

## ALPHABETICAL INDEX OF WORKPLACE EDUCATION PROVIDERS

P/G - Public Institution/Government Entity

NFP - Not-For-Profit Corporation

P/FP - Private/For-Profit Agency

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Carl Sandburg College - Heartland Literacy Coalition (P/G)

The Center - Resources for Teaching and Learning, Workplace Education Division (NFP)

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Waubonsee Community College, Workforce Development (P/G)

William Rainey Harper College (P/G)

World Relief DuPage (NFP)

## BLACK HAWK COLLEGE

Coordinator Mary Crider  
3930 11<sup>th</sup> Street  
Rock Island, IL 61201-6737  
Phone 309/794-1072  
FAX 309/794-9226  
E-Mail: criderm@bhc.edu  
Agency Web Site: <http://www.bhc.edu>

### Services provided to businesses:

- Program Planning
  - Creation of Company Planning Team
  - Company Needs Assessment
  - Literacy Audit
  - Employee Skills Assessment
  - Individual Educational Advising of Employees
- Development of Customized Assessment Instrument
- Development of Customized Curriculum
- Business Onsite Basic Skills Instruction
  - Reading
  - Writing
  - Math
  - Communication (Native English Speaking)
  - English as a Second Language (ESL)
- Program Evaluation

### Additional services:

- Onsite GED Classes
- Onsite Critical Thinking Skills/Problem Solving Instruction
- Training Employees as Tutors
- Providing Trained Tutors to Work with Employees
- Readability Testing of Work Materials
- Grant Writing
- Welfare to Work Training
  - Employability Skills
  - Technical Skills
- School to Work Training

### Comments:

Black Hawk College also offers computer skills, industrial training, professional development and foreign language.

### Grant experience:

SOS Workplace Skills Enhancement Grant

### Geographic area(s) served:

Northwest Illinois

### Business references:

Deere Harvester Works  
Sam Splear  
309/765-6630

Deere and Company  
Andrea Spainhower  
309/748-5139

Nancy's Pies  
Richard Harper  
309/793-0161

**BUSINESS & PROFESSIONAL GROUP, DISTRICT 202 OFFICE (ADULT CONTINUING EDUCATION)**

Director Anna Nakashima  
1600 Dodge Avenue, Suite S124  
Evanston, IL 60204-3494  
Phone 847/424-7245  
FAX 847/492-5935  
E-Mail: nakashimaa@eths.k12.il.us  
Agency Web Site: <http://www.eths.k12.il.us>

**Services provided to businesses:**

- Program Planning
  - Creation of Company Planning Team
  - Company Needs Assessment
  - Literacy Audit
  - Employee Skills Assessment
  - Individual Educational Advising of Employees
- Development of Customized Assessment Instrument
- Development of Customized Curriculum
- Business Onsite Basic Skills Instruction
  - Reading
  - Writing
  - Math
  - Communication (Native English Speaking)
  - English as a Second Language (ESL)
- Program Evaluation

**Additional services:**

- Onsite GED Classes
- Onsite Critical Thinking Skills/Problem Solving Instruction
- Training Employees as Tutors
- Providing Trained Tutors to Work with Employees
- Readability Testing of Work Materials
- Document Redesign
- Grant Writing
- Welfare to Work Training
  - Employability Skills
  - Technical Skills

**Comments:**

Evanston Township High School offers a wealth of experts in the field of adult education drawn from the ETHS Community Adult Education Program. Particular industries served include government (city of Evanston) and a collaborative program with Workforce Development Council of Northern Cook County.

**Grant experience:**

Illinois State Board of Education  
Illinois Community College Board  
Secretary of State

**Geographic area(s) served:**

City of Chicago  
Northern Suburbs

**Business references:**

Zera Construction	Evanston Northwestern Healthcare
Tim Zera	Research Institute
847/966-8100	Carole Riding
	224/364-7424

## CARL SANDBURG COLLEGE-THE EXTENSION CENTER

Director Beverly Naslund  
380 E. Main Street  
Bushnell, IL 61422  
Phone 309/772-2177  
Fax 309/772-2958  
E-mail: [bnaslund@sandburg.edu](mailto:bnaslund@sandburg.edu)  
Agency Web Site: <http://www.sandburg.edu>

### Services provided to businesses:

- Program Planning
  - Creation of Company Planning Team
  - Company Needs Assessment
  - Literacy Audit
  - Employee Skills Assessment
  - Individual Educational Advising of Employees
- Development of Customized Assessment Instrument
- Development of Customized Curriculum
- Business Onsite Basic Skills Instruction
  - Reading
  - Writing
  - Math
  - Communication (Native English Speaking)
  - English as a Second Language (ESL)
- Program Evaluation

### Additional services:

- Onsite GED Classes
- Onsite Critical Thinking Skills/Problem Solving Instruction
- Training Employees as Tutors
- Providing Trained Tutors to Work with Employees
- Readability Testing of Work Materials
- Grant Writing
- Welfare to Work Training
  - Employability Skills
  - Technical Skills
- School to Work Training
- Other: Customized Training Programs as Requested

### Comments:

Carl Sandburg College (CSC) -The Extension Center offers a multi-faceted approach to serving the workplace needs of individuals and employers. Representatives from CSC work closely with the adult learners, businesses, and social service agencies to continually meet the needs of learners and students. The CSC Extension Center also provides educational resources to adult learners in agriculture, business and industry. The CSC Extension Office provides basic skill assessment, GED-Literacy Education, technology programs, certificate and degree programs.

### Grant experience:

SOS Workplace Skills Enhancement Grant

### Geographic area(s) served:

Central Illinois

### Business references:

Farmers & Merchants State Bank  
Don Swartzbaugh  
217/772-2171

Vaughan & Bushnell Mfg. Co.  
John Combites  
217/772-2131

Bushnell Econ. Dev. Comm.  
Steve Holland  
217/772-3178

**CARL SANDBURG COLLEGE  
HEARTLAND LITERACY COALITION**

Director Gwen Koehler  
2232 South Lake Storey Road  
Galesburg, IL 61401  
Phone 309/341-5330  
Fax 309/344-1951  
E-mail: gkoehler@sandburg.edu  
Agency Web Site: <http://www.sandburg.edu>

**Services provided to businesses:**

- Program Planning
  - Creation of Company Planning Team
  - Company Needs Assessment
  - Literacy Audit
  - Employee Skills Assessment
  - Individual Educational Advising of Employees
- Development of Customized Assessment Instrument
- Development of Customized Curriculum
- Business Onsite Basic Skills Instruction
  - Reading
  - Writing
  - Math
  - Communication (Native English Speaking)
  - English as a Second Language (ESL)
- Program Evaluation

**Additional services:**

- Onsite GED Classes
- Onsite Critical Thinking Skills/Problem Solving Instruction
- Training Employees as Tutors
- Providing Trained Tutors to Work with Employees
- Readability Testing of Work Materials
- Document Redesign
- Grant Writing
- Welfare to Work Training
  - Employability Skills
  - Technical Skills
- Other: Customized Training Programs as Requested

**Comments:**

Carl Sandburg College is capable of conducting onsite literacy programs. Over 37 technical training programs are also available through the College.

**Grant experience:**

**Geographic area(s) served:**

Northwest Illinois  
Central Illinois

**Business references:**

Maytag Corporation  
Galesburg Refrigeration  
Dave Beversdorf  
309/343-0181 Ext. 2786

Nor Forge Machining  
Patricia Hayes  
309/772-3124

**THE CENTER - RESOURCES FOR TEACHING AND LEARNING, WORKPLACE EDUCATION  
DIVISION**

Director Linda Mrowicki  
2626 S. Clearbrook Drive  
Arlington Heights, IL 60005  
Phone 224/366-8640  
FAX 847/378-6225

E-Mail: [lmrowicki@thecenterweb.org](mailto:lmrowicki@thecenterweb.org)  
Agency Web Site: <http://www.thecenterweb.org>

**Services provided to businesses:**

- Program Planning
  - Creation of Company Planning Team
  - Company Needs Assessment
  - Literacy Audit
  - Employee Skills Assessment
  - Individual Educational Advising of Employees
- Development of Customized Assessment Instrument
- Development of Customized Curriculum
- Business Onsite Basic Skills Instruction
  - Reading
  - Writing
  - Math
  - Communication (Native English Speaking)
  - English as a Second Language (ESL)
- Program Evaluation

**Additional services:**

- Onsite GED Classes
- Onsite Critical Thinking Skills/Problem Solving Instruction
- Training Employees as Tutors
- Providing Trained Tutors to Work with Employees
- Readability Testing of Work Materials
- Document Redesign
- Grant Writing
- Welfare to Work Training
  - Employability Skills
  - Technical Skills
- Other: Write Company-specific Textbooks for Basic Skills

**Comments:**

The Center offers multi-cultural/multi-lingual staff and a results-oriented program. Particular industries served are manufacturing, banking/financial services, hotel and health care. Besides basic skills training, The Center provides training: in Spanish for supervisors, cultural awareness/diversity, effective oral and written communication with Limited English Speaking Employees, telephone skills, business writing, accent improvement, and performance appraisals.

**Grant experience:**

SOS Workplace Skills Enhancement Grants  
SOS Making Work Pay Grants  
National Workplace Literacy Grant (USDOE)  
MOWD/DCCA Welfare to Work  
DCCA Training for Low Skill/Low Wage Workers

**Geographic area(s) served:**

City of Chicago  
Northern Suburbs  
Western Suburbs  
Southern Suburbs

**Business references:**

Hilton Chicago O'Hare Airport Hotel  
Judy Lane  
773/601-2336

S & C Electric Co.  
Gene Cottini  
773/338-1000

GFX International  
Debra Lofchie  
847/543-4600

**COLLEGE OF DU PAGE, BUSINESS AND PROFESSIONAL INSTITUTE**

Director/Coordinator Joyce Abel  
Preferred Contact Lolly Frederick  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
Phone 630/942-2908  
FAX 630/942-3778  
E-Mail: frederic@cdnet.cod.edu

**Services provided to businesses:**

- Program Planning
  - Creation of Company Planning Team
  - Company Needs Assessment
  - Literacy Audit
  - Employee Skills Assessment
  - Individual Educational Advising of Employees
- Development of Customized Assessment Instrument
- Development of Customized Curriculum
- Business Onsite Basic Skills Instruction
  - Reading
  - Writing
  - Math
  - Communication (Native English Speaking)
  - English as a Second Language (ESL)
- Program Evaluation

**Additional services:**

- Onsite GED Classes
- Onsite Critical Thinking Skills/Problem Solving Instruction
- Training Employees as Tutors
- Providing Trained Tutors to Work with Employees
- Readability Testing of Work Materials
- Document Redesign
- Grant Writing
- Welfare to Work Training
  - Employability Skills
  - Technical Skills

**Comments:**

Ability to tailor training to match company needs. Particular industries served by the College of DuPage are manufacturing and service. Other training provided to businesses is professional development, high-end computer training (MCSE/AT), computer software and manufacturing technology – ISO.

