



110 West State Street Trenton, New Jersey 08608 (P) 609-571-1620  
[www.AACCNJ.com](http://www.AACCNJ.com)

## Literacy Training Questionnaire

Company Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

FEID# \_\_\_\_\_

Type of industry, business or job \_\_\_\_\_

1. How many employees, co-workers do you have? \_\_\_\_\_

2. (If applicable) Have you or any of your employees received free basic skills or literacy training in the State of New Jersey within the past 12 months?

(Yes) or (No) If yes when and where? \_\_\_\_\_

4. Does your business have a conference room or a space where employees can be trained?  
 (If applicable) Circle (Yes) or (No)

5. Please circle the classes your company wish to offer and the number of participants per course.

- Basic Skills, ESL (*english as a second language*) - Levels 1 - 2- 3 # \_\_\_\_\_
- Basic Skills, Work Readiness Skills # \_\_\_\_\_
- Basic Skills, Communication Skills/Reading Skills # \_\_\_\_\_
- Basic Skills, Communication/Writing Skills # \_\_\_\_\_
- Basic Skills, Mathematics Skills # \_\_\_\_\_
- PC Introductory Skills, Windows/Operating Systems # \_\_\_\_\_
- PC Introductory Skills, Word Processing # \_\_\_\_\_
- PC Introductory Skills, Spreadsheets and Excel # \_\_\_\_\_
- PC Introductory Skills, Microsoft Outlook and E-mail # \_\_\_\_\_
- PC Introductory Skills, Internet # \_\_\_\_\_

• How will the training focus improve the basic skills of frontline workers?

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Does the training address challenges confronting limited or non-English speaking workers in the performing their duties? Their job?

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Will the training result in a wage increase for trainees? How long?

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How will the training impact your job retention and job creation efforts?

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Will the training impact your job turnover ratio?

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