






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: www.illinoisworknet.com
1. Encourage your employees to connect with Trade Associations 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.	 Network & Connect
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. <ol style="list-style-type: none"> a. Are they confident with the work they are completing and the skills they have to do the work? b. Do they feel that training would improve their work and productivity? c. What are their strongest assets that make them a good candidate for other career opportunities within the company? <p>A starting point may be an upgrade to your employee's computer skills. Use the Digital Literacy Guides for training from basic to intermediate computer skills.</p> <p>Once they have identified their career goals, they can use the Training Programs Search 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 Employer-Based Training Programs page to review the different training program options that are available.</p> <ul style="list-style-type: none"> 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. b. With Incumbent Worker Training, you can train current employees who need new or upgraded skills and recover up to 100% of costs. c. Hire, train, and retain new employees with On-the-Job Training and recover up to 90% of the costs. d. Help your employees with low-wage or low-skills advance in their career with Job Training and Economic Development. 	 <p>Training & Credentials</p>
<p>4. Connect with your local Illinois workNet Center. 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>Network & Connect</p>

This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it. Internal use by an organization and/or personal use by an individual for non-commercial purposes is permissible. All other uses require the prior authorization of the copyright owner.

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