**Grant experience:**

SOS Workplace Grant  
ICCB Current Worker Grant  
Prairie State 2000 Authority  
DCCA Industrial Training Program (ITP)

**Geographic area(s) served:**

Western Suburbs

**Business references:**

Touch Sensor  
Greg Poissant  
630/221-9000

Lakewood Homes  
Harriet Ford  
847/884-8800

DuPage County Health Dept.  
George Garcia  
630/682-7979

**COLLEGE OF LAKE COUNTY, BUSINESS AND INDUSTRY SERVICES**

Don Sosnowski  
19351 W. Washington Street  
Grayslake, IL 60030-1198  
Phone 847/543-2737  
FAX 847/223-9371  
E-Mail: dsosnowski@clcillinois.edu  
Agency Web Site: <http://www.clcillinois.edu/depts/bit.asp>

**Services provided to businesses:**

- Program Planning
  - Creation of Company Planning Team
  - Company Needs Assessment
  - Literacy Audit
  - Employee Skills Assessment
  - Individual Educational Advising of Employees
- Development of Customized Assessment Instrument
- Development of Customized Curriculum
- Business Onsite Basic Skills Instruction
  - Reading
  - Writing
  - Math
  - Communication (Native English Speaking)
  - English as a Second Language (ESL)
  - Other: Problem Solving/Critical Thinking/Pronunciation Enhancement/Team Bldg.
- Program Evaluation

**Additional services:**

- Onsite GED Classes
- Onsite Critical Thinking Skills/Problem Solving Instruction
- Training Employees as Tutors
- Providing Trained Tutors to Work with Employees
- Readability Testing of Work Materials
- Document Redesign
- Grant Writing
- Welfare to Work Training
  - Employability Skills
  - Technical Skills

**Comments:**

Particular industries served by the College are pharmaceuticals, packaging, plastics, engine transmission, landscaping, recycling, expanded metals, food products and aerospace.

**Grant experience:**

SOS Workplace Grant  
National Workplace Literacy Grant (USDOE)

**Geographic area(s) served:**

Northern Suburbs - Lake County

**Business references:**

WMS Gaming	Presbyterian Homes
Cris Challenger	Christine Vlahakis
847/785-3888	847/866-1667

## COMMUNITY ASSETS BUILDING ASSOCIATION (CABA)

Director Yaw B. Mintah  
6327 South Elizabeth St.  
Chicago, IL 60636  
Phone 773/807-0331  
FAX 773/434-7725  
E-Mail: mintah@comcast.net

### Services provided to businesses:

- Program Planning
  - Creation of Company Planning Team
  - Company Needs Assessment
  - Literacy Audit
  - Employee Skills Assessment
  - Individual Educational Advising of Employees
- Development of Customized Assessment Instrument
- Development of Customized Curriculum
- Business Onsite Basic Skills Instruction
  - Reading/
  - Writing
  - Math
  - Communication (Native English Speaking)
  - English as a Second Language (ESL)
  - Other: Instructor Evaluation/Mentoring Instructor Support
- Program Evaluation

### Additional services:

- Onsite GED Classes
- Onsite Critical Thinking Skills/Problem Solving Instruction
- Training Employees as Tutors
- Providing Trained Tutors to Work with Employees
- Readability Testing of Work Materials
- Grant Writing
- Welfare to Work Training
  - Employability Skills
  - Technical Skills
- School to Work Training
- Other

### Comments:

CABA offers international culture services and basic computer training skills to businesses.

### Grant experience:

Inkind contribution and volunteer training

### Geographic area(s) served:

City of Chicago

### Business references:

B.M.A. Ltd.  
Kwaku Asafo-Agyei.  
773/274-5409

Appeal for Charities  
Ms. C. Bonsu  
773/651-5400

Golden Apple  
Linda Sylvester  
312/407-0006

**DANVILLE AREA COMMUNITY COLLEGE**

Director Thomas Szott  
2000 E. Main Street  
Danville, IL 61832  
Phone 217/443-8878  
FAX 217/443-8783  
E-Mail: tszott@dacc.edu  
Agency Web Site: <http://www.dacc.edu>

**Services provided to businesses:**

- Program Planning
  - Creation of Company Planning Team
  - Company Needs Assessment
  - Literacy Audit
  - Employee Skills Assessment
  - Individual Educational Advising of Employees
- Development of Customized Assessment Instrument
- Development of Customized Curriculum
- Business Onsite Basic Skills Instruction
  - Reading
  - Writing
  - Math
  - Communication (Native English Speaking)
  - English as a Second Language (ESL)
  - Other: Instructor Evaluation/Mentoring Instructor Support
- Program Evaluation

**Additional services:**

- Onsite GED Classes
- Onsite Critical Thinking Skills/Problem Solving Instruction
- Training Employees as Tutors
- Providing Trained Tutors to Work with Employees
- Readability Testing of Work Materials
- Grant Writing
- Welfare to Work Training
  - Employability Skills
  - Technical Skills
- School to Work Training
- Other

**Grant experience:**

SOS Workplace Skills Enhancement Grant  
ICCB Adult Education Grant

**Geographic area(s) served:**

Central Illinois

**Business references:**

Mervis Industries  
Candace Underhill  
217/442-5300

Provena United Samaritan's  
Medical Center  
Mark Combs  
217/443-1772

Krupp Gerlach Co.  
Carla Sattenwhite  
217/444-5613

**DEWITT-LIVINGSTON-MCLEAN REGIONAL OFFICE OF EDUCATION**

Director/Coordinator Joyce Fritsch  
905 N. Main St., Suite #2  
Normal, IL 61761  
Phone 309/888-9884  
FAX 309/862-4457  
E-Mail: jfritsch@roe17.k12.il.us  
Agency Web Site: <http://www.roe17.k12.il.us>

**Services provided to businesses:**

- Program Planning
  - Creation of Company Planning Team
  - Company Needs Assessment
  - Literacy Audit
  - Employee Skills Assessment
  - Individual Educational Advising of Employees
- Development of Customized Assessment Instrument
- Development of Customized Curriculum
- Business Onsite Basic Skills Instruction
  - Reading
  - Writing
  - Math
  - Communication (Native English Speaking)
  - English as a Second Language (ESL)
- Program Evaluation

**Additional services:**

- Onsite GED Classes
- Onsite Critical Thinking Skills/Problem Solving Instruction
- Training Employees as Tutors
- Providing Trained Tutors to Work with Employees
- Readability Testing of Work Materials
- Document Redesign
- Grant Writing
- Welfare to Work Training
  - Employability Skills
  - Technical Skills

**Grant experience:**

Extensive in Adult Education

**Geographic area(s) served:**

Central Illinois

**Business references:**

**DISTRICT 214 COMMUNITY EDUCATION  
ADULT EDUCATION & LITERACY PROGRAM - WORKPLACE SKILLS ENHANCEMENT**

Director Rhonda Serafin  
Preferred Contact: Jeanne Williams  
2121 S. Goebbert Road  
Arlington Heights, IL 60005-4297  
Phone 847/718-7723  
FAX 847/718-7927  
E-Mail: [jwilliam@d214.org](mailto:jwilliam@d214.org)  
Agency Web Site: <http://www.ce214.com>

**Services provided to businesses:**

- Program Planning
  - Creation of Company Planning Team
  - Company Needs Assessment
  - Literacy Audit
  - Employee Skills Assessment
  - Individual Educational Advising of Employees
- Development of Customized Assessment Instrument
- Development of Customized Curriculum
- Business Onsite Basic Skills Instruction
  - Reading
  - Writing
  - Math
  - Communication (Native English Speaking)
  - English as a Second Language (ESL)
  - Other: Instructor Evaluation/Mentoring Instructor Support
- Program Evaluation

**Additional services:**

- Onsite GED Classes
- Onsite Critical Thinking Skills/Problem Solving Instruction
- Training Employees as Tutors
- Providing Trained Tutors to Work with Employees
- Readability Testing of Work Materials
- Grant Writing
- Welfare to Work Training
  - Employability Skills
  - Technical Skills
- School to Work Training
- Other

**Comments:** District 214 Community Education works well with ESL employees and under the auspices of grant. Particular industries served are light manufacturing and hospitality service.

**Grant experience:**

SOS Workplace Skills Enhancement Grant  
SOS Making Work Pay Grant

**Geographic area(s) served:**

Northern Suburbs  
Western Suburbs

**Business references:**

Madden Communications  
Ted Rankin  
847/860-2086

LoDan Electronics Inc.  
Rose Ogden  
847/870-4350

Cummins-Allison Corp.  
Joe Panarale  
847/759-6405

## ELGIN COMMUNITY COLLEGE, BUSINESS & INDUSTRY TRAINING CENTER

Director/Corporate & Continuing Education Susan VanWeelden  
1700 Spartan Drive  
Elgin, IL 60123  
Phone 847/214-7820  
E-Mail: [svanweelden@elgin.edu](mailto:svanweelden@elgin.edu)  
Agency Web Site: <http://www.elgin.edu>

### Services provided to businesses:

- Program Planning
  - Creation of Company Planning Team
  - Company Needs Assessment
  - Literacy Audit
  - Employee Skills Assessment
  - Individual Educational Advising of Employees
- Development of Customized Assessment Instrument
- Development of Customized Curriculum
- Business Onsite Basic Skills Instruction
  - Reading
  - Writing
  - Math
  - Communication (Native English Speaking)
  - English as a Second Language (ESL)
- Program Evaluation

### Additional services:

- Onsite GED Classes
- Onsite Critical Thinking Skills/Problem Solving Instruction
- Training Employees as Tutors
- Providing Trained Tutors to Work with Employees
- Readability Testing of Work Materials
- Document Redesign
- Grant Writing
- Welfare to Work Training
  - Employability Skills
  - Technical Skills

### Comments:

Particular industries served by Elgin Community College are manufacturing, service, health, plastics and machine tool, tax-supported and Not for Profit. Types of training offered at ECC range from basic skills to ISO 9000.

