



GROW YOUR OWN TRAINING

An Employee Retention Strategy for
Saskatchewan Business

***Helping
good workers
become great
employees***

Who Are We?

Grow Your Own Training is an award winning project that assists business to grow the potential of their employees by providing employee development and workplace literacy workshops.

Grow Your Own Training is a partnership between Radius Community Centre and READ Saskatoon who develop and deliver the workshops. The funding for *Grow Your Own Training* is provided by the Ministry of Advanced Education, Employment and Labour through Canada Saskatchewan Career and Employment Services.

What Do We Have to Offer?

At no charge to the business, *Grow Your Own Training* is committed to developing training opportunities to support Saskatchewan businesses as employers of choice. Workshops are customized and are facilitated in a variety of formats, including:

- **Employee Development Workshops** –develop essential workplace skills, promote a healthy work environment and contribute to employees’ sense of responsibility and accountability
- **Workplace Literacy Workshops** – support employees who are new to Canada or who are experiencing literacy challenges
- **Train the Trainer** – enhance the efficiency of your in-house company training for front-line trainers and supervisors
- **Lunch and Learn Series** – address personal, professional and workplace topics generated by employees and employers

How Do You Benefit?

Our training strategies will help your company to:

- **Become an Employer of Choice** - Attract and retain quality employees to improve productivity and reduce turnover costs.
- **Improve Effective Communication** - Help employees to understand their communication style as well as that of their co-workers. A Vecima employee stated, *“I talked to my co-worker today about something that has bothered me for a long time.”*
- **Develop Self Awareness and Stronger Team Dynamics** - Positive teamwork increases productivity. Group training improves individual awareness and respect among employees. One participant reported: *“I have made it a point to have a more open mind with regards to my dealings with others.”*
- **Support Work-life Balance** - Employees who have taken this training report an increase in personal work-life balance, resulting in a reduction of stress. They also report that they used many of the skills in their personal life.
- **Enhance Training skills** – Supervisors and trainers report the program improves their skills in training new employees or tasks, team building, communication and presentation.

READ Saskatoon and Radius Community Centre are dedicated members of the Saskatoon community and have given countless hours of their time to the retention and engagement of JNE Welding employees.

*Brent Brooks,
Production Planner,
JNE Welding Inc.*

What Is Your Commitment?

Grow Your Own Training provides the customized program material and experienced facilitators.

Your organization's partnership commitment is to:

- pay staff their regular wage during training;
- provide training space within your facility;
- provide one staff who can meet regularly with the *Grow Your Own Training* team to share workplace content and ongoing feedback;
- provide a cost analysis of human resources and overhead in-kind contributions;
- contribute to program evaluation.

How are Training Workshops Developed?

One of the great advantages of partnering with *Grow Your Own Training* is our flexibility in adapting our training program to meet your needs. We consult with you to gain an understanding of your business and explore how we might enhance your current training. Generally, our programs address the following areas and content:

Employee Development Workshops

These sessions are designed to develop Workplace Essential Skills, including:

Learning Styles

- Employees identify their personal learning style to better understand individual strengths, based on the Theory of Multiple Intelligences.
- Employers can adapt in-house training such as staff orientation, safety protocols and equipment operation to capitalize on learning strengths.

Personality Styles

- Employees identify their personality style to increase self knowledge and awareness.
- Employers are able to identify employee strengths to improve teamwork and for future career development.

Values and Goals

- Employees learn to set achievable goals and develop specific action plans which promote self-motivation.

Both READ and Radius were incredibly adept at understanding our needs and tailoring a training program to fit our environment.

*Debora Rutherford,
Employee Development
Coordinator,
Vecima Networks Inc.*

- Employers benefit through improved staff productivity.

Developing Career Goals

- Employees learn how to identify and match their skills and attributes to positions in your company for cross-training and advancement.
- Employers benefit from enhanced succession planning.

Stress Management

- Employees learn techniques to identify signs of stress and develop effective coping strategies for effective stress management.
- Employers benefit from increased productivity.

