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 satisfaction**
  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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