

Training Solutions Schedule

August – December 2018

New Supervisor Skills Course (Level 1) \$195/ 8 hrs

This training course will equip you with proven supervisory techniques that you can put into action immediately. It's a big change from being an employee to being in charge. Course includes the steps to take, strategies to apply and basic activities you need to do when you first become a supervisor. Topics Included:

- ◆ Ways to transition from employee to supervisor
- ◆ How to handle being between your boss and team members
- ◆ Ideas for sorting out your job
- ◆ Understand your legal responsibilities

(Wed/Fri) Aug. 29 & 31	8:30 a.m.—12:30 p.m.	Gordon Campus
(Wed/Fri) Sept. 5 & 7	8:30 a.m.—12:30 p.m.	Whitfield/Murray Campus
(Wed/Fri) Sept. 26 & 28	8:30 a.m.—12:30 p.m.	Floyd Campus
(Tu/Th) Sept. 12 & 14	4:30 p.m. – 8:30 p.m.	Walker Campus

Supervisor Skills Training (Level 2) \$195/ 8 hrs

This Level 2 Supervisory training course builds on knowledge acquired and skills developed in the Level 1 course and/or on the job. Communication is a necessity for successful supervision. This course is designed to equip leaders with the skills they need to communicate clearly, listen carefully, give and receive feedback and coach and counsel effectively. Level 1 is not required to take Level 2. Topics Included:

- ◆ Positive Discipline
- ◆ Communication for leaders
- ◆ Coaching and Counseling

(Wed/Fri) Oct. 3 & 5	8:30 a.m.—12:30 p.m.	Gordon Campus
(Wed/Fri) Oct. 17 & 19	8:30 a.m.—12:30 p.m.	Whitfield/Murray Campus
(Tu/Th) Nov. 6 & 8	4:30 p.m. – 8:30 p.m.	Walker Campus
(Wed/Fri) Oct. 24 & 26	8:30 a.m.—12:30 p.m.	Floyd Campus

Supervisor Skills Training (Level 3) \$195/ 8 hrs

Now, more than ever, leadership skills are critical. Situations require adaptive leadership skills in a diverse work environment. Learn to be a leader who drives major strategic initiatives and

positions your organization to obtain the desired results. Levels 1 & 2 are not required to take Level 3. Topics Included:

◆ Leading Diversity—Creating a Better Workplace

◆ Delegate successfully

◆ Creating a motivating environment

(Wed/Fri) Nov. 7 & 9 8:30 a.m.—12:30 p.m. Gordon Campus

(Wed/Fri) Nov. 14 & 16 8:30 a.m.—12:30 p.m. Whitfield/Murray Campus

(Tu/Th) Dec. 4 & 6 4:30 p.m. – 8:30 p.m. Walker Campus

(Wed/Fri) Nov. 28 & 30 8:30 a.m.—12:30 p.m. Floyd Campus

Critical Thinking and Creative Problem Solving \$175/ 6 hrs

This course provides instruction on the skills needed to leverage left and right-brain thinking, problems, spur creativity, and implement innovative ideas in a practical way for your workplace. Core topics include developing your personal creativity, apply processes to assess work issues and problems, and how to select best decision given the specific situation.

(Fri) Jan. 19 9am—4 pm Gordon Campus

(Fri) Mar. 2 9am—4 pm Catoosa Campus

Conflict Resolution Strategies \$175/ 6 hrs

This course will equip you skills to recognize surface issues within your workplace and successfully navigate challenging conversations with direct reports, peers, or supervisors where emotions run high and positive outcomes are critical. You'll master the skills needed to assess, scope, and diagