

**Meeting the Needs
of a
Changing World**

**Adult Education
at Work**

**Providing Customized
Workplace Education**

A Service of
**Foothills Adult &
Continuing Education**



Business Challenges

Your company is facing many new challenges in today's competitive environment:

- Integrating New Technologies
- Entering Global Markets
- Meeting Increased Customer Demands

You require a flexible, highly skilled workforce to meet these challenges.

The Response

Adult Education at Work develops and delivers customized basic skills instruction that features:

- Comprehensive needs assessment, including a literacy audit.
- Collaboration with your work team to establish training objectives.
- Integration of materials actually used on the job.
- Convenient class times and location.
- Services designed to meet your budget needs.

Customized Services

- Skills Appraisal
- Instruction in Reading, Writing, and Math
- Communication Skills
- Employability Skills
- Computer Literacy
- Customized English as a Second Language Programs
- High School Completion

**Adult Education
at Work**

Return on Investment

Adult Education at Work clients can expect to see:

- Increased Productivity and Quality of Work
- Improved Retention and Morale
- Improved Communication
- Enhanced Trainability and Promotability
- Improved Safety

Why Choose *Adult Education at Work*?

Our experience:

Connecticut's *Adult Education at Work* provider network has served thousands of employees in a variety of industries:

- Manufacturing
- Healthcare
- Hospitality
- Retail
- Agriculture
- Warehousing
- Tourism
- Services

Our expertise:

Our fully accredited instructors

- Understand the needs of adult learners
- Can analyze the basic skills imbedded in job tasks
- Evaluate workers using workplace-based assessment tools
- Link basic skills with on-the-job applications

Meeting the Needs of a Changing World

Adult Education at Work

Our Mission

Foothills Adult & Continuing Education, through its *Adult Education at Work Program*, is committed to providing quality workplace education programs that are customized to meet the needs of businesses and their employees.



Adult Education at Work

For more information, contact:

Michael Bakunis
Workplace Coordinator
or
Tony Sebastiano
Regional Director

Foothills Adult & Continuing Education
P.O. Box 909
355 Goshen Road
Litchfield, CT 06759-0909

Call 1-800-300-4781
or

Tel: (860) 567-0863
Fax: (860) 567-3381

Email:
tonys@educationconnection.org

Visit our web site:
www.foothillsae.org