

# Companies can help their employees learn to read and write

One in four Canadians is functionally illiterate. That means 25 per cent of the population has difficulty filling out forms, reading a menu, or understanding this newspaper article. Updating reading, writing, and mathematical skills are essential for employees to succeed in today's competitive work force.

For the past two years, the North Halton Literacy Guild has run a Workplace Literacy Program with the focus now on small business. The program provides information to employees through oral presentations and distribution of literature.

Employees contact the Guild which will

match them with trained tutors. Lessons may include materials from the workplace such as WHMIS manuals, operating instructions, and training manuals.

Tutoring is one on one and all client information is confidential. This service is free — companies are encouraged to make a donation

if services are used. Even though a company may not require a highly skilled work force, an employee who has upgraded reading and writing skills can only be considered an asset.

For more information, call the North Halton Literacy Guild and ask for the workplace coordinator at 873-2200 or 876-4756.

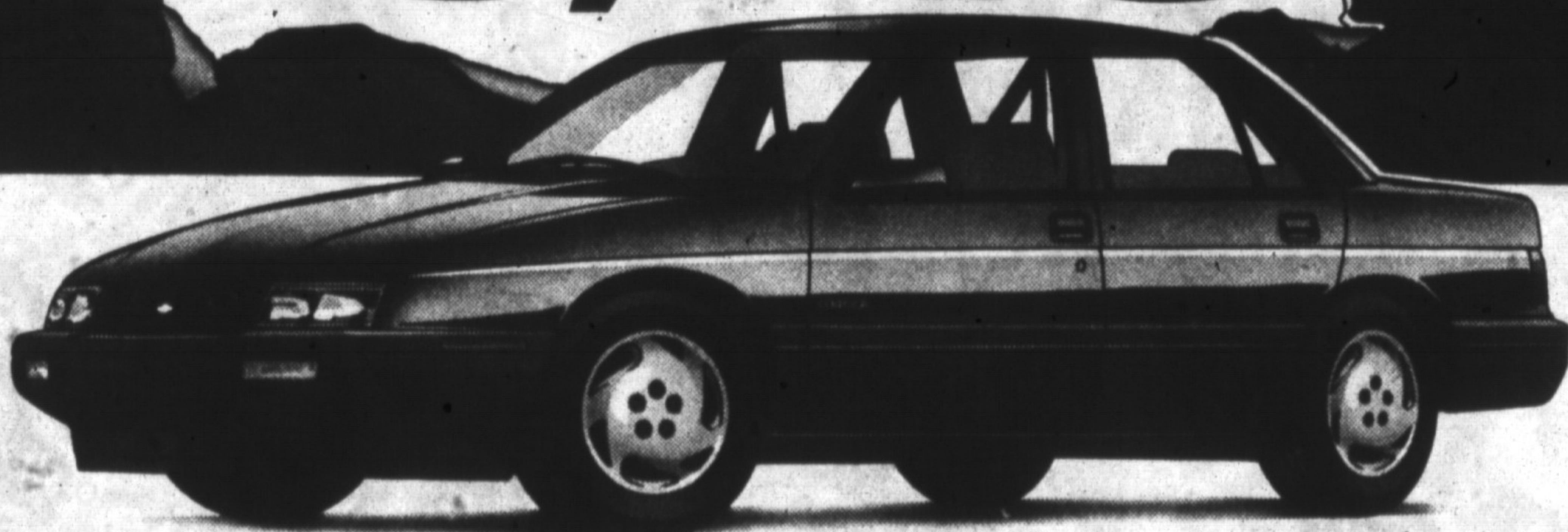
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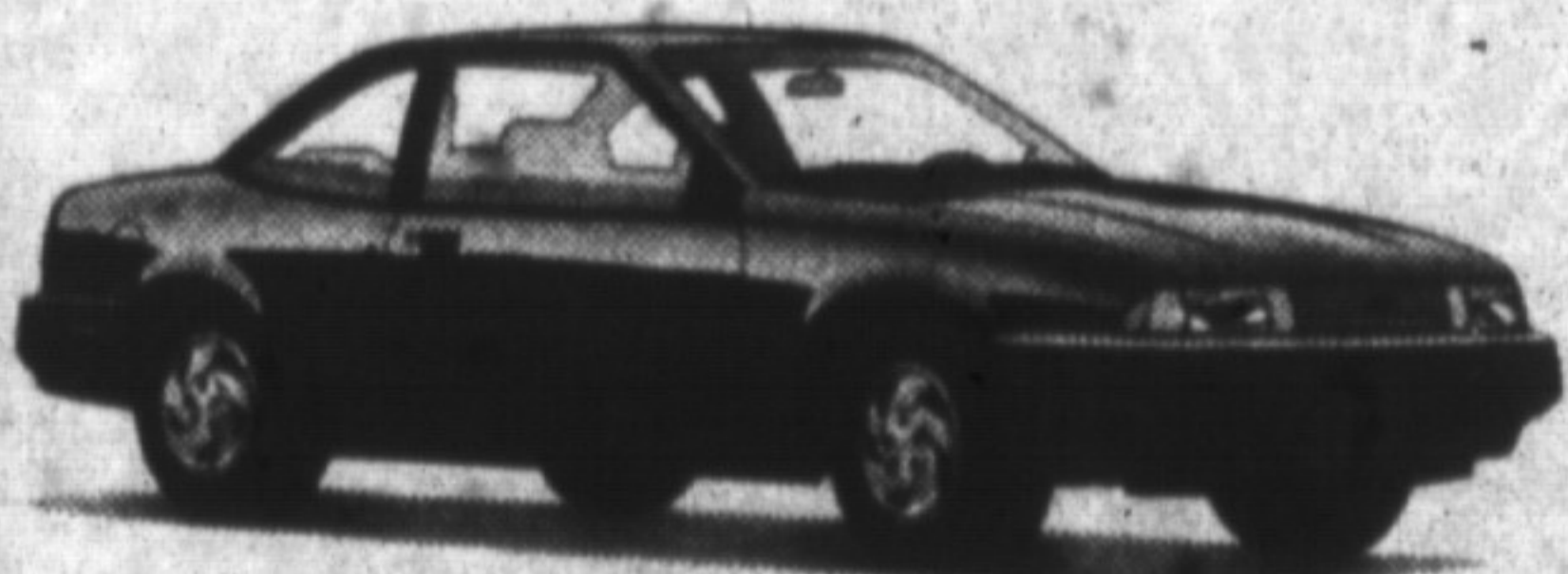
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