### Grant experience:

Current Worker (ICCB)  
DCCA Industrial Training Program (ITP)  
Through IMA and John Deere  
ICCB Workforce Prep.  
CSSI Manufacturing  
ETIP/DCEO

### Geographic area(s) served:

Northern Suburbs  
Western Suburbs

### Business references:

Schleifring	Continental DataLabel	Wauconda Tool	Abrasive Technology
JoAnn Reynolds	Ron Kassal	Amy Mulder	Stephanie Loomis
847/941-9600, x205	847/717-1104	630/658-4588	800-964-8324

## FRONTIER COMMUNITY COLLEGE

Director/Coordinator Bob Boyles  
#2 Frontier Drive  
Fairfield, IL 62837  
Phone 618/842-3711 Ext. 4410  
FAX 618/842-4425  
E-Mail: boylesr@iecc.edu  
Agency Web Site: <http://www.iecc.edu>

### Services provided to businesses:

- Program Planning
  - Creation of Company Planning Team
  - Company Needs Assessment
  - Literacy Audit
  - Employee Skills Assessment
  - Individual Educational Advising of Employees
- Development of Customized Assessment Instrument
- Development of Customized Curriculum
- Business Onsite Basic Skills Instruction
  - Reading
  - Writing
  - Math
  - Communication (Native English Speaking)
  - English as a Second Language (ESL)
- Program Evaluation

### Additional services:

- Onsite GED Classes
- Onsite Critical Thinking Skills/Problem Solving Instruction
- Training Employees as Tutors
- Providing Trained Tutors to Work with Employees
- Readability Testing of Work Materials
- Document Redesign
- Grant Writing
- Welfare to Work Training
  - Employability Skills
  - Technical Skills

### Grant experience:

SOS Workplace Grant  
National Workplace Literacy Grant (USDOE)

### Geographic area(s) served:

Southern Illinois

### Business references:

## HEARTLAND COMMUNITY COLLEGE

Director Christy Post  
1500 W. Raab Road  
Normal, IL 61761-9446  
Phone 309/268-8171  
Fax 309/268-7994  
E-Mail: [christy.post@heartland.edu](mailto:christy.post@heartland.edu)  
Agency Web Site: <http://www.heartland.edu>

### Services provided to businesses:

- Program Planning
  - Creation of Company Planning Team
  - Company Needs Assessment
  - Literacy Audit
  - Employee Skills Assessment
  - Individual Educational Advising of Employees
- Development of Customized Assessment Instrument
- Development of Customized Curriculum
- Business Onsite Basic Skills Instruction
  - Reading
  - Writing
  - Math
  - Communication (Native English Speaking)
  - English as a Second Language (ESL)
  - Other: Instructor Evaluation/Mentoring Instructor Support
- Program Evaluation

### Additional services:

- Onsite GED Classes
- Onsite Critical Thinking Skills/Problem Solving Instruction
- Training Employees as Tutors
- Providing Trained Tutors to Work with Employees
- Readability Testing of Work Materials
- Grant Writing
- Welfare to Work Training
  - Employability Skills
  - Technical Skills
- School to work Training
- Other

### Comments:

Particular industries served are corporate, manufacturing and service sector. Heartland Community College also offers corporate training and computer training.

### Grant experience:

SOS Workplace Skills Enhancement Grant  
SOS Making Work Pay Grant

### Geographic area(s) served:

Central Illinois

### Business references:

**ILLINOIS CENTRAL COLLEGE**

Judy Dietrich (Education, Business & Career Resource Liaison)  
Preferred Contact Kay Sutton  
One College Drive  
East Peoria, IL 61635  
Phone 309/694-5212  
FAX 309/694-8820  
E-Mail: jdietrich@icc.edu  
Agency Web Site: http://www.icc.edu

**Services provided to businesses:**

- Program Planning
  - Creation of Company Planning Team
  - Company Needs Assessment
  - Literacy Audit
  - Employee Skills Assessment
  - Individual Educational Advising of Employees
- Development of Customized Assessment Instrument
- Development of Customized Curriculum
- Business Onsite Basic Skills Instruction
  - Reading
  - Writing
  - Math
  - Communication (Native English Speaking)
  - English as a Second Language (ESL)
- Program Evaluation

**Additional services:**

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Onsite GED Classes                               | <input checked="" type="checkbox"/> Career Choice Class (credit) |
| <input type="checkbox"/> Onsite Critical Thinking Skills/Problem Solving Instruction | <input checked="" type="checkbox"/> Workshops                    |
| <input type="checkbox"/> Training Employees as Tutors                                | <input checked="" type="checkbox"/> Career                       |
| <input type="checkbox"/> Providing Trained Tutors to Work with Employees             | <input checked="" type="checkbox"/> Resume                       |
| <input checked="" type="checkbox"/> Readability Testing of Work Materials            | <input checked="" type="checkbox"/> Interviewing                 |
| <input type="checkbox"/> Document Redesign   | <input checked="" type="checkbox"/> Placement Testing            |
| <input checked="" type="checkbox"/> Grant Writing                                    | <input checked="" type="checkbox"/> Rapid Response Team          |
| <input checked="" type="checkbox"/> Welfare to Work Training                         |  |
| <input checked="" type="checkbox"/> Employability Skills                             |  |
| <input checked="" type="checkbox"/> Technical Skills                                 |  |

**Comments:**

Illinois Central College (ICC) offers flexible staffing and scheduling. Particular industries served are hospital/medical, telemarketing and manufacturing. ICC also provides training in management and computer skills.

**Grant experience:**

SOS Workplace Grant  
SOS Making Work Pay  
ICCB Adult Education & Family Literacy

**Geographic area(s) served:**

Central Illinois

**Business references:**

Komatsu	Caterpillar
Cathy Aronhalt	Mary Stanbary - Mossville
309/672-7457	309/578-7854
	Ruth Smith – Mapleton
	309/633-8731

**ILLINOIS COMMUNITY COLLEGE BOARD  
BUSINESS SOLUTIONS NETWORK**

Preston Morgan, Senior Director for Workforce Development  
401 East Capitol Ave.  
Springfield, IL 62701-1711  
Phone 217/785-5003  
FAX 217/558-6700  
E-Mail: pmorgan@iccb.state.i.us  
Agency Web Site: <http://www.bsillinois.com>

**Services provided to businesses:**

- Program Planning
  - Creation of Company Planning Team
  - Company Needs Assessment
  - Literacy Audit
  - Employee Skills Assessment
  - Individual Educational Advising of Employees
- Development of Customized Assessment Instrument
- Development of Customized Curriculum
- Business Onsite Basic Skills Instruction
  - Reading
  - Writing
  - Math
  - Communication (Native English Speaking)
  - English as a Second Language (ESL)
  - Other: Workplace Literacy
- Program Evaluation

**Additional services:**

- Onsite GED Classes
- Onsite Critical Thinking Skills/Problem Solving Instruction
- Training Employees as Tutors
- Providing Trained Tutors to Work with Employees
- Readability Testing of Work Materials
- Document Redesign
- Grant Writing
- Welfare to Work Training
  - Employability Skills
  - Technical Skills
- School to Work Training
- Other: Computer Skills, OSHA Training, Leadership, Customer Service, Continuing Professional Education

**Comments:**

Business Solutions Network is a customer focused network of 48 community colleges in Illinois who are working together to deliver comprehensive services to local employers throughout the state. Business consulting, training and assessments are also available.

**Grant experience:**

SOS Workplace Skills Enhancement Grant  
ICCB Current Worker Grant  
Prairie State 2000 Authority  
DCCA Industrial Training Program (ITP)  
DCEO Employee Training Investment Program (ETIP)

**Geographic area(s) served:**

Statewide

**ILLINOIS VALLEY COMMUNITY COLLEGE**

Director, Adult Education/Mary Gross  
815 N. Orlando Smith Avenue  
Oglesby, IL 61348  
Phone 815/224-0355  
Fax 815/224-0545  
E-Mail: mary\_gross@ivcc.edu  
Agency Web Site: <http://www.ivcc.edu/adulted>

**Services provided to businesses:**

- Program Planning
  - Creation of Company Planning Team
  - Company Needs Assessment
  - Literacy Audit
  - Employee Skills Assessment
  - Individual Educational Advising of Employees
- Development of Customized Assessment Instrument
- Development of Customized Curriculum
- Business Onsite Basic Skills Instruction
  - Reading
  - Writing
  - Math
  - Communication (Native English Speaking)
  - English as a Second Language (ESL)
- Program Evaluation

**Additional services:**

- Onsite GED Classes
- Onsite Critical Thinking Skills/Problem Solving Instruction
- Training Employees as Tutors
- Providing Trained Tutors to Work with Employees
- Readability Testing of Work Materials
- Document Redesign
- Grant Writing
- Welfare to Work Training
  - Employability Skills
  - Technical Skills

**Grant experience:**

SOS Workplace Grant

**Geographic area(s) served:**

Central Illinois  
IVCC District

**Business references:**

Mid-American Growers  
Dick Burman  
815/339-6831

Clover Technologies  
815/431-8100, ext. 245

## JEWISH VOCATIONAL SERVICE, VOCATIONAL ENGLISH PROGRAM

Director/Coordinator Marilou J. Kessler  
6526 N. California  
Chicago, IL 60645  
Phone 773/743-5638  
FAX 773/743-6193  
E-Mail: MarilouKessler@jvschicago.org  
Agency Web Site: <http://www.jvschicago.org>

### Services provided to businesses:

- Program Planning
  - Creation of Company Planning Team
  - Company Needs Assessment
  - Literacy Audit
  - Employee Skills Assessment
  - Individual Educational Advising of Employees
- Development of Customized Assessment Instrument
- Development of Customized Curriculum
- Business Onsite Basic Skills Instruction
  - Reading
  - Writing
  - Math
  - Communication (Native English Speaking)
  - English as a Second Language (ESL)
- Program Evaluation

### Additional services:

- Onsite GED Classes
- Onsite Critical Thinking Skills/Problem Solving Instruction
- Training Employees as Tutors
- Providing Trained Tutors to Work with Employees
- Readability Testing of Work Materials
- Document Redesign
- Grant Writing
- Welfare to Work Training
  - Employability Skills
  - Technical Skills

### Comments:

The Jewish Vocational Service has been a national leader in all aspects of vocational skills training and assessment for 110 years. The highly qualified staff is part of a larger program in its fifteenth year of teaching vocational ESL to adults in conjunction with the City Colleges of Chicago Adult Learning Skills Program, Director Certified Illinois Workplace Basic Skills Specialist-Illinois Workplace Education Training Institute.

