



Close *the Skills gap* *in your Workforce*

An employers' guide to our free training



Close *the* **Skills gap** *in your Workforce*

Is there a skills shortage in your company?

Save your company time and money.

Together we'll find the solution.

Berkshire Basics for Business offers training customised to ***your*** business.

Training programmes include :

- Letter and report writing
- English language for work
- Study skills for NVQs
- Completing forms and reports
- Grammar & spelling
- Customer care skills
- Effective telephone communication
- Speaking in meetings
- Working out quantities and percentages
- A fresh start with reading, writing and practical maths skills

Many of these courses can include basic computer skills.

Free training to close the skills gap.

Benefits can:

- help achieve targets
- reduce error rate and increase productivity
- improve quality and competitiveness
- reduce the need for supervision
- improve health and safety
- facilitate change
- reduce absenteeism/cut recruitment costs
- improve team work and employee confidence
- improve communication and morale

Answers to frequently asked questions about the programme.

Q: *How did the Berkshire Basics for Business come about?*

A: *Berkshire Basics for Business developed out of the Government's Skills for Life programme, which aims to improve Basic Skills throughout the country.*

18% of employers feel that there is a significant gap between the levels of skills their employees have and those that they need to successfully reach their current business objectives.

Q: *Who can benefit from the training?*

A: *Staff at any level in an organisation who need help with skills for work.*

Q: *How long do the courses last?*

A: *Courses can last up to 20 hours, delivered at times to suit your business.*

Q: *How much will it cost?*

A: *Our programmes are completely free of charge.*

**Berkshire
Basics
for Business**

Improve the quality of your workforce today.

If you'd like to take advantage of these free courses from Berkshire Basics for Business, please contact us on:

- phone: 0118 967 5063
- e-mail: berksbasicbiz@skillsmatter.org.uk
- web: www.skillsmatter.org.uk



Local contact:

Catriona Hunter

Workplace co-ordinator for Reading East

Based at Reading College and School of Arts & Design