

HOW TO USE THIS DIRECTORY

This Directory is designed to assist you as an Illinois business person in locating the resources you need when undertaking an employee education or training program. You may have embarked on a quality effort or be working toward ISO registration. Perhaps you have redefined employee job responsibilities into broader categories resulting in the need for additional employee training. Whatever your business circumstances, when examining employee skill levels, you will almost certainly discover that some employees must first upgrade their **basic** skills before other company training, restructuring or reengineering can succeed. Skills enhancement training, also called basic skills or workplace literacy, refers to the basic reading, writing, math and oral communication skills needed to efficiently and competently perform required job tasks.

Businesses starting workplace skills enhancement programs frequently seek to contract with workplace education providers outside the company to design and deliver their basic skills program. This Directory is designed to help locate those providers in your geographic area who want to work with you. The information about services contained in this guide is self-reported by the education providers; therefore, a listing does not indicate an endorsement by the Secretary of State Literacy Office. Rather, we encourage you to select the provider who can develop the type of program that best meets your company training needs. Please refer to the "Workplace Literacy Interview Guide" developed by the National Alliance of Business to assist you in selecting a workplace education provider.

The listing of workplace education providers is presented in two formats designed for easy referencing. The first is a statewide alphabetical index that contains a coded reference indicating the type of agency or institution (public institution/government entity; not-for-profit corporation; private/for-profit agency; sole proprietorship or partnership). The second is an alphabetical listing within broad geographic areas. In addition to the education providers who can partner with you to design and deliver workplace skills enhancement programming, there is a brief listing of the government agencies and statewide associations that provide resources or technical assistance for worker education and training.