Literacy Council Frederick County 110 East Patrick Street Frederick, MD 21701

Monday - Friday 9:00 a.m. - 4:00 p.m. (301) 600-2066 info@frederickliteracy.org www.frederickliteracy.org

### MISSION:

The Literacy Council of Frederick County teaches adults the reading and other English language skills they need to provide for their families and to contribute to the well-being and prosperity of our community.

### VALUES:

Sustaining our organization through responsible financial stewardship, sound management, and community engagement.

Teaching a parent in order to educate a family.

Educating our students in a learner-centered format with compassion, confidentiality, and respect.

Producing a safer, healthier, economically stronger, and more vibrant community through adult literacy.

Sustaining, empowering, and energizing a passionate, strong, dedicated volunteer base.

#### VISION:

A community where literacy is attainable for everyone.





# WORKPLACE LITERACY Improving Your Workforce



Workplace literacy programs provide the training and basic skills necessary for employees to maintain their careers or achieve promotions, make current jobs easier, and their work more productive.

The Literacy Council offers customized classes either at your work site or in our classroom in downtown Frederick.

## **Benefits to You:**

Increases business efficiency and client satisfation

Improve employees' interactions with customers, supervisors, vendors and colleagues.

- *Increases business flexibility and effectiveness*Utilize your employees in different capacities based on business needs.
- *Increases employee retention*Provide a pathway to promotions and career advancement.





## **Benefits to Your Employees:**

• Reduces barriers to learning

Employee is already onsite, reducing constraints such as transportation, childcare and time.

• Increases involvement

Enables employees to participate more effectively in your business and the community.

• Opportunity

Your employees will see how improved literacy skills can positively impact their work (and home) lives.

For further information, please contact:

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