### Grant experience:

SOS Workplace Skills Enhancement Grants  
SOS Making Work Pay Grant  
SOS Community Literacy Grant  
DCEO Community Technology Center Grant  
ICCB Adult Education and Family Literacy Grant  
National Center on Poverty Law-Financial Education Program Grant  
Prairie State 2000 Provider

### Geographic area(s) served:

City of Chicago  
Northern Suburbs  
Western Suburbs

### Business references:

Walgreens Co.	Daniel Mirror Company	Mellon Financial Corporation
Linda Belsamo	Courtney Miller	George Hickey
847/914-3558	773/737-5000	773/763-1950
Jane Kerstner		
847/914-8151		

**JOHN WOOD COMMUNITY COLLEGE, LITERACY SERVICES**

Coordinator Kathy Tomlinson  
150 South 48th  
Quincy, IL 62301  
Phone 217/224-6500 Ext. 4943  
FAX 217/641-4900  
E-Mail: tomlinson@jwcc.edu  
Agency Web Site: <http://www.jwcc.edu>

**Services provided to businesses:**

- Program Planning
  - Creation of Company Planning Team
  - Company Needs Assessment
  - Literacy Audit
  - Employee Skills Assessment
  - Individual Educational Advising of Employees
- Development of Customized Assessment Instrument
- Development of Customized Curriculum
- Business Onsite Basic Skills Instruction
  - Reading
  - Writing
  - Math
  - Communication (Native English Speaking)
  - English as a Second Language (ESL)
- Program Evaluation

**Additional services:**

- Onsite GED Classes
- Onsite Critical Thinking Skills/Problem Solving Instruction
- Training Employees as Tutors
- Providing Trained Tutors to Work with Employees
- Readability Testing of Work Materials
- Document Redesign
- Grant Writing
- Welfare to Work Training
  - Employability Skills
  - Technical Skills

**Grant experience:**

SOS Community Literacy Grant

**Geographic area(s) served:**

Central Illinois

**Business references:**

**JOLIET JUNIOR COLLEGE, DIVISION OF ADULT & FAMILY SERVICES**

Dean Dr. Terry Irby  
214 North Ottawa  
Joliet, IL 60432  
Phone 815/280-1317  
FAX 815/727-1529  
E-mail: tirby@jjc.edu  
Agency Web Site: <http://www.jjc.edu/DAFS>

**Services provided to businesses:**

- Program Planning
  - Creation of Company Planning Team
  - Company Needs Assessment
  - Literacy Audit
  - Employee Skills Assessment
  - Individual Educational Advising of Employees
- Development of Customized Assessment Instrument
- Development of Customized Curriculum
- Business Onsite Basic Skills Instruction
  - Reading
  - Writing
  - Math
  - Communication (Native English Speaking)
  - English as a Second Language (ESL)
- Program Evaluation

**Additional services:**

- Onsite GED Classes
- Onsite Critical Thinking Skills/Problem Solving Instruction
- Training Employees as Tutors
- Providing Trained Tutors to Work with Employees
- Readability Testing of Work Materials
- Document Redesign
- Grant Writing
- Welfare to Work Training
  - Employability Skill
  - Technical Skills

**Grant experience:**

SOS Workplace Grant

**Geographic area(s) served:**

Southern Suburbs

**Business references:**

Personal Products  
815/476-2075 or 1514

Borg Warner  
Brenda Gates  
815/469-7801

Babson  
Drew Daily  
708/759-7346

Meadowbrook Manor  
431 W. Remington Road.  
Bolingbrook, IL 60440

Cog Hill  
12294 Archer Avenue  
Lemont, IL 60439

**THE JORDAN EVANS INSTITUTE**

Executive Director Martha H. Palmer  
2600 S. Michigan Ave., Suite 212  
Chicago, IL 60616  
Phone 312/326-6370  
FAX 312/236-6380  
E-Mail: jordan-evans-institute@att.net  
Agency Web Site: <http://www.jeisuccess.com>

**Services provided to businesses:**

- Program Planning
  - Creation of Company Planning Team
  - Company Needs Assessment
  - Literacy Audit
  - Employee Skills Assessment
  - Individual Educational Advising of Employees
- Development of Customized Assessment Instrument
- Development of Customized Curriculum
- Business Onsite Basic Skills Instruction
  - Reading
  - Writing
  - Math
  - Communication (Native English Speaking)
  - English as a Second Language (ESL)
  - Other: Instructor Evaluation/Mentoring Instructor Support
- Program Evaluation

**Additional services:**

- Onsite GED Classes
- Onsite Critical Thinking Skills/Problem Solving Instruction
- Training Employees as Tutors
- Providing Trained Tutors to Work with Employees
- Readability Testing of Work Materials
- Grant Writing
- Welfare to Work Training
  - Employability Skills
  - Technical Skills
- School to Work Training
- Other

**Comments:**

The Jordan Evans Institute offers basic computer instruction through the Electronic Health Record, communications, customer service, and assistance with job placement. Other training offered is Health Record Content I & II and Medical Terminology.

**Grant experience:**

**Geographic area(s) served:**

City of Chicago  
Northern, Western and Southern Suburbs

**Business references:**

Professional Dynamics Network  
Gerry Smothers, Pres. & CEO  
708/747-4361

**Other:**

Approved by the State Board of Education.  
Certified by the Mayor's Office for Workforce Development.  
Pending accreditation by the Indiana Commission on Proprietor Schools.

**KANKAKEE COMMUNITY COLLEGE**

Director/Coordinator Mary Posing  
Kankakee, IL 60901  
Phone 815/933-0210  
FAX 815/933-0217  
E-mail: mposing@kcc.edu  
Agency Web Site: <http://www.kcc.edu>

**Services provided to businesses:**

- Program Planning
  - Creation of Company Planning Team
  - Company Needs Assessment
  - Literacy Audit
  - Employee Skills Assessment
  - Individual Educational Advising of Employees
- Development of Customized Assessment Instrument
- Development of Customized Curriculum
- Business Onsite Basic Skills Instruction
  - Reading
  - Writing
  - Math
  - Communication (Native English Speaking)
  - English as a Second Language (ESL)
- Program Evaluation

**Additional services:**

- Onsite GED Classes
- Onsite Critical Thinking Skills/Problem Solving Instruction
- Training Employees as Tutors
- Providing Trained Tutors to Work with Employees
- Readability Testing of Work Materials
- Document Redesign
- Grant Writing
- Welfare to Work Training
  - Employability Skills
  - Technical Skills

**Comments:**

**Grant experience:**

ICCB Current Worker Grant  
Prairie State 2000 Authority  
DCCA Industrial Training Program (ITP)  
National Workplace Literacy Grant (USDOE)

**Geographic area(s) served:**

Southern Suburbs  
Central Illinois

**Business references:**

Aventis Behring	Kama Corporation	Merisant
Michael Proctor	Becky Tsilis	Chris Orenbas

**KISHWAUKEE COLLEGE**

Dean of Adult and Community Education Evelina Jose Cichy  
21193 Malta Road  
Malta, IL 60150-9699  
Phone 815/825-2086, ext. 376  
FAX 815/825-2605  
E-mail: ejcichy@kishwaukeecollege.edu  
Agency Web Site: <http://www.kishwaukeecollege.edu>

**Services provided to businesses:**

- Program Planning
  - Creation of Company Planning Team
  - Company Needs Assessment
  - Literacy Audit
  - Employee Skills Assessment
  - Individual Educational Advising of Employees
- Development of Customized Assessment Instrument
- Development of Customized Curriculum
- Business Onsite Basic Skills Instruction
  - Reading
  - Writing
  - Math
  - Communication (Native English Speaking)
  - English as a Second Language (ESL)
  - Other: Instructor Evaluation/Mentoring Instructor Support
- Program Evaluation

**Additional services:**

- Onsite GED Classes (English and Spanish)
- Onsite Critical Thinking Skills/Problem Solving Instruction
- Training Employees as Tutors
- Providing Trained Tutors to Work with Employees
- Readability Testing of Work Materials
- Document Redesign
- Grant Writing
- Welfare to Work Training
  - Employability Skills
  - Technical Skills
- School to Work Training
- Other

**Comments:**

Bilingual services and learning styles assessment are special services offered by Kishwaukee College. Other training provided to businesses are customized training through the Kishwaukee College Business and Industrial Development Center.