Time Management

- Employees review their time management skills, develop organizational tools and practice time management techniques.
- Employers benefit from having better organized employees.



Vecima staff sharing information with the group during an employee development workshop.

Understanding Workplace Culture

- Employees determine the difference between their personal style and workplace norms and discuss appropriate behaviors and attitudes.
- Employers benefit from having employees who understand their company objectives and culture.

Communication in the Workplace

- Employees learn their personal communication style, how to think win-win and respect others.
- Employers benefit by having clear communication in the worksite which has the potential to decrease accidents, increase understanding and enhance workplace productivity.

Assertiveness and Conflict Resolution

- Employees recognize how conflict is related to personal and workplace stressors and develop strategies to achieve positive solutions.
- Employers benefit by having employees who choose the most effective ways of resolving conflict.

Decision Making and Team Building

- Employees review the practical elements of decision making through a series of group activities.

I learned that personality, values, interests, etc. can help me understand my actions, and how I see and treat staff and residents in my future with them.

*Participant,
LutherCare*

- Employers benefit by having employees who understand the process of decision making, are more effective team members and are solution focused.

Portfolio Building

- The portfolio focuses on the strengths of the employee, the skills they have learned and their plan to achieve future goals.
- Employers benefit from employees that have developed and organized an up-to-date collection of materials related to performance evaluation and career building.

Lunch and Learn Series

Workshops can be delivered over the lunch hour to address personal and workplace topics generated by employees and employers. The sessions can be more informal and are often voluntary. Session topics can include:

- Writing in the workplace
- Communicating by email
- Juggling the demands of family and work
- Getting and staying organized
- Organization in the workplace
- Budgeting
- Why do they act like that? Talking about teens
- Leading a Meeting
- Public speaking
- What is family literacy?
- Bullying



Royal University Hospital – Facility and Engineering Services management and staff celebrating success!

Workplace Literacy

Sessions support and enhance workplace and community literacy to promote the inclusion of workers new to Canada or workers who experience literacy challenges.

Employers and employees benefit from:

- Improved interaction and sense of camaraderie between employees
- Improved safety awareness
- Increased clarity in the workplace
- Increased appropriate responsiveness to oral and written directions
- Greater willingness to communicate in English at work and at home.

My favourite topics were: JNE procedures, banking, history, safety rights, lock/unlock.

*Participant,
JNE Welding*

Fun, great, gave a lot of help; everybody lucky in group to have a good teacher; stayed pleasant all the time.

*Participant,
Royal University Hospital*

Train the Trainer

These workshops are specifically designed for peer training and to familiarize staff and supervisors with adult learning principles and promising practices. This training has the potential to strengthen workplace teams allowing employers to reap the benefits of the *Grow Your Own Training* project into the future. Depending on the requirements of the workplace, workshops can include:

Adult Learning

- Employees become aware of how the learning environment and teaching strategies support and enhance their learning opportunities.
- Employers learn the principles of adult learning and how to make certain that your training sessions are the best they can be.

Diversity in the Workplace

- Employees learn how culture, generation, gender and background of fellow employees both from other countries or other parts of Canada may affect the workplace.
- Employers benefit by having employees that are more tolerant of others and are more able to work together as a team.

Organizations working with *Grow Your Own Training*

Vecima Networks

In 2008, we established an onsite training centre at Vecima Networks Inc. that provided Employee Development workshops and Workplace Literacy support to 120 supervisors and line staff. The success of this project was recognized with awards by the Saskatchewan Labour Market Commission: Labour Force Development and the Literacy Awards of Merit.

LutherCare Communities

We are presently delivering workshops to employees at group homes, intermediate care and special care homes operated by LutherCare Communities. This ambitious undertaking will result in the training of up to 200 staff and supervisors. Workshops are delivered at several sites to accommodate staffing and scheduling needs.

...the immediate impact was having employees understand more about themselves and their co-workers and how to effectively train others while considering differences.

