

Business Improvement Training

Six Sigma
Lean/5S Manufacturing
Statistical Quality Concepts
(SQC) Statistical Process Control
(SPC) ISO Overview
Project Management (PMP)
Problem –Solving
Business Communications
Customer Service
Teamwork & Communication

Computer Software

Microsoft Office Applications
Word, Excel, PowerPoint,
Outlook, Access
(Basic, Intermediate, Advanced courses/
2007, 2010, 2013)
SharePoint
Social Media

Human Resources

Interviewing
Diversity
Harassment
Coaching
Multi-Generational Workplace
Performance Management

Professional Development Training

Communication & Organization Skills

Understanding Management Styles
Listening Actively
Business Writing and Presentation
Managing Meetings
Time Management
Delivering Effective Presentations
DiSC

Management Skills

Directing Others
Coaching/ Motivating others
Providing Constructive Feedback
Managing Employee Performance
Working with Difficult People
Resolving Conflict
Delegating to Others
Giving Recognition
Tracking and Reporting Results
Problem Solving

Leadership Skills

Understanding Leadership Styles
Establishing Goals and Strategies
Building/Maintaining:
Customer Relationships
Team Building
Training Others
DDI , Achieve Global, HRDQ certified
instructors

Industry/ Construction Training

OSHA & Safety

General Industry OSHA Certification 10 hrs, 30 hrs
Construction OSHA Certification 10 hrs, 30 hrs
Office Safety
New Employee Safety Orientation
Fire Prevention/Emergency Action Plans
Hazard Communication
Safety Data Sheets (SDS)

Foundation Skills

Blueprint Reading: Construction, Manufacturing,
Machining, or Electrical Estimating
Basic Industrial Electricity
Introduction to Hydraulics Pneumatics
Introduction to GD & T

Advanced Manufacturing Skills

Intro to PLC's (Programmable Logic Controller)
Intermediate PLC's in Industry
CNC
Autodesk Inventor
Industrial Design: Pro/E
AutoCAD: Introduction, Advanced
Computer-aided Manufacturing (CAM)

Certifications and Test Prep

Manufacturing Concepts
Math for Measurement
The Business of Manufacturing
Statistical Process Control (SPC)
Blueprint Reading
LPS: Lean Production Simulation
Welding

For more information about these or other offerings, please contact us at:
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