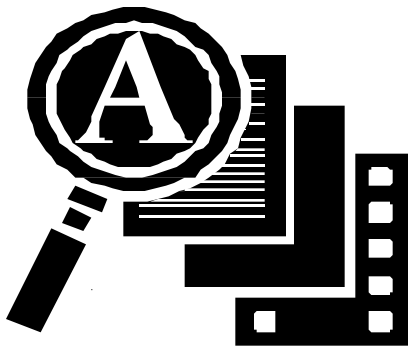


Workplace

Training

from

ERACE



providing workplace instruction for employers and employees in Branford, North Branford, Guilford, Madison and Clinton since 1985

■ Memo to Employers ■

Do you have a business with employees who need to improve their

- speaking and understanding of the English language
- mathematics skills
- written communications
- use of technology
- problem solving
- specialized job skills

Are you hard pressed to find and hire employees have the essential basic skills needed in your business?

Then Workplace Skills Training from ERACE may be the solution for you. It is a cost-effective way to provide training targeted to what your employees and potential employees need to upgrade their skills and be more productive.

Choose ERACE

With programs and services "customized" for your business and taught by certified teachers who are experienced in dealing with adult students in the workplace, ERACE helps you adapt to the rapid changes in business life today at an unbeatable price.

Program instruction include

- English as a Second Language (ESL)
- basic skills
- high school completion
- Spanish for managers
- computer and other technology
- preparing employees for ISO 9000 and QS 9000 visiting certification teams and OSHA inspectors

- Statistical Process Control (SPC)
- job specific training
- training manual revision

Our track record

Our workplace training experiences include

- Cintas in Branford - the uniform people
- Océ / Arkwright in Guilford - imaging supplies
- Unilever (Chesebrough Ponds) in Clinton - beauty care products
- Dana Engine Management (formerly Echlin) in Branford - automotive parts
- Blakeslee Prestress of Branford - precast concrete
- Notifier (formerly Fire Lite Alarms) in North Branford/Northford - fire alarm systems
- Branford Car Wash



Take 5 Easy Steps

We first meet with you - the employer, to help you determine the education and training needs for **your** business. We then

- tour your worksite
- perform a Literacy Audit
- perform a needs assessment

which provides tools to help us organize and document our initial findings.

We identify the language and basic skills required for job performance. We identify critical job tasks and conduct analyses to determine how competent workers use literacy skill applications in their jobs.

We gather information on your workers' educational needs and your company's needs and goals through observations, interviews and job task and materials analyses.

This information is then used to design and develop a customized curriculum and program to match the needs of both the employer and you, the employee.

This process results in a proposal that details your needs, outlines services to be provided and projects costs. Then, with your approval, we schedule and implement the program to accommodate workers' and management schedules.

Factors that influence your training needs

External:

- the Occupational Safety and Health Administration (OSHA)
- the Environmental Protection Agency (EPA)
- higher performance requirements of international quality standards like ISO 9000 and QS 9000
- adaptability required by the ever changing marketplace

Internal:

- your organizational structure
- your products and processes
- adaptability required by your ever changing workplace

The Bottom Line

ERACE will

- complete a literacy audit/needs assessment
- develop a customized curriculum
- participate in an orientation for potential students and company representatives
- provide a qualified instructor

- instruct, assess and evaluate students
- meet periodically with company representative to evaluate curriculum, student attendance and progress

We ask employers to

- select students in need of instruction
- provide incentives for student participation
- participate in an orientation for potential students and ERACE representatives
- provide a suitable location for class meetings
- provide a company representative to facilitate communications
- participate in a literacy audit/needs assessment
- provide job-related materials to be included in the curriculum

East Shore Region Adult & Continuing Education E R A C E

serving employers, employees and residents in Branford, North Branford, Guilford, Madison and Clinton

Your Contact Is:

James E. Murray, Director
185 East Main Street
Branford, CT 06405
203.488.5693 / FAX 315.5149
E-Mail baeoffice@snet.net