



Improving Employees' Basic Skills: What Your Business Needs to Know

Presented by

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to Carroll County Manufacturers' Consortium*

November 2008

Did you know... ?

- Increasing the educational level of workers by one year is associated with an 8.6% increase in output?

Source: Education Quality of the Workforce - National Employer Survey

What are Basic Skills Classes?

- Basic skills classes help adults to improve
 - Reading Skills
 - Writing Skills
 - Math Skills
 - English Speaking Skills

Some adults participating in classes are working toward their high school diploma; others are brushing up on skills needed in the workplace

Increasing your employees' basic skills will...

- Increase productivity
- Enhance employee retention and promotability
- Improve team performance
- Increase employees' ability to implement new technologies
- Improve health and safety records

Source: Conference Board/OVAE Report

Increasing your employees' basic skills will increase productivity

- Employers with workers participating in Basic Skills Programs reported increased productivity in these areas:
 - 82% reported increased quality of work
 - 65% reported increased output
 - Half of employers experienced output gains of 10-25% - due to employees using correct parts and/or by cutting wear and tear on equipment by using it correctly
 - 55% reported reduced time per task
 - 53% reported reduced error rates



Increasing your employees' basic skills will enhance employee retention

- 40% of workplaces surveyed saw increased retention rates for long-standing employees as well as new recruits
- Employers can use Workplace Skills Programs as a recruitment tool

Percentage of employees retained





Increasing your employees' basic skills will improve team performance

- 75% of employers with workers participating in Basic Skills Programs reported better team performance by participants – including the ability to build and work in teams
- 84% reported improved ability to listen and understand; to learn and apply information; and to think critically



Employers with workers participating in Basic Skills Programs increase employees' ability to implement new technologies

- Classes give employees exposure to and training in technology
- These skills can transfer to other technologies used in the workplace



Employers with workers participating in Basic Skills Programs improve health & safety records

- Employees understand dangers and processes, resulting in fewer injuries and less lost work time due to accidents
- One company reported a 50% improvement in their safety record; their workers' compensation payments declined by 50% as well

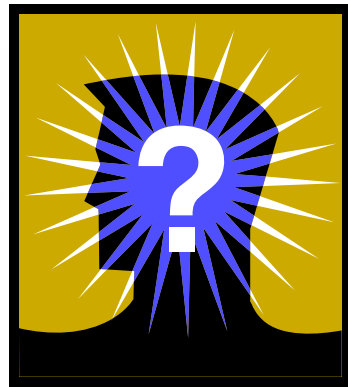
Other benefits

- Increased self-esteem
- Increased morale
- Increased willingness to take responsibility for personal development
- Increased ability to be a full member of the team

How to get started...

- Open enrollment classes begin in January
- Course offerings include
 - Basic skills classes
 - Diploma preparation programs
 - English classes for non-native speakers
- CCC staff can present information sessions at your site
- Courses can also be customized for your worksite

Questions?



- Contact Carroll
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