



B.C.'s Energy College™

NORTHERN LIGHTS COLLEGE DAWSON CREEK CAMPUS

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Dear Employer:

In April, the Ministry of Jobs, Tourism and Skills Training announced funding for delivering a project in Workplace Essential Skills training. Northern Lights College is happy to announce that four of our campus locations, Dawson Creek, Tumbler Ridge, Chetwynd and Fort Nelson have been chosen to deliver the 30 hour training program.

The Workplace Essential Skills project focuses on developing the essential skills of employees working in Mining, Oil & Gas and Manufacturing *and*, employers/businesses who may be providing a service to the above sectors. Essential skills are the skills needed for individuals to adapt to changes in the workplace. They also provide the foundation for learning all other skills and assist employees in evolving with their jobs. The six essential skills offered during the project are: **workplace reading, document use, numeracy (math), computer use, communication and critical thinking skills**. These skills are vital for effective job performance.

The project itself is unique and provides many benefits to employers and employees. Employers can expect to see the following from employees who take the essential skills training:

- ♦ **Increased productivity**
- ♦ **Greater employee retention**
- ♦ **Enhanced job performance**
- ♦ **Reduction in safety incidents**
- ♦ **Increased employee engagement**
- ♦ **Improved morale**
- ♦ **Access to larger talent pool**

Upon completion of the program employees will receive certification of Workplace Essential Skills training, and can also expect to improve their job performance, develop better team-building skills and gain problem-solving skills. The delivery of the program is flexible in order to meet the scheduling and training needs of the business. We offer 30 hours of face-to-face instruction with training dates available through to February of 2014.

In order to deliver this tailored program, we have a few simple steps to go through. Firstly, you will be introduced to our program in greater detail by the College instructors and your specific training needs for your business will be discussed. The second step is a detailed training needs assessment that will aid us in developing a highly business specific program. As a part of assessing the needs of your business and staff, your employees will be given the TOWES assessment (Test of Workplace Essential Skills). These assessments help us to determine specific skill gaps that your employees may face. The third step is developing curriculum for the training- which is based on the occupation of the employees, and the skills

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required to perform the tasks for the job. After we had met with the employees and a suitable date and schedule has been arranged, we will deliver the training, either at the workplace or at the College.

We hope that you will take the opportunity to participate in this exciting venture. The benefits to you, your employees and your business are numerous, and the best part is that the instruction is at no cost to you or your employees. If you are interested in learning more about the program please reply to my email or contact me at the telephone number below.

Thank you for considering embarking on this community venture with Northern Lights College; together we can increase the skills of workers and contribute to the economic development of our communities.

Yours sincerely

Val Keeler

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