

# Workforce development

Key to the success of any business is its workforce and the ongoing retention and development of its employees. Discover Opportunities can help your business maintain and develop its workforce and make it easier for you to grow the potential of your employees.

## Services and Support Available

**Enhancing Literacy and Numeracy Skills**- Ongoing changes and developments within the working environment require an increasingly literate workforce e.g. complex health and safety requirements, paperwork and vocational qualifications. It is estimated that literacy skills cost the UK economy £10 billion annually. Evidence suggests employees who improve their reading; writing and number skills usually take less time off work, improve the quality of their work and show greater willingness to learn. They have a more positive attitude to changes in the workplace and are more loyal to the organisation. Help is available for businesses and their employees to support the development of literacy and numeracy. We can work with you to develop tailor made work based literacy programmes that suit you and your employees.

**Staff Development and Career Planning** - Help is available to develop and motivate your existing staff through engaging with your organisation in developing effective staff development, skills development and career planning opportunities. This can also be supported by tailored training programmes to support your staff

**Aftercare** - For many people, particularly those who are returning to work after periods of unemployment or who may have additional care responsibilities, maintaining their employment, may often be the area where they are having difficulty. We can provide businesses and their employees with information, advice and guidance on services that are available to help support and retain their employment: access to childcare, advice on benefits, personal development support and targeted initiatives are available to assist disadvantaged groups/individuals in the workplace.

**Working Health Services Dundee** is an NHS Tayside vocational rehabilitation service for employees of small and medium sized businesses (less than 250 employees) in Dundee, to help people stay at work rather than taking sick leave, or to enable those absent from work due to a health problem, to return sooner. The service offers employees who live or work in the city direct access to a range of work health specialists for advice, support and treatment. Services on offer are occupational therapy, physiotherapy, counselling, occupational health physician/nurse, and complementary therapies. Operating on a self-referral basis, employers are encouraged to make employees aware of the service. Contact via hotline number 01382 825100.

**Individual Learning Accounts (ILA)** ILA Scotland is a Scottish Government scheme that helps individuals pay for learning that can done at a time, place, pace and in a way that suits them best. It's for people who have an income of £22,000 a year or less, or who are on benefits.

**Learndirect Scotland** for business provides small to medium sized enterprises with free training advice and support. Services can be accessed by meeting a training partner and via their helpline. 08456 000 111

For further information regarding the services available contact:

**Discover Opportunities Centre**  
**Tel: 01382 434460**  
**[www.discoveropportunities.org.uk](http://www.discoveropportunities.org.uk)**