

WE CAN HELP:

- » Get your employees trained in your county at **NO CHARGE**
- » Language, literacy, and business skills training offered at your local Community College or at your facility
- » Customized training available for your company's needs

Free Skills Training ENSURES YOUR ECONOMIC GROWTH

NJBIA's Workplace Literacy and Basic Skills Training Program is a partnership of the New Jersey Business & Industry Association, the New Jersey Community College Consortium for Workforce and Economic Development, and the New Jersey Department of Labor and Workforce Development. The partners (representing business, higher education, and state government) came together to ensure New Jersey businesses have a well-trained and highly skilled workforce for future economic growth and prosperity.

PROVEN Business Skills Training Success

Since the program started in 2007, more than **11,000 employers** have sent over **188,000 employees** to be trained at New Jersey's **18 Community Colleges**.



**Train Your Workforce
so your
Business Succeeds**

FREE TRAINING

**NJBIA's
Workplace Literacy
and Basic Skills
Training Program**

FREE TRAINING

Improve the Skills of Your Employees

Technology Training available for

- » Windows®, MS Office 365®, MS Word®, Excel®, PowerPoint®, and Outlook®
- » Databases, PC Data Storage, and Cloud Computing

Enhanced Business Skills Training available for

- » Verbal, Written, and Customer Service Communications
- » Measurements/Mathematics
- » Professionalism
- » Problem Solving/Critical Thinking
- » Team Building
- » Time Management, Team Leadership
- » Supervisory/Management Skills

Improve the Workplace Communications and Literacy of Your Employees

Language Training available for

- » English as a Second Language (three levels)
- » Spanish for Managers, and Spanish in the Workplace (two levels)

HOW IT WORKS

- » Tuition funded by unemployment payroll taxes employers already pay to New Jersey
- » Easy sign-up and no company financial information required
- » Company must be registered in the State of NJ and in compliance with NJ tax laws
- » Employees must be paid for the time spent in training
- » Training for individual employees or customized training at a college or your facility (minimum 10 employees)

Contact Your Local Community College to Get Started:

Atlantic Cape Community College

Scott Griffin
sgriffin@atlantic.edu
(609) 343-5651

Bergen Community College

Tamara Vaughan
tvaughan@bergen.edu
(201) 612-5300

Brookdale Community College

Susan Pagano
spagano@brookdalecc.edu
(732) 224-2685

Camden County College

Carol McCormick
cmcormick@camdencc.edu
(856) 874 6025

County College of Morris

Alexandra Hoffmann
ahoffmann@ccm.edu
(973) 328-5186

Essex County College

Carmen Pichardo
pichardo@essex.edu
(973) 877-3172

Hudson County Community College

Keirsten Gordon
kgordon@hccc.edu
(201) 360-4234

Mercer County Community College

Jennifer Kaklamani
kaklamaj@mccc.edu
(609) 570-3279

Middlesex College

Aileen Vega
avega@middlesexcc.edu
(732) 906-4681

Ocean County College

Ryan Sulzbach
rsulzbach@ocean.edu
(732) 255-0400

Passaic County Community College

Renee Griggs
rgriggs@pccc.edu
(973) 684-6202

Raritan Valley Community College

Aubrey Flanagan
aubrey.flanagan@raritanval.edu
(908) 526-1200 x8529

Rowan College of South Jersey (Cumberland)

Cindy Phillips
lphilli8@rcsj.edu
(856) 776-2371

Rowan College of South Jersey (Gloucester)

Allen Magid
amagid@rcsj.edu
(856) 468-5000 x5503

Rowan College of Burlington County

Ann McCollum
amccollum@rcbc.edu
(856) 242-5261

Salem Community College

Ron Burkhardt
rburkhardt@salemcc.edu
(856) 351-2608

Sussex County Community College

Linda Connor
lconnor@sussex.edu
(973) 300-2132

Union County College

Lisa Hiscano
hiscano@ucc.edu
(908) 965-2358

Warren County Community College

Dawn Smith
dsmith3@warren.edu
(908) 689-7613

TRAIN YOUR EMPLOYEES NOW!