

*“We know where most of the creativity, the innovation, the stuff that drives productivity lies—in the minds of those closest to the work”*

Jack Welch, former Chairman and CEO of GE.

**A Better-Educated Employee Can:**

- Communicate better with supervisors and customers
- Strengthen customer relationships
- Develop self-confidence that improves leadership skills
- Increase sales
- Overcome language barriers
- Build loyalty that leads to longevity

**Need More Information?**

Call 667-6000 x327

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# Workplace Literacy



## Help Your Company Grow

## by Helping Your Employees

# Help Your Company Grow by Providing Workplace Literacy

*“Our country must understand the workforce changes that are occurring at an accelerating pace. We need to focus on the skills gap within the work force; and the future of the workplace.”*

Labor Secretary Elaine Chao.

*“Learning will increasingly need to be a lifelong activity.”*

Alan Greenspan.

**F**or more than 40 years, instructors from Western Suffolk BOCES have been helping Long Island businesses develop literacy programs that improve the basic communication and computation skills of their employees. BOCES Workplace Literacy programs have been effective in expanding the basic math and English abilities of workers to help companies improve productivity.

Well-planned training programs can reduce employee turnover that eats a hole in your profits. Call today for assistance in planning a training program that will help prepare your employees for future growth with your business. Basic literacy classes are offered at no cost to your business through NYS literacy grants.

## **Investing in Your Employees Pays Off**

Learning to speak, read and write English and improving computation can:

- Foster better understanding between co-workers and a sense of camaraderie that builds teamwork

- Spark awareness of upward mobility and develop career-oriented goals
- Improve on-the-job attitudes and technical skills
- Support decision-making and increase critical thinking skills
- Boost employee’s self-confidence to accept additional responsibilities

## **Our Training Program Builds Teamwork**

Cooperative exercises develop teamwork and extend communication lines to help overcome language barriers. Employees will learn to value their colleagues as partners in their own learning.

## **Prepare for Future Growth**

Training can help your employees set higher career-oriented goals and build a company prepared for future growth. Let your employees know that by improving their oral communications, increasing their reading and writing skills and honing their math skills they will be opening the doors to advancement within your company.

## **Meeting the Needs of Today’s Diverse Workforce**

### **Customized Instruction**

Let us know what skills are necessary to be successful in your workplace and we will develop appropriate reading, writing and math lessons. Our instructors will prepare lessons that address diverse learning styles and needs to help everyone advance.

### **Flexible Scheduling**

Class times are flexible to meet the needs of you and your employees.

### **Your Site or Ours**

BOCES instructors can come to your workplace or employees can come to one of our five campuses or numerous community locations. Assessments to determine skill levels are NYSED approved.