**Grant experience:**

Department of Human Services  
Perkins  
WIA

**Geographic area(s) served:**

Northwest Illinois

**Business references:**

Rochelle Foods	Suter Company
Matt Staci	Chris DeVlieger
815/562-4141	815/895-9186

## LAKE LAND COLLEGE

Director/Coordinator Patricia Hemmett

305 Richmond Avenue East

Mattoon, IL 61938

Phone 217/235-2222, ext. 8207

FAX 217/235-2228

E-Mail: phemmett@lakeland.cc.il.us

Agency Web Site: <http://www.lakeland.cc.il.us/academicprograms/workforc1.htm>

### Services provided to businesses:

- Program Planning
  - Creation of Company Planning Team
  - Company Needs Assessment
  - Literacy Audit
  - Employee Skills Assessment
  - Individual Educational Advising of Employees
- Development of Customized Assessment Instrument
- Development of Customized Curriculum
- Business Onsite Basic Skills Instruction
  - Reading
  - Writing
  - Math
  - Communication (Native English Speaking)
  - English as a Second Language (ESL)
- Program Evaluation

### Additional services:

- Onsite GED Classes
- Onsite Critical Thinking Skills/Problem Solving Instruction
- Training Employees as Tutors
- Providing Trained Tutors to Work with Employees
- Readability Testing of Work Materials
- Grant Writing
- Welfare to Work Training
  - Employability Skills
  - Technical Skills
- School to Work Training

### Comments:

#### Grant experience:

SOS Workplace Skills Enhancement Grant

#### Geographic area(s) served:

Central Illinois

#### Business references:

NCH Nutrition & Foods

Norma Pruiett

217/465-8577, ext. 241

**LINCOLN LAND COMMUNITY COLLEGE  
TRAINING & EDUCATION FOR ADULT LEARNERS (TEAL)**

Director/Coordinator Rosalind Bruce  
5250 Shepherd Road  
Springfield, IL 62794-9256  
Phone 800/666-TEAL or 217/786-2307  
FAX 217/786-2495  
E-Mail: roz.bruce@llcc.edu  
Agency Web Site: <http://www.llcc.edu/teal>

**Services provided to businesses:**

- Program Planning
  - Creation of Company Planning Team
  - Company Needs Assessment
  - Literacy Audit
  - Employee Skills Assessment
  - Individual Educational Advising of Employees
- Development of Customized Assessment Instrument
- Development of Customized Curriculum
- Business Onsite Basic Skills Instruction
  - Reading
  - Writing
  - Math
  - Communication (Native English Speaking)
  - English as a Second Language (ESL)
- Program Evaluation

**Additional services:**

- Onsite GED Classes
- Onsite Critical Thinking Skills/Problem Solving Instruction
- Training Employees as Tutors
- Providing Trained Tutors to Work with Employees
- Readability Testing of Work Materials
- Document Redesign
- Grant Writing
- Welfare to Work Training
  - Employability Skills
  - Technical Skills

**Comments:**

The college has a full range of training programs/courses available.

**Grant experience:**

SOS Workplace Grant  
DCCA Industrial Training Program (ITP)

**Geographic area(s) served:**

Central Illinois

**Business references:**

Eaton Corporation  
Robert Paiva  
217/632-4619

Midwest Technologies  
Marty Wagner  
217/753-8424

Cargill Meat Solutions  
Susan Young  
217/323-6280

## THE LITERACY CONNECTION

Executive Director Karen Oswald  
270 N. Grove Avenue  
Elgin, IL 60120-5505  
Phone 847/742-6565  
FAX 847/742-6599  
E-Mail: literacy@nsls.info  
Agency Web Site: <http://www.elginliteracy.org>

### Services provided to businesses:

- Program Planning
  - Creation of Company Planning Team
  - Company Needs Assessment
  - Literacy Audit
  - Employee Skills Assessment
  - Individual Educational Advising of Employees
- Development of Customized Assessment Instrument
- Development of Customized Curriculum
- Business Onsite Basic Skills Instruction
  - Reading
  - Writing
  - Math
  - Communication (Native English Speaking)
  - English as a Second Language (ESL)
- Program Evaluation

### Additional services:

- Onsite GED Classes
- Onsite Critical Thinking Skills/Problem Solving Instruction
- Training Employees as Tutors
- Providing Trained Tutors to Work with Employees
- Readability Testing of Work Materials
- Document Redesign
- Grant Writing
- Other: Onsite Small Group Instruction

### Comments:

The Literacy Connection provides ongoing support and follow-up services to ensure student progress and company satisfaction. Particular industries served include manufacturing.

### Grant experience:

SOS Workplace Grant  
CDBG Grants

### Geographic area(s) served:

Northern Kane County and nearby communities

### Business references:

Hoffer Plastics  
Jim MacNames  
847/741-5740

St. Joseph Hospital  
Therese Hoehne  
847/931-5055

## LITERACY IN ACTION DUPAGE

Co-Directors/Coordinators Gwen Bates/Mary Becerra  
1099 S. York Road  
Elmhurst, IL 60126  
Phone 630/833-2950  
FAX 630/359-0016

### Services provided to businesses:

- Program Planning
  - Creation of Company Planning Team
  - Company Needs Assessment
  - Literacy Audit
  - Employee Skills Assessment
  - Individual Educational Advising of Employees
- Development of Customized Assessment Instrument
- Development of Customized Curriculum
- Business Onsite Basic Skills Instruction
  - Reading
  - Writing
  - Math
  - Communication (Native English Speaking)
  - English as a Second Language (ESL)
- Program Evaluation

### Additional services:

- Onsite GED Classes
- Onsite Critical Thinking Skills/Problem Solving Instruction
- Training Employees as Tutors
- Providing Trained Tutors to Work with Employees
- Readability Testing of Work Materials
- Document Redesign
- Grant Writing
- Welfare to Work Training
  - Employability Skills
  - Technical Skills

### Comments:

Literacy in Action DuPage trains on-site tutors in the Laubach Literacy program who may tutor students in the workplace one-on-one.

### Grant experience:

### Geographic area(s) served:

Northern Suburbs  
Western Suburbs

### Business references:

Argonne Labs  
Eddi Langenburg  
708/252-4903

**LITERACY VOLUNTEERS DUPAGE  
WORKPLACE EDUCATION**

Director/Coordinator Tana Tatnall  
24W500 Maple Ave., #217  
Naperville, IL 60540  
Phone 630/416-6699  
FAX 630/416-9465  
E-Mail: lvdttatnall@aol.com

Agency Web site: <http://www.literacyvolunteersdupage.org>

**Services provided to businesses:**

- Program Planning
  - Creation of Company Planning Team
  - Company Needs Assessment
  - Literacy Audit
  - Employee Skills Assessment
  - Individual Educational Advising of Employees
- Development of Customized Assessment Instrument
- Development of Customized Curriculum
- Business Onsite Basic Skills Instruction
  - Reading
  - Writing
  - Math
  - Communication (Native English Speaking)
  - English as a Second Language (ESL)
- Program Evaluation

**Additional services:**

- Onsite GED Classes
- Onsite Critical Thinking Skills/Problem Solving Instruction
- Training Employees as Tutors
- Providing Trained Tutors to Work with Employees
- Readability Testing of Work Materials
- Document Redesign
- Grant Writing
- Welfare to Work Training
  - Employability Skills
  - Technical Skills

**Grant experience**

**Geographic area(s) served:**

Western Suburbs - DuPage County

**Business references:**

Beacon Hill Retirement Community  
Michelle Eckelberry  
630/691-4085

Central DuPage Health  
Ms. Marty Casario  
630/933-6971

**MCHEMRY COUNTY COLLEGE  
CORPORATE & COMMUNITY SERVICES DIVISION**

Dean  
8900 U.S. Highway 14  
Crystal Lake, IL 60012-2761  
Phone 815/455-8783  
FAX 815/455-0718  
Agency Web Site: <http://www.ccedtraining.mchenry.edu>

**Services provided to businesses:**

- Program Planning
  - Creation of Company Planning Team
  - Company Needs Assessment
  - Literacy Audit
  - Employee Skills Assessment
  - Individual Educational Advising of Employees
- Development of Customized Assessment Instrument
- Development of Customized Curriculum
- Business Onsite Basic Skills Instruction
  - Reading
  - Writing
  - Math
  - Communication (Native English Speaking)
  - English as a Second Language (ESL)
- Program Evaluation

**Additional services:**

- Onsite GED Classes
- Onsite Critical Thinking Skills/Problem Solving Instruction
- Training Employees as Tutors
- Providing Trained Tutors to Work with Employees
- Readability Testing of Work Materials
- Document Redesign
- Grant Writing
- Welfare to Work Training
  - Employability Skills via IETC/WIA Partnership
  - Technical Skills via IETC/WIA Partnership

**Comments:**

McHenry County College has an on campus Small Business Development Center.

**Grant experience:**

SOS Workplace Grant  
Prairie State 2000 Authority  
DCCA Industrial Training Program (ITP)  
HECA – IBHE  
Community Development Block Grant (CDBG)  
DCEO/ETIP Grants

**Geographic area(s) served:**

Northern Suburbs  
Western Suburbs

**Business references:**

Scot Forge  
John Cain, CEO  
815/675-4301

MGI  
Bob DePrez, CEO  
847/516-8080

Brown Printing  
Laurie Turner, HR Director  
815/206-6203

**MONROE/RANDOLPH REGIONAL SUPERINTENDENT OF SCHOOLS  
WORKPLACE EDUCATION PROGRAM**

Director Shari Crockett  
#1 Taylor St., Room 101  
Chester, IL 62233  
Phone 618/826-5471  
FAX 618/826-5474

E-Mail: [scrocket@randolph.k12.il.us](mailto:scrocket@randolph.k12.il.us)  
Agency Web Site: <http://www.randolph.k12.il.us/roe45>

**Services provided to businesses:**

- Program Planning
  - Creation of Company Planning Team
  - Company Needs Assessment
  - Literacy Audit
  - Employee Skills Assessment
  - Individual Educational Advising of Employees
- Development of Customized Assessment Instrument
- Development of Customized Curriculum
- Business Onsite Basic Skills Instruction
  - Reading
  - Writing
  - Math
  - Communication (Native English Speaking)
  - English as a Second Language (ESL)
- Program Evaluation

**Additional services:**

- Onsite GED Classes
- Onsite Critical Thinking Skills/Problem Solving Instruction
- Training Employees as Tutors
- Providing Trained Tutors to Work with Employees
- Readability Testing of Work Materials
- Document Redesign
- Grant Writing
- Welfare to Work Training
  - Employability Skills
  - Technical Skills

**Comments:**

Monroe/Randolph ROE has provided individualized educational programs for twenty-five years with decentralized services to those in the bi-country area.

