

CUSTOMIZABLE TRAINING

The Workplace Literacy and Basic Skills Training Program is a no-cost opportunity for New Jersey businesses to upskill their employees in essential workplace competencies. Offered through a partnership between the New Jersey Business & Industry Association (NJBIA), the New Jersey Community College Consortium (NJCCC) for Workforce and Economic Development, and the New Jersey Department of Labor and Workforce Development, this program provides customized training in language, literacy, business, and technology skills. Employers can enroll their staff in courses at their local community college or schedule on-site training at their facility, ensuring accessibility and convenience.

Since its launch in 2007, the program has trained over 230,000 employees from 14,300 employers across New Jersey, strengthening workforce readiness and business competitiveness. Employees can receive training in Microsoft Office applications, cloud computing, customer service, professionalism, time management, problem-solving, and leadership skills. Language courses, including English as a Second Language (ESL) and Spanish for the Workplace, help improve communication in diverse work environments. Funded through unemployment payroll taxes that businesses already pay, this program requires no financial disclosures from employers, making it an easy and cost-effective solution to enhance workforce skills and support economic growth.

A paid customized training option is available for businesses that do not qualify for the Workplace Literacy and Basic Skills Training Program. This alternative allows companies to develop tailored workforce training programs that address their needs and industry requirements. Whether an organization requires technology training, business skills development, leadership coaching, or language proficiency courses, expert instructors will design a program that aligns with company objectives and employee skill gaps. Training can be conducted at a business location, an Ocean County College campus, or online, offering flexibility to accommodate different work environments.

With a fully customizable approach, companies can choose the training topics, schedule, and delivery format that best fits their operational needs. Investing in employee development enhances productivity, improves workplace communication, and fosters leadership growth—ultimately contributing to a stronger, more competitive workforce. By partnering with industry experts and leveraging proven instructional methods, businesses can ensure that their employees receive high-quality, results-driven training that supports long-term success.