

## **READING NEEDS IN YOUR WORKPLACE???**

The *Lloydminster Learning Council Association, the Lloydminster Chamber of Commerce* and a consortium of other community agencies is conducting a needs assessment regarding **WORKPLACE and FAMILY LITERACY** in our community. The results of this needs assessment will inform a grant application to support new or expanded literacy training in Lloydminster.

Is reading an important skill in YOUR workplace? Will better reading improve your business' productivity, safety and profitability? Before you answer, here are a few questions to consider...

- Has an employee remained in an entry-level job for an extended period of time?
- Do employees refuse training opportunities?
- Is worker safety and health at risk because workers can't read and understand safety information, warnings and hazardous product data sheets?
- Are accident rates at the worksite unacceptable?
- Do workers avoid situations where they have to read or write in public?
- Do workers take forms home to fill in?
- Do workers re-do simple tasks resulting in schedule delays, wasted materials, added costs or customer complaints?
- Do employees have trouble grasping the skills needed to operate new technology?
- Is expensive equipment at risk because of employees' low literacy skills?
- Do you have to retrain staff?
- Do employees who have been "grandfathered" into positions have trouble with the reading skills required for their work?
- Is English a second language for some of your employees and their English reading skills are weak?
- Are you looking for ways to add value to your workplace so as to retain potentially transient staff?

If you answered "YES" to any of these questions about your employees, it may be that they have reading limitations.

***The good news is that literacy skills can be learned at any age.*** Just as encouraging is the fact that cost-effective literacy programmes have been developed for specific industries and businesses.

If you think that your business has literacy skill needs, let's talk. Perhaps we can develop a cost-effective solution that is tailored to your workplace. The literacy project has engaged Dr. Don Duncan to conduct the local needs assessment and draft the project funding request. For more information about the project or how you can become involved, give Don a call at **875 3777**, or contact him by e-mail at: [westerninsights@yahoo.com](mailto:westerninsights@yahoo.com)