**Grant experience:**

SOS Workplace Grant  
ICCB Adult Education  
WIA Education  
IDOT Grants  
Even Start Family Literacy  
SOS Adult Literacy and Family Literacy

**Geographic area(s) served:**

Monroe & Randolph Counties

**Business references:**

SpartanLite Metals  
Molly Hamilton  
618/443-4346

St. Ann's Healthcare Center  
618/826-2314

**MORAIN VALLEY COMMUNITY COLLEGE,  
WORKFORCE DEVELOPMENT AND COMMUNITY SERVICES**

Nancy Glickman  
10900 South 88<sup>th</sup> Avenue, Bldg, T-100  
Palos Hills, IL 60465-0937  
Phone 708/974-5386  
FAX 708/974-0078

E-Mail: glickman@morainevalley.edu  
Agency Web Site: <http://www.morainevalley.edu/wdcs>

**Services provided to businesses:**

- Program Planning
  - Creation of Company Planning Team
  - Company Needs Assessment
  - Literacy Audit
  - Employee Skills Assessment
  - Individual Educational Advising of Employees
- Development of Customized Assessment Instrument
- Development of Customized Curriculum
- Business Onsite Basic Skills Instruction
  - Reading
  - Writing
  - Math
  - Communication (Native English Speaking)
  - English as a Second Language (ESL)
  - Other: Instructor Evaluation/Mentoring Instructor Support
- Program Evaluation

**Additional services:**

- Onsite GED Classes
- Onsite Critical Thinking Skills/Problem Solving Instruction
- Training Employees as Tutors
- Providing Trained Tutors to Work with Employees
- Readability Testing of Work Materials
- Grant Writing
- Welfare to Work Training
  - Employability Skills
  - Technical Skills
  - School to Work Training

**Comments:** specializes in customized basic skills, professional and technical training. Our training program includes: manufacturing technologies; electricity/electronics; nondestructive testing; computer applications; safety and environmental; quality improvement, basic skills and English as a Second Language. We also offer computer training, foreign language classes including Spanish for the workplace, management and professional skills, environmental, forklift and AutoCAD trainings.

**Grant experience:**

SOS Workplace Skills Enhancement Grant  
DCEO ETIP Grants  
CSSI Grants

**Geographic areas(s) served:**

Southwest Suburbs of Chicago

**Business references:**

Anixter Corporation  
Lucy Skalbeck  
224/521-8146

Prairie Packaging  
Lee "Chip" Reineberg IV  
708/496-2900

G.C. America  
Mary Orga  
708/597-0900

## NORTHERN ILLINOIS UNIVERSITY – BUSINESS AND INDUSTRY SERVICES

Executive Director Mary Rose Hennessy  
Preferred Contact Person John Conrath  
1120 E. Diehl Road, Suite 110  
Naperville, IL 60563-1460  
Phone 630/505-4100  
Fax 630/505-4343  
E-Mail: [jconrath@niu.edu](mailto:jconrath@niu.edu)  
Agency Web Site: <http://www.niubis.com>

### Services provided to businesses:

- Program Planning
  - Creation of Company Planning Team
  - Company Needs Assessment
  - Literacy Audit
  - Employee Skills Assessment
  - Individual Educational Advising of Employees
- Development of Customized Assessment Instrument
- Development of Customized Curriculum
- Business Onsite Basic Skills Instruction
  - Reading
  - Writing
  - Math
  - Communication (Native English Speaking)
  - English as a Second Language (ESL)
- Program Evaluation

### Additional services:

- Onsite GED Classes
- Onsite Critical Thinking Skills/Problem Solving Instruction
- Training Employees as Tutors
- Providing Trained Tutors to Work with Employees
- Readability Testing of Work Materials
- Document Redesign
- Grant Writing
- Welfare to Work Training
  - Employability Skills
  - Technical Skills

### Comments:

NIU-BIS specializes in company-wide strategic improvement, culture change, and bottom-line profitability projects. In addition to basic skills training, NIU-BIS provides training and assistance in team implementation, process improvement systems, ISO/QS-9000 registration, customized process manual development, technical training and customer and employee surveys.

### Grant experience:

SOS Workplace Grant  
Prairie State 2000 Authority  
DCCA Industrial Training Program (ITP)  
Natl Workplace Literacy Grant (USDOE)  
State, Fed & Private Foundation Grants

### Geographic area(s) served:

City of Chicago	Northwest Illinois
Northern Suburbs	Central Illinois
Western Suburbs	Metro-East Illinois
Southern Suburbs	Southern Illinois

### Business references:

GKN Walterscheid, Inc. Kathy Mayer 630/972-9300	Smith & Richardson Mfg. Co. Rich Hoster 630/232-2581	Peacock Engineering Jenny Sinclair 630/845-3724
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## OAKTON COMMUNITY COLLEGE/CONTINUING EDUCATION AND TRAINING

Barb Rizzo, Vice President, Continuing Education, Training and Workforce Development  
Lynn Seinfeld, Director, Adult and Professional Education  
1600 East Golf Road  
Des Plaines, IL 60016-1268  
Phone 847/635-2186  
Fax 847/635-1983  
E-Mail: rizzo@oakton.edu  
Agency Web Site: <http://www.oakton.edu>

### Services provided to businesses:

- Program Planning
  - Creation of Company Planning Team
  - Company Needs Assessment
  - Literacy Audit
  - Employee Skills Assessment
  - Individual Educational Advising of Employees
- Development of Customized Assessment Instrument
- Development of Customized Curriculum
- Business Onsite Basic Skills Instruction
  - Reading
  - Writing
  - Math
  - Communication (Native English Speaking)
  - English as a Second Language (ESL)
- Program Evaluation

### Additional services:

- Onsite GED Classes
- Onsite Critical Thinking Skills/Problem Solving Instruction
- Training Employees as Tutors
- Providing Trained Tutors to Work with Employees
- Readability Testing of Work Materials
- Document Redesign
- Grant Writing
- Welfare to Work Training
  - Employability Skills
  - Technical Skills

### Comments:

Customized ESL training is available to manufacturing and service industries. Other training offered by Oakton's Business Institute includes a wide range of technical and leadership/supervisory topics fully customized to the individual organizations. Complete credit or non-credit programs and certificates.

### Grant experience:

SOS Workplace Grant  
Illinois Manufacturer's Association ITP Grant  
Prairie State 2000 Funding Authority  
Illinois Community College Incumbent Worker Grant  
Workforce Investment Act

### Geographic area(s) served:

Northern Suburbs

### Business references:

Federal Mogul  
Patrick Eden  
847/674-7700

John Crane  
Marilyn Fischbach  
847/967-3011

**PEORIA COUNTY SUPERINTENDENT OF SCHOOLS**

Director/Coordinator Wilma Noynaert  
Preferred Contact Person Dottie Gibson  
211 Fulton St., Suite 207  
Peoria, IL 61602-1309  
Phone 309/672-6087  
FAX 309/672-6053  
E-Mail: dgibson@a5.com

**Services provided to businesses:**

- Program Planning
  - Creation of Company Planning Team
  - Company Needs Assessment
  - Literacy Audit
  - Employee Skills Assessment
  - Individual Educational Advising of Employees
- Development of Customized Assessment Instrument
- Development of Customized Curriculum
- Business Onsite Basic Skills Instruction
  - Reading
  - Writing
  - Math
  - Communication (Native English Speaking)
  - English as a Second Language (ESL)
- Program Evaluation

**Additional services:**

- Onsite GED Classes
- Onsite Critical Thinking Skills/Problem Solving Instruction
- Training Employees as Tutors
- Providing Trained Tutors to Work with Employees
- Readability Testing of Work Materials
- Document Redesign
- Grant Writing
- Welfare to Work Training
  - Employability Skills
  - Technical Skills

**Grant experience:**

**Geographic area(s) served:**  
Central Illinois

**Business references:**

## PRAIRIE STATE COLLEGE

Coordinator Dan Gardner  
202 S. Halsted Street  
Chicago Heights, IL 60411-8226  
Phone 708/709-3791  
FAX 708/709-3749  
E-Mail: [dgardner@prairiestate.edu](mailto:dgardner@prairiestate.edu)  
Agency Web Site: <http://www.prairiestate.edu>

### Services provided to businesses:

- Program Planning
  - Creation of Company Planning Team
  - Company Needs Assessment
  - Literacy Audit
  - Employee Skills Assessment
  - Individual Educational Advising of Employees
- Development of Customized Assessment Instrument
- Development of Customized Curriculum
- Business Onsite Basic Skills Instruction
  - Reading
  - Writing
  - Math
  - Communication (Native English Speaking)
  - English as a Second Language (ESL)
- Program Evaluation

### Additional services:

- Onsite GED Classes
- Onsite Critical Thinking Skills/Problem Solving Instruction
- Training Employees as Tutors
- Providing Trained Tutors to Work with Employees
- Readability Testing of Work Materials
- Document Redesign
- Grant Writing
- Welfare to Work Training
  - Employability Skills
  - Technical Skills
- Other: Educational Counseling

### Comments:

Prairie State College's program is backed by the resources of the entire college, including industrial, business, and technical programs. Besides basic skills training, the College offers ISO 9000, safety, manufacturing technology, industrial trades and computers.

### Grant experience:

SOS Workplace Grant  
DCCA Industrial Training Program (ITP)  
NIRA

### Geographic area(s) served:

Southern Suburbs

### Business references:

Ace Hardware Company  
Ace Paint Division  
Maryann Williams  
708/720-0600

**REND LAKE COLLEGE, ADULT EDUCATION & LITERACY**

Director Jay Brooks  
468 N. Ken Gray Parkway  
Ina, IL 62846-2408  
Phone 618/437-5321 Ext. 245  
FAX 618/437-5677  
E-mail: brooks@rlc.edu  
Agency Web Site: <http://www.rlc.edu>

**Services provided to businesses:**

- Program Planning
  - Creation of Company Planning Team
  - Company Needs Assessment
  - Literacy Audit
  - Employee Skills Assessment
  - Individual Educational Advising of Employees
- Development of Customized Assessment Instrument
- Development of Customized Curriculum
- Business Onsite Basic Skills Instruction
  - Reading
  - Writing
  - Math
  - Communication (Native English Speaking)
  - English as a Second Language (ESL)
- Program Evaluation

**Additional services:**

- Onsite GED Classes
- Onsite Critical Thinking Skills/Problem Solving Instruction
- Training Employees as Tutors
- Providing Trained Tutors to Work with Employees
- Readability Testing of Work Materials
- Grant Writing
- Welfare to Work Training
  - Employability Skills
  - Technical Skills
- School to Work Training
- Other

**Grant experience:**

SOS Community Literacy; Adult Education  
SOS Family Literacy Grant  
Even Start Grant

**Geographic area(s) served:**

Southern Illinois

**Business references:**

**REND LAKE COLLEGE, CENTER FOR BUSINESS & INDUSTRY  
READY FOR READING LITERACY PROGRAM**

Director Ed Ruffino/Jay Brooks  
468 North Ken Gray Parkway  
Ina, IL 62846  
Phone 618/437-5321 Ext. 1354  
FAX 618/437-5677  
E-Mail: ruffinoe@rlc.edu  
Agency Web Site: <http://www.rlc.edu>

**Services provided to businesses:**

- Program Planning
  - Creation of Company Planning Team
  - Company Needs Assessment
  - Literacy Audit
  - Employee Skills Assessment
  - Individual Educational Advising of Employees
- Development of Customized Assessment Instrument
- Development of Customized Curriculum
- Business Onsite Basic Skills Instruction
  - Reading
  - Writing
  - Math
  - Communication (Native English Speaking)
  - English as a Second Language (ESL)
- Program Evaluation

**Additional services:**

- Onsite GED Classes
- Onsite Critical Thinking Skills/Problem Solving Instruction
- Training Employees as Tutors
- Providing Trained Tutors to Work with Employees
- Readability Testing of Work Materials
- Document Redesign
- Grant Writing
- Welfare to Work Training
  - Employability Skills
  - Technical Skills

**Comments:**

Rend Lake College is willing to serve any industry. The College offers many other services to businesses such as on-site safety and health consultation, electrical systems evaluation, review of machine guarding, noise measurement assistance with personal protective equipment, assistance with written programs, technical assistance and referrals. Other training provided by the College includes industrial safety and health, back injury prevention, hazardous communication, truck driver training, First Aid/CPR, management and supervision, and customer service. Also offers, cooperative education, internships and placement services.

