show, don't just tell.** Demonstrate the task, then have the worker do it while you watch.
4. **Check understanding by doing,** not by asking "Do you understand?" People often say yes to be polite.
5. **Use bilingual signs and pictograms** for hazards like chemicals, overhead power lines and confined spaces.
6. **Document it.** Record the language used, the trainer and a sign-off from each worker.
7. **Pair it with English lessons** so workers can follow English instructions and signs over time.

Other required trainings, like harassment prevention, have their own state rules about language. Check your state agency's requirements; many offer Spanish versions.

Ready-made phrase lists help in the meantime: construction safety Spanish, Spanish for supervisors and foremen and English for environmental workers.

A 90-day launch plan

When	What
Weeks 1–2	Pick roles and situations, collect your materials, placement tests, schedule groups
Weeks 3–6	Pilot with 1 or 2 groups; self-study for everyone; first custom lessons
Weeks 7–10	Review attendance and can-do checks; fix grouping and timing

Weeks 11–13	Expand to more roles or sites; report results to leadership

Set up training with Lingua Linkup

We run Spanish and English programs for construction, healthcare, hospitality, call centers, nonprofits and more: live group lessons with a tutor we assign, a self-study platform with reports, printable vocabulary lists for your roles, and custom modules from your own materials. Team programs use annual pricing on a month-to-month agreement, so you can scale up or down any time. Book a 20–minute demo from our Spanish training for companies or English training for companies page, and we'll send you a one-page plan for your team.

Frequently asked questions

How do you train an employee who doesn't speak English?

Train them in their language with a bilingual trainer or qualified interpreter, use translated safety materials and bilingual signs, demonstrate tasks and check understanding by having them do it, document the training, and add English lessons over time.

How long does it take to set up language training for a team?

A pilot can usually start in two to three weeks: pick roles and situations, run placement tests, schedule small groups and give everyone self-study access.

Should language training be on paid time?

Yes, if you can. Attendance drops quickly when training is after hours and unpaid. One paid hour a week is a common starting point.

What is the best format for employee language training?

For most teams, small live groups by level and role (4 to 6 people) plus a self-study course on the phone between classes.

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