

## WE CAN HELP:

- » Get your employees trained in your county at NO CHARGE
- » Language, literacy, and business skills training offered at your local Community College or at your facility
- » Customized training available for your company's needs

## Free Skills Training ENSURES YOUR ECONOMIC GROWTH

NJBIA's Workplace Literacy and Basic Skills Training Program is a partnership of the New Jersey Business & Industry Association, the New Jersey Community College Consortium for Workforce and Economic Development, and the New Jersey Department of Labor and Workforce Development. The partners (representing business, higher education, and state government) came together to ensure New Jersey businesses have a well-trained and highly skilled workforce for future economic growth and prosperity.

## PROVEN Business Skills Training Success

Since the program started in 2007, more than **14,300 employers** have sent over **230,000 employees** to be trained at New Jersey's **18 Community Colleges**.



[www.njworkforce.org](http://www.njworkforce.org)

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**Train Your Workforce**  
so your  
**Business Succeeds**

**FREE TRAINING**

**NJBIA's  
Workplace Literacy  
and Basic Skills  
Training Program**

# FREE TRAINING

## Improve the Skills of Your Employees

### Technology Training available for

- » Windows®, MS Office 365®, MS Word®, Excel®, PowerPoint®, and Outlook®
- » Databases, PC Data Storage, and Cloud Computing

### Enhanced Business Skills Training available for

- » Verbal, Written, and Customer Service Communications
- » Measurements/Mathematics
- » Professionalism
- » Problem Solving/Critical Thinking
- » Team Building
- » Time Management, Team Leadership
- » Supervisory/Management Skills

## Improve the Workplace Communications and Literacy of Your Employees

### Language Training available for

- » English as a Second Language (three levels)
- » Spanish for Managers, and Spanish in the Workplace (two levels)

## HOW IT WORKS

- » **Tuition funded by unemployment payroll taxes employers already pay to New Jersey**
- » **Easy sign-up and no company financial information required**
- » **Company must be registered in the State of NJ and in compliance with NJ tax laws**
- » **Employees must be paid for the time spent in training**
- » **Training for individual employees or customized training at a college or your facility (minimum 10 employees)**

# Contact Your Local Community College to Get Started:

### Atlantic Cape Community College

Scott Griffin  
sgriffin@atlanticcape.edu  
609-343-5651

### Bergen Community College

Morgan Mulhall  
mmulhall@bergen.edu  
201-879-8820

### Brookdale Community College

Chris Carroll  
ccarroll@brookdaleecc.edu  
732-224-2380

### Camden County College

Carol McCormick  
cmccormick@camdencc.edu  
856-874-6025

### County College of Morris

Alexandra Hoffmann  
ahoffmann@ccm.edu  
973-328-5186

### Essex County College

Carmen Pichardo  
pichardo@essex.edu  
973-877-3172

### Hudson County Community College

Laura Riano  
Lriano@hccc.edu  
201-360-5476

### Mercer County Community College

Joe DePalma  
depalmaj@mccc.edu  
609-570-3289

### Middlesex College

Aileen Vega  
avega@middlesexcc.edu  
732-906-4681

### Ocean County College

Shawn Zakar  
szakar@ocean.edu  
732-255-0400 x 2321

### Passaic County Community College

Renee Griggs  
rgriggs@pccc.edu  
973-684-6202

### Raritan Valley Community College

Maryam Sheikh  
Maryam.sheikh@raritanval.edu  
908-526-1200 x 8462

### Rowan College of South Jersey (Cumberland)

Cindy Phillips  
lphilli8@rcsj.edu  
856-776-2371

### Rowan College of South Jersey (Gloucester)

Allen Magid  
amagid@rcsj.edu  
856-468-5000 x5503

### Rowan College at Burlington County

Stacy Hunt  
856-242-5268  
shunt@rcbc.edu

### Salem Community College

Rita Rivera  
rrivera@salemcc.edu  
856-351-2680

### Sussex County Community College

Vicky Hoskin  
vhoskin@sussex.edu  
973-300-2135

### UCNJ Union College of Union County, NJ

Katrina James-Pellam  
katrina.james-pellam@ucc.edu  
908-659-5116

### Warren County Community College

Dawn Smith  
dsmith@warren.edu  
908-689-7613

**TRAIN YOUR EMPLOYEES NOW!**