



EASTCONN EMPLOYER SERVICES

Customized Training For Your Employees

taught by EASTCONN
adult education instructors.



EASTCONN's proven training methods and techniques can help you:

- ✓ Increase productivity
- ✓ Improve employee retention
- ✓ Enhance team performance
- ✓ Improve health and safety records
- ✓ Increase the success rate of employee transfers within the company

EASTCONN offers customized employee education programs to meet the needs of your business. We serve organizations of all sizes, at your location or ours. Technology support for training and catering is available upon request.

Customer Service & Communication

Workplace Literacy
Improve employees' workplace literacy in reading, writing, and/or math using real-life examples from your daily business activities.

Communicating Effectively with Co-Workers & Customers
Improve workplace communication through phone and email etiquette, conflict resolution strategies, listening skills and more.

English-as-a-Second Language
Improve your Spanish-speaking employees' spoken-English level.

Workplace Spanish Training

Increase productivity and close communication and cultural gaps with Spanish-language training for English-speaking employees.

Manufacturing Training

This curriculum covers communication in the workplace, common work forms, quality control procedures, health and safety, commands and signals, basic math and much more.

Technology Solutions

Computer Applications Customized Training
EASTCONN can meet all your computer-related training

needs. We offer one-on-one or group instruction at your facility or ours.

Microsoft Office Training
Customized training in Microsoft Office programs including Word, Excel, PowerPoint and Outlook.

Instructor-Facilitated Online Courses
A variety of computer and professional skill development courses are offered online, day or night. Continuing education credits (CEU's) are available.

Health and Wellness

Let EASTCONN develop a health and wellness program for your employees.

For more information, contact Sandra Garcia at 860-455-1584 or sgarcia@eastconn.org
www.eastconn.org/employer-services

It is the policy of EASTCONN that no person shall be excluded from participation in, denied the benefits of, or otherwise be discriminated against under any program because of race, color, religion, gender, age, sexual orientation, marital status, national origin, genetic information, gender identity or expression, veteran status, disability or any other classification protected by state or federal law.