**Grant experience:**

**Geographic area(s) served:**

Southern Illinois

**Business references:**

Mums	Walgreens Distribution Center	Good Samaritan Regional Hospital
Joe Eckerle	Steve Lawrence	Leo Childers
618/357-2167	618/244-9100	618/242-4600

**ROCK VALLEY COLLEGE, ADULT EDUCATION CENTER**

Director Diana Barthelman  
4151 Samuelson Road  
Rockford, IL 61109  
Phone 815/921-2002  
Fax 815/921-2019  
E-Mail: d.barthelman@rvc.cc.il.us  
Agency Web Site: <http://www.rockvalleycollege.com>

**Services provided to businesses:**

- Program Planning
  - Creation of Company Planning Team
  - Company Needs Assessment
  - Literacy Audit
  - Employee Skills Assessment
  - Individual Educational Advising of Employees
- Development of Customized Assessment Instrument
- Development of Customized Curriculum
- Business Onsite Basic Skills Instruction
  - Reading
  - Writing
  - Math
  - Communication (Native English Speaking)
  - English as a Second Language (ESL)
  - Other: Instructor Evaluation/Mentoring Instructor Support
- Program Evaluation

**Additional services:**

- Onsite GED Classes
- Onsite Critical Thinking Skills/Problem Solving Instruction
- Training Employees as Tutors
- Providing Trained Tutors to Work with Employees
- Readability Testing of Work Materials
- Grant Writing
- Welfare to Work Training
  - Employability Skills
  - Technical Skills
- School to Work Training
- Other

**Grant experience:**

SOS Workplace Skills Enhancement Grant

**Geographic area(s) served:**

Northwest Illinois

**Business references:**

Estwing Manufacturing Co.  
Gordon Willard  
815/397-9521

Rockford Products  
Jerry Norquist  
815/397--6000

UPS  
Kevin Dulian  
815/967-8970

**SAUK VALLEY COMMUNITY COLLEGE**

Dean Thomas Gospodarczyk  
173 Illinois Route 2  
Dixon, IL 61021  
Phone 815/288-5511 Ext. 302  
FAX 815/288-6032  
E-Mail: gospodt@svcc.edu  
Agency Web Site: <http://www.svcc.edu>

**Services provided to businesses:**

- Program Planning
  - Creation of Company Planning Team
  - Company Needs Assessment
  - Literacy Audit
  - Employee Skills Assessment
  - Individual Educational Advising of Employees
- Development of Customized Assessment Instrument
- Development of Customized Curriculum
- Business Onsite Basic Skills Instruction
  - Reading
  - Writing
  - Math
  - Communication (Native English Speaking)
  - English as a Second Language (ESL)
  - Other: Instructor Evaluation/Mentoring Instructor Support
- Program Evaluation

**Additional services:**

- Onsite GED Classes
- Onsite Critical Thinking Skills/Problem Solving Instruction
- Training Employees as Tutors
- Providing Trained Tutors to Work with Employees
- Readability Testing of Work Materials
- Grant Writing
- Welfare to Work Training
  - Employability Skills
  - Technical Skills
- School to Work Training
- Other

**Grant experience:**

DCCA Industrial Training Program (ITP)  
ICCB Current Worker Grant

**Geographic area(s) served:**

Northwest Illinois

**Business references:**

## SHAWNEE COMMUNITY COLLEGE

Director/Coordinator James Darden  
8364 Shawnee College Road  
Ullin, IL 62992  
Phone 618/634-3325  
Fax 618/634-3300  
E-Mail: jamesda@shawneecc.edu  
Agency Web Site: <http://www.shawneecc.edu>

### Services provided to businesses:

- Program Planning
  - Creation of Company Planning Team
  - Company Needs Assessment
  - Literacy Audit
  - Employee Skills Assessment
  - Individual Educational Advising of Employees
- Development of Customized Assessment Instrument
- Development of Customized Curriculum
- Business Onsite Basic Skills Instruction
  - Reading
  - Writing
  - Math
  - Communication (Native English Speaking)
  - English as a Second Language (ESL)
- Program Evaluation

### Additional services:

- Onsite GED Classes
- Onsite Critical Thinking Skills/Problem Solving Instruction
- Training Employees as Tutors
- Providing Trained Tutors to Work with Employees
- Readability Testing of Work Materials
- Document Redesign
- Grant Writing
- Welfare to Work Training
  - Employability Skills
  - Technical Skills

### Comments:

In addition to basic skills training, Shawnee Community College offers customized training in ISO 9000, Emergency Medical Services, Basic Construction Plan Reading, Basic Construction Surveying, Computer Software Training, Leadership/Management Skills, Electrical and Mechanical Maintenance, Welding, PLC's, OSHA Regulations and other programs as requested.

### Grant experience:

Prairie State 2000 Authority  
DCCA Industrial Training Program (ITP)

### Geographic area(s) served:

Southern Illinois

### Business references:

Lafarge Corp  
John D. Mackevar  
618/543-7541

ServiceMaster Manufacturing, Inc.  
Jerry Smith  
618/734-0040

## SOUTH SUBURBAN COLLEGE, BUSINESS & CAREER INSTITUTE

Director/Coordinator Karen Johnson, Ed.D.

58 W. 162<sup>nd</sup> Street

South Holland, IL 60473-2061

FAX 708/210-5703

Phone 708/210-5763

E-Mail: [kjohnson@southsuburbancollege.edu](mailto:kjohnson@southsuburbancollege.edu)

Agency Web Site: <http://www.southsuburbancollege.edu/bci>

### Services provided to businesses:

- Program Planning
  - Creation of Company Planning Team
  - Company Needs Assessment
  - Literacy Audit
  - Employee Skills Assessment
  - Individual Educational Advising of Employees
- Development of Customized Assessment Instrument
- Development of Customized Curriculum
- Business Onsite Basic Skills Instruction
  - Reading
  - Writing
  - Math
  - Communication (Native English Speaking)
  - English as a Second Language (ESL)
- Program Evaluation

### Additional services:

- Onsite GED Classes
- Onsite Critical Thinking Skills/Problem Solving Instruction
- Training Employees as Tutors
- Providing Trained Tutors to Work with Employees
- Readability Testing of Work Materials
- Document Redesign
- Grant Writing
- Welfare to Work Training
  - Employability Skills
  - Technical Skills

### Comments:

South Suburban College's Business & Career Institute provides grant writing services and consultative services for clients. The College is willing to serve all industries. South Suburban also provides training in computers, AutoCAD, supervisory skills, plastics, lean manufacturing TQM and ISO 9000. Three staff members are credentialed as Workforce Basic Skills Specialists.

### Grant experience:

SOS Workplace Grant  
Department of Commerce & Economic Opportunity  
Tax Increment Finance District Training Grants  
Critical Skills Shortage Initiative  
President's Office of Employment & Training  
Transportation Warehouse Logistics  
Train and Grow, Manufacturing Services

### Geographic area(s) served:

City of Chicago  
Southern Suburbs

### Business references:

Mi-Jack, Inc.  
Bob Seeman  
708/596-5200

Carl Buddig & Company  
Matt Gilbert  
708/210-2043

Rupari Food Service  
Elma Magallanes  
708/225-9467

## SOUTHWESTERN ILLINOIS COLLEGE, CENTER FOR TRAINING INNOVATIONS

Workforce Development Div. Director Jeanne Davis  
2500 Carlyle  
Belleville, IL 62221-5899  
Phone 618/235-2700 Ext. 201  
FAX 618/235-1578  
E-Mail: [jeanne.davis@swic.edu](mailto:jeanne.davis@swic.edu)  
Agency Web Site: <http://www.swictraining.org> or <http://www.swic.edu>

### Services provided to businesses:

- Program Planning
  - Creation of Company Planning Team
  - Company Needs Assessment
  - Literacy Audit
  - Employee Skills Assessment
  - Individual Educational Advising of Employees
- Development of Customized Assessment Instrument
- Development of Customized Curriculum
- Business Onsite Basic Skills Instruction
  - Reading
  - Writing
  - Math
  - Communication (Native English Speaking)
  - English as a Second Language (ESL)
- Program Evaluation

### Additional services:

- Onsite GED Classes
- Onsite Critical Thinking Skills/Problem Solving Instruction
- Training Employees as Tutors
- Providing Trained Tutors to Work with Employees
- Readability Testing of Work Materials
- Document Redesign
- Grant Writing
- Welfare to Work Training
  - Employability Skills
  - Technical Skills

### Comments:

Southwestern Illinois College (SWIC) offers customized training in the following areas: Basic skills, Communication Skills, Business Writing, Software Applications, Management and Organizational Development, Industrial and Technical Skills and Outplacement Skills. SWIC is willing to provide classes at the business site or on campus. Credentialed Workplace Basic Skills Specialist available.

