

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



EMPLOYEES EARN

Employees must be paid for the time spent in training



NJ BUSINESSES ONLY

Company must be:

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



FLEXIBLE 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



732-255-0409



wpeinfo@ocean.edu

Workplace Literacy and Basic Skills Program

Available topics to build a customized training program for your employees



LANGUAGE

- American Sign Language
 - Levels 1 & 2
- English Second Language
 - Levels 1-6
- Spanish for Managers in the Workplace
 - 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
 - Docs
 - Drive
 - Keep
 - Sheets
 - Slides
 - Workspace
- Intro to QuickBooks
- Microsoft
 - Including, but not limited to:
 - Excel (1-3)
 - PowerPoint (1 & 2)
 - Word (1 & 2)

More Info:



732-255-0409



wpeinfo@ocean.edu