

Workplace Education

What's involved in developing a Workplace Education Program?

The following steps outline the process we will follow to set up your Workplace Education Program.

1. Set up a project team. The project team will be made up of representatives from management and employees and will oversee the workplace education program.
2. Conduct a needs assessment to learn more about the issues and challenges in your workplace. Employees will be invited to participate in the assessment to identify the learning needs of the workplace and its employees.
3. Set goals and a plan to achieve them. Using the results of the needs assessment, the project team will develop goals, objectives, and an evaluation strategy for the program.
4. Develop and implement the program. The project team is responsible for hiring an instructor to deliver the program. The instructor will tailor the program to meet the specific needs of the workplace and employees. The project team is also responsible for promoting the program, recruiting employees to participate, and applying for funding to implement the program.
5. Evaluate the program. The project team will meet regularly to ensure the program is meeting its goals and will complete an interim and final evaluation.
6. Celebrate success. A closing ceremony is held at completion to celebrate the participants' success.



Thanks to Workplace Education, we have a happy staff, inviting atmosphere, better understanding of each other and our responsibilities, and respect for management, union, and staff.

Georgette Beaulieu, Mira Long

Term Care Facility



*Learning for the workplace
of today and tomorrow*



Education
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