

The Nova Scotia Workplace Education Initiative

Why Workplace Education?

Workplace Education is a unique opportunity for your organization to bring relevant, customized training directly to your workplace. By bringing partners together to form a project team, you will work closely with a Workplace Training Coordinator to help assess your company's training needs, develop programs with meaningful content, and create opportunities for your team or business membership to build and strengthen its essential workplace skills.

Sample Workplace Education Programs

- Business Skills for Growth and Profitability
- Communication Skills for Frontline Employees
- Communication Skills for Supervisors
- Leadership Skills
- Human Resource Essentials
- MS Office, Excel, Software Applications
- Business Writing Skills, Proposal Writing
- Marketing, Sales
- Social Media
- Building Stronger Relationships with Your Employees & Customers
- Fundamental Financial Skills
- Sage 50
- Project Management

By Participating Your Organization Can

- Increase profitability
- Build confidence and morale of employees and leaders
- Increase productivity
- Improve communication and teamwork
- Reduce staff turnaround and absenteeism
- Foster more creativity, innovation and accountability
- Strengthen management and labour relations
- Improve workplace health and safety
- Enhance the team's ability to effectively respond to change

Program Highlights

- Programs designed specifically to meet your organization's needs
- Use of your organization's processes, documents and forms to make the learning relevant for your employees
- Opportunities for your employees to immediately apply their learning in their workplace
- Flexibility in the delivery of programs
- Experienced Instructors who bring subject matter expertise to their program delivery
- 36–80 hour programs that provide the kind of impact you are seeking

7 Steps to Program Success

1. Consult with your Workplace Training Coordinator
2. Set up a project team to oversee the programs
3. Work with your Workplace Training Coordinator to organize a needs assessment to learn more about the training needs in the organization
4. Set goals and create a training plan
5. Hire an Instructor to deliver the program who will tailor the program to meet the specific needs of your organization
6. Evaluate the program
7. Celebrate success

How to Set up Your Project Team

The Project Team leads the planning, promotion and coordination of programs. Like a steering committee, the Project Team leads the programs to success.

Stand-alone programs are those where only your organization participates in the programs. The Project Team will consist of representatives from management, employees from all areas of your operation, and any unions that are part of your organization.

Cluster programs are those where participants come from two or more companies. These Project Teams typically have representatives from business development associations, chambers of commerce, non-profit groups, industry, and/or sector organizations.

Role of the Workplace Training Coordinator

- Helps you to establish the Project Team
- Participates as a member of the Project Team
- Hires an Organizational Needs Assessment Consultant to complete the initial assessment
- Helps your organization apply for funding
- Assists your organization to hire an experienced Instructor
- Provides expertise and support to your team and the Workplace Education Instructor

Role of the Project Team

- Works in partnership to support the education and training needs of the organization
- Helps coordinate and promote the Organizational Training Needs Assessment
- Establishes goals and strategic priorities based on the needs assessment report
- Applies for Workplace Education funding
- Hires an experienced Instructor
- Promotes the Workplace Education programs
- Holds regular planning sessions
- Plans and hosts a closing celebration for each program

Sample of Your Organization's Contribution

- Employee time and encouragement to participate in programs
- Space to host the program
- The cost of photocopying and materials
- The cost of the closing celebration

Contribution of the Province of Nova Scotia and the Canada Nova Scotia Job Fund Agreement

- The skills, knowledge and time of a Workplace Training Coordinator
- Funding to conduct an Organizational Training Needs Assessment
- Funding to hire an Instructor for the development and delivery of programs for your organization

For more information please contact:
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