

WORKPLACE LITERACY & BUSINESS SKILLS TRAINING

In collaboration with the New Jersey
Business & Industry Association, the New
Jersey Community College Consortium, and
the New Jersey Department of Labor, our
program provides tailored training to boost
your workforce's skills. This partnership
ensures New Jersey businesses have access
to high-quality training for continued
economic success and growth.



HOW DOES IT WORK?



EASY SIGN-UP

No company financial information required



NJ BUSINESSES ONLY

Company must be:

- Registered in the State of NJ
- In compliance with NJ tax laws
- Must provide FEIN Number for verification



EMPLOYEES EARN

Employees must be paid for the time spent in training



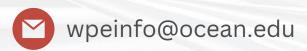
FLEXIBILE SCHEDULE

Training available for individual employees through an open-enrollment format—or customized training at a college or your facility (min. 10 employees)

OCC CAN HELP

- Get your employees trained in your county at no cost to you
- Training programs include ESL, communications skills, computer skills, and management acumen at Ocean County College, or at your facility
- Customized training is also available based on your company's needs





Workplace Literacy and Basic Skills Program

Available topics to build a customized training program for your employees



LANGUAGE

- American Sign LanguageLevels 1 & 2
- English Second Language
 Levels 1-6
- Spanish for Managers in the Workplace
 - o Levels 1 & 2



LEADERSHIP

- Coaching & Mentoring
- Conflict Resolution
- Diversity, Equity, & Inclusion (DEI)
- Good Management Skills
- Managing Across Cultures
- Supervisory Skills
- Team Building
- Team Leadership



BUSINESS

- Ethics for the Office
- Etiquette and Personal Professionalism
- Social Media
- Time Management
- Intro to Project
 Management







FOUNDATIONAL

- Basic Communication
 - Verbal
 - Written
 - Verbal & Written for Improved Customer Service
- Basic Mathematics
- Basic Measurements
- Critical Thinking



TECHNOLOGY

- Artificial Intelligence (AI)
- Cloud Computing
- Cyber Security Awareness
- Google
 - o Docs
 - o Drive
 - Keep
 - Sheets
 - Slides
 - Workspace
- Intro to QuickBooks
- Microsoft
 - Including, but not limited to:
 - Excel (1-3)
 - PowerPoint (1 & 2)
 - Word (1 & 2)



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