*Jennifer Minor Johannson,
Human Resources
Manager and Zach
Kleinsasser, Production
Manager,
Crestline Coach Ltd.*

In addition to the direct benefit to Vecima Networks, this prototype can be transferred and made available to other Saskatchewan businesses. We demonstrated the resourcefulness that can occur when business and community-based organizations share their strengths.

*Hugh Wood, Chief
Operating Officer
Vecima Networks Inc.*

Crestline Coach

We customized and delivered a Train the Trainer program to provide staff with additional skills to enhance their existing peer training activities. Participants came from all divisions of the company to address their specific issues. One participant said “I think it is a great first kick at even training future leaders...”

JNE Welding

We developed a Workplace Literacy project for JNE Welding employees from Ukraine and the Philippines. The goal of this project was to improve communication by providing English language support in order to enhance safety, productivity and work quality. We have completed six months of Workplace Literacy sessions and JNE has requested additional employee development workshops for all staff.



Workplace Literacy participants at JNE

Royal University Hospital – Facility and Engineering Service

We developed and delivered a unique Workplace Literacy project with new hires unable to meet safety training requirements for permanent placement due to language challenges. Recognizing their potential, Royal University Hospital partnered with *Grow Your Own Training* to provide literacy support which resulted in all participants being employed at the hospital.

The Grow Your Own Training Team

Dorothy Sawatsky, Business Community Liaison

Dorothy Sawatsky has lived and worked in Saskatoon for the past 40 years. The majority of her career was spent as Executive Director of Radius Community Centre for Education and Employment Training. Under her guidance, Radius received many awards such as Community Education Distinction Award with the Saskatoon Pre School Foundation, and several workplace literacy awards for outstanding programming. Dorothy believes in the value of the nonprofit sector and the ability of the sector to proactively seek solutions to the needs of the Saskatoon community. In 2005, Dorothy was awarded the Saskatchewan Centennial medal for her leadership in the Saskatoon community. She currently is owner of Discover Consulting and continues to work within the nonprofit sector with *Grow Your Own Training*.

Mavis McPhee, Program Coordinator

Mavis McPhee has worked in the non-profit sector for over 30 years. She has extensive experience working with children, youth and families. She is a Certified Group Facilitator with the Saskatoon Adlerian Society, Kise-wa-to-ta-to-win Aboriginal Parenting Program, Parent Effectiveness Training and Nobody's Perfect; providing a variety of parent education sessions and workshops. She believes that strong families build a strong community which is good for everyone. During the last eight years she has worked in literacy in the areas of family and adult literacy. She has coordinated several programs at READ Saskatoon. As Adult Program Coordinator she facilitated tutor training sessions as well as additional tutor in-service sessions each year. In 2008, she took on the role as Coordinator with the *Grow Your Own Training* project. She was honoured to be named the YWCA Woman of Distinction for Education in 2008.

Rhea Rosvold, Program Facilitator

Rhea Rosvold, B. Ed, is happy to be back in Saskatoon after living in Calgary for 20 years while pursuing a successful career as a district manager and broker for a national property management firm. She now facilitates adult learning in the areas of small business management, career development, and workplace literacy. In her previous career, her management team won industry awards for service excellence and she continues to apply her business expertise and client focused service skills to her new career. With the *Grow Your Own Training* program, Rhea has the opportunity to utilize her unique education and business experience to support Saskatoon businesses and employees in their continued growth and success.

Joanne LaBrash, Program Facilitator

Joanne LaBrash, B. Ed, was a teacher for ten years in Saskatchewan before moving to Alberta. She has been working in the family literacy field ever since in various roles: facilitator and coordinator of literacy programs, curriculum developer, facilitator trainer, and literacy researcher. Joanne is happy to be back in her home province of Saskatchewan and is currently working towards her M. Ed. She has joined the *Grow Your Own Training* program as a facilitator and welcomes the opportunity to combine her skills and experience with adults in the workplace.

What's the Next Step?

For additional information or to arrange a meeting, please contact:

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