

**Purpose:** Use this tool to research articles and resources to:

1. Guide you with the steps necessary to assess your company and employees' needs.
2. Determine the right training program for your company.

Steps:	Find It Here: <a href="http://www.illinoisworknet.com">www.illinoisworknet.com</a>
<p>1. Encourage your employees to connect with <a href="#">Trade Associations</a> in your industry and area. By making these connections they can stay up-to-date on industry trends and technology. Plus, they will learn first-hand the importance of keeping skills up-to-date.</p>	 Network & Connect
<p>2. Communicate with your employees. Help them understand their current skill level and their potential within the company. This can help them set career goals.</p> <ol style="list-style-type: none"> <li>a. Are they confident with the work they are completing and the skills they have to do the work?</li> <li>b. Do they feel that training would improve their work and productivity?</li> <li>c. What are their strongest assets that make them a good candidate for other career opportunities within the company?</li> </ol> <p>A starting point may be an upgrade to your employee's computer skills. Use the <a href="#">Digital Literacy Guides</a> for training from basic to intermediate computer skills.</p> <p>Once they have identified their career goals, they can use the <a href="#">Training Programs Search</a> to find a training program.</p>	 Qualify for Jobs   Training & Credentials

<p>3. Assess and identify your company’s training needs. Depending on whether you are an established business or just starting out, your training needs may differ. Start on the <a href="#">Employer-Based Training Programs</a> page to review the different training program options that are available.</p> <ul style="list-style-type: none"> <li>a. Train current employees or bring in new employees and retain them upon completed training and recover up to 50% of the costs with Customized Training.</li> <li>b. With Incumbent Worker Training, you can train current employees who need new or upgraded skills and recover up to 100% of costs.</li> <li>c. Hire, train, and retain new employees with On-the-Job Training and recover up to 90% of the costs.</li> <li>d. Help your employees with low-wage or low-skills advance in their career with Job Training and Economic Development.</li> </ul>	 <p><b>Training &amp; Credentials</b></p>
<p>4. <a href="#">Connect with your local Illinois workNet Center</a>. Once you’ve done your research and are ready to implement a training program, make an appointment with your local Business Services Team (BST).</p>	 <p><b>Network &amp; Connect</b></p>

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