

## NEW SERVICE FOR EMPLOYERS

The Workforce Investment Board of Columbia & Greene Counties and the Workforce New York Career Center, located at Columbia-Greene Community College, announced today that it would continue to offer the New Employee Orientation program to employers and their workforce.

Karen Diffley, the WIB Chairperson stated, "Based on the input from the businesses and employees that participated in the development of the course and attended the first cycle of the program last spring, we had no choice but to offer this program again. The course has been renamed the 'Employee Enhancement Program' to better identify its purpose and target audience."

The program consists of four, three-hour modules on the following topics: Importance of Work Ethics; Basic Employee Responsibilities; Work/Life Balance; Professionalism in the Workplace; Benefits of Professional Behavior; Success Strategies for Workplace Communication; Communication for Teambuilding; Customer Service for Internal and External Customers.

Nine companies participated in the initial program representing a number of industries including; manufacturing, health care, tourism, publishing and transportation/distribution. The businesses had nothing but positive comments.

Pam Dusharm, from Gingsbergs, stated, "Everyone who attended from here thought it was absolutely fantastic. They had nothing but good things to say. They all wished they could have gone to more than just one or two modules. Please tell me that this program will continue. We would love to have this for our new employees to attend."

According to Maureen Boutin, who is coordinating the project for the Workforce New York Career Center, " We want to make this program affordable to our local businesses. For new employees on the job less than four months there is no cost for the entire four-module program, providing the employee is making less than \$15.00/hr. and the employer completes a post-evaluation of their employee's skill gain." The Columbia Greene Workforce Investment Board will grant a **New Employee Credential** following a positive evaluation by the employee's supervisor two months after completion of the workshop series.

Ms. Boutin continued, "We are fortunate that we are still able to have Eileen Capone facilitate the classes. The program cost for employees that don't fit into our grant funding is \$50.00 per module or \$175.00 for the complete program, plus a one-time book fee of \$10.00 per person." Group rate discounts for sending five or more attendees to any one workshop are available.

The classes will be held on four consecutive Thursday mornings beginning in October. Employers that are interested in learning how this program can benefit their employees can contact Maureen Boutin at the Workforce New York Career Center at (518) 828-4181 ext. 5510.