### Grant experience:

SOS Workplace Grant  
DCCA Industrial Training Program (ITP)  
Various WIA and ICCB Grants

### Geographic area(s) served:

Metro-East Illinois  
Southern Illinois

### Business references:

Holten Meat, Inc.  
Tim Lupton  
618/337-8400

Kerr-McGee Chemical Corporation  
John Falcone  
618/452-4116

Landshire, Inc.  
Joely Landreth  
618/398-8122

**TOWNSHIP HIGH SCHOOL DISTRICT 113 – ADULT EDUCATION**

Preferred Contact Person Ruth Sutton  
1040 Park Avenue West  
Highland Park, IL 60035-2283  
Phone 224-765-1021  
FAX 224/765-1060  
E-Mail: rsutton@dist113.org  
Agency Web Site: http://www.dist113.org

**Services provided to businesses:**

- Program Planning
  - Creation of Company Planning Team
  - Company Needs Assessment
  - Literacy Audit
  - Employee Skills Assessment
  - Individual Educational Advising of Employees
- Development of Customized Assessment Instrument
- Development of Customized Curriculum
- Business Onsite Basic Skills Instruction
  - Reading
  - Writing
  - Math
  - Communication (Native English Speaking)
  - English as a Second Language (ESL)
- Program Evaluation

**Additional services:**

- Onsite GED Classes
- Onsite Critical Thinking Skills/Problem Solving Instruction
- Training Employees as Tutors
- Providing Trained Tutors to Work with Employees
- Readability Testing of Work Materials
- Document Redesign
- Grant Writing
- Welfare to Work Training
  - Employability Skills
  - Technical Skills

**Comments:**

Particular industries served by Township High School District 113 are manufacturing, health and service. Strengths include ESL training.

**Grant experience:**

Adult Education – IL Community College Board

**Geographic area(s) served:**

Northern Suburbs

**Business references:**

## VIA/LITERACY

Director/Coordinator Bonnie Roberts  
101 E. Laurel  
Springfield, IL 62704  
Phone 217/525-3025  
FAX 217/525-3090  
E-Mail: bonrob@springfield.k12.il.us  
Agency Web Site: <http://www.springfield.k12.il.us>

### Services provided to businesses:

- Program Planning
  - Creation of Company Planning Team
  - Company Needs Assessment
  - Literacy Audit
  - Employee Skills Assessment
  - Individual Educational Advising of Employees
- Development of Customized Assessment Instrument
- Development of Customized Curriculum
- Business Onsite Basic Skills Instruction
  - Reading
  - Writing
  - Math
  - Communication (Native English Speaking)
  - English as a Second Language (ESL)
  - Other: GED preparation
- Program Evaluation

### Additional services:

- Onsite GED Classes
- Onsite Critical Thinking Skills/Problem Solving Instruction
- Training Employees as Tutors
- Providing Trained Tutors to Work with Employees
- Readability Testing of Work Materials
- Document Redesign
- Grant Writing
- Welfare to Work Training
  - Employability Skills
  - Technical Skills

### Comments:

VIA/Literacy, a program of Lawrence Education Center, School District 186, has staff with credentials as Workplace Basic Skills Specialists. The program works in conjunction with the adult education staff to provide the most up-to-date resources and workplace programming opportunities for Springfield area businesses. VIA/Literacy is experienced in working with a diverse clientele, including those accessing welfare-to-work services or who speak English as a second language.

### Grant experience:

VIA/Literacy has written a multitude of grant proposals and received funding for a variety of literacy related projects.

### Geographic area(s) served:

Springfield

### Business references:

The Hope School  
217/786-3350 X397

## WAUBONSEE COMMUNITY COLLEGE, ADULT LITERACY PROJECT

Jo Fredell Higgins, Manager  
5 East Galena  
Aurora, IL 60506  
Phone 630/801-7900 Ext. 4106  
FAX 630/966-0522  
E-Mail: [jhiggins@waubonsee.edu](mailto:jhiggins@waubonsee.edu)  
Agency Web Site: <http://www.waubonsee.edu>

### Services provided to businesses:

- Program Planning
  - Creation of Company Planning Team
  - Company Needs Assessment
  - Literacy Audit
  - Employee Skills Assessment
  - Individual Educational Advising of Employees
- Development of Customized Assessment Instrument
- Development of Customized Curriculum
- Business Onsite Basic Skills Instruction
  - Reading
  - Writing
  - Math
  - Communication (Native English Speaking)
  - English as a Second Language (ESL)
- Program Evaluation

### Additional services:

- Onsite GED Classes
- Onsite Critical Thinking Skills/Problem Solving Instruction
- Training Employees as Tutors
- Providing Trained Tutors to Work with Employees
- Readability Testing of Work Materials
- Document Redesign
- Grant Writing
- Welfare to Work Training
  - Employability Skills
  - Technical Skills

### Comments:

Waubonsee Community College offers twelve years of experience in workplace training. Particular industries served include manufacturing. The College is willing to do whatever is required to provide additional training to local businesses.

### Grant experience:

ICCB Adult Education Grant

### Geographic area(s) served:

Western Suburbs

### Business references:

Siemens  
630/879-6000

Dial Corporation  
Steve Thicksten  
630/892-4381

Systems Sensor  
St. Charles  
630/377-6674

Aurora Cord and Cable  
German Rodriguez  
630/851-1616

**WAUBONSEE COMMUNITY COLLEGE  
WORKFORCE DEVELOPMENT**

Dean Lesa Norris  
Preferred Contact Person Lisa Norris  
5 East Galena Blvd.  
Aurora, IL 60506-4178  
Phone 630/906-4139  
FAX 630/892-4668  
E-Mail: lnorris@waubonsee.edu  
Agency Web Site: <http://www.waubonsee.edu>

**Services provided to businesses:**

- Program Planning
  - Creation of Company Planning Team
  - Company Needs Assessment
  - Literacy Audit
  - Employee Skills Assessment
  - Individual Educational Advising of Employees
- Development of Customized Assessment Instrument
- Development of Customized Curriculum
- Business Onsite Basic Skills Instruction
  - Reading
  - Writing
  - Math
  - Communication (Native English Speaking)
  - English as a Second Language (ESL)
- Program Evaluation

**Additional services:**

- Onsite GED Classes
- Onsite Critical Thinking Skills/Problem Solving Instruction
- Training Employees as Tutors
- Providing Trained Tutors to Work with Employees
- Readability Testing of Work Materials
- Document Redesign
- Grant Writing
- Welfare to Work Training
  - Employability Skills
  - Technical Skills

**Comments:**

Waubonsee Community College is willing to serve all industries. In addition to basic skills training, the College offers training in supervision, Total Quality Management, ISO 9000, technical, problem solving and team building.

**Grant experience:**

SOS Workplace Grant  
DCEO (ETIP)

**Geographic area(s) served:**

Western Suburbs

**Business references:**

SealMaster Bearings  
Dave Banks  
708/898-9620

Henry Pratt  
Diana Giesen  
630/844-4173

Old Second Bank  
Joyce Wietrecki  
630/844-8080

**WILLIAM RAINEY HARPER COLLEGE**  
**CORPORATE SERVICES/WORKFORCE ESL and BASIC SKILLS PROGRAM**

Managing Director Marie Coons  
Preferred Contact Person Robyn Leslie  
1200 W. Algonquin Road  
Palatine, IL 60067  
Phone 847/925-6155  
FAX 847/925-6079  
E-Mail: rleslie@harpercollege.edu  
Agency Web Site: <http://www.harpercollege.edu>

**Services provided to businesses:**

- Program Planning
  - Creation of Company Planning Team
  - Company Needs Assessment
  - Literacy Audit
  - Employee Skills Assessment
  - Individual Educational Advising of Employees
- Development of Customized Assessment Instrument
- Development of Customized Curriculum
- Business Onsite Basic Skills Instruction
  - Reading
  - Writing
  - Math
  - Communication (Native English Speaking)
  - English as a Second Language (ESL)
  - Other: Lab and Group Courses
- Program Evaluation

**Additional services:**

- Onsite GED Classes
- Onsite Critical Thinking Skills/Problem Solving Instruction
- Training Employees as Tutors
- Providing Trained Tutors to Work with Employees
- Readability Testing of Work Materials
- Document Redesign
- Grant Writing
- Welfare to Work Training
  - Employability Skills
  - Technical Skills
- Other: SPC, Learning to Learn-study skills

**Comments:**

William Rainey Harper College Corporate Services Department serves all industries in the district. In addition to Workforce ESL and Basic Skills training, Corporate Services offers training in all areas of strategic planning, high technical skills, management development, supervisory skills, quality, ISO/TQM, computer training, communication and office administrations skills, operations/distribution management, basic manufacturing technology and professional development.

**Grant experience:**

SOS Workplace Grant  
Prairie State 2000 Authority  
DCCA Industrial Training Program (ITP)  
Illinois Chamber of Commerce  
Illinois Manufacturer Association  
Illinois Workforce Training Grant

**Geographic area(s) served:**

Northern Suburbs  
Western Suburbs  
Harper College District Area

**Business references:**

Northwest Community Hospital  
Joy Drew  
847/618-7410

Nation Pizza Products  
Mike Alagna, COO  
847/348-5402

Lutheran Home  
Wayne Kolweier  
847/368-7384

## WORLD RELIEF DUPAGE

Education Director Tanya Thomas  
1825 College Avenue, Suite 230  
Wheaton, IL 60187  
Phone 630/462-7566  
FAX 630/462-8103  
E-Mail: tthomas@wr.org

### Services provided to businesses:

- Program Planning
  - Creation of Company Planning Team
  - Company Needs Assessment
  - Literacy Audit
  - Employee Skills Assessment
  - Individual Educational Advising of Employees
- Development of Customized Assessment Instrument
- Development of Customized Curriculum
- Business Onsite Basic Skills Instruction
  - Reading
  - Writing
  - Math
  - Communication (Native English Speaking)
  - English as a Second Language (ESL)
- Program Evaluation

### Additional services:

- Onsite GED Classes
- Onsite Critical Thinking Skills/Problem Solving Instruction
- Training Employees as Tutors
- Providing Trained Tutors to Work with Employees
- Readability Testing of Work Materials
- Document Redesign
- Grant Writing
- Welfare to Work Training
  - Employability Skills
  - Technical Skills

### Comments:

World Relief is a community-based program that has provided education classes for more than 15 years. They provide education programs designed to meet company needs.

### Grant experience:

SOS Community Literacy Grant  
ICCB Adult Education Grants  
JFMCRC Grant

### Geographic area(s) served:

Western Suburbs

### Business references:

Spraying Systems  
Dawn Piotrowski  
630/665-5000