



NOVA SCOTIA



# WORKPLACE Education Initiative

## WHY WORKPLACE EDUCATION?

Workplace Education is a unique opportunity for your business or organization to bring relevant, customized training directly to your workplace or community. Bringing partners together to form a project team, you will work closely with a Workplace Education and Training Coordinator to help assess training needs, prioritize, and customize programs with meaningful content, and create opportunities for participants to build and strengthen their business skills.

### PARTICIPATION SUPPORTS:

- 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 business/organization needs
- ✓ Customized programs make the learning relevant to individual business needs
- ✓ Opportunities for participants to immediately apply their learning in their workplace
- ✓ Flexibility in the delivery of programs (e.g. mornings, afternoons or evenings)
- ✓ Experienced Instructors who bring subject matter expertise to their program delivery
- ✓ 10-week programs (4 hours per week) with 8-12 participants

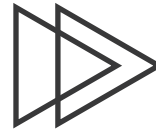
### WORKPLACE EDUCATION PROGRAMS INCLUDE:

- Business Skills
- Computerized Accounting
- Financial Management
- Google Workspace & Microsoft 365
- Microsoft Office
- Leadership & Communications
- Sales & Marketing
- Customer Service
- Human Resources & Performance Management
- Presentation Skills
- Project Management
- Social Media & Web Development



## CONTACT US

W: <https://novascotia.ca/lae/workplace-education/>



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## GETTING STARTED

1. Contact your regional Workplace Education & Training Coordinator
2. Set up a project team to oversee the program(s)
3. Work with your Workplace Education & Training Coordinator to organize a needs assessment to learn more about the training needs in the individual business or community
4. Set goals and create a training plan
5. Hire an instructor to deliver the program who will tailor the program to meet the individual business needs
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.

For individual businesses, the Project Team will consist of representatives from management, employees across all operations, and union representation, if applicable.

Programs run through business organizations supporting participants from multiple businesses typically have project teams with representation 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 guidance 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 WEI funding
- ✓ Hires a qualified WEI instructor
- ✓ Markets and promotes WEI programs
- ✓ Holds regular planning sessions
- ✓ Plans and hosts a closing celebration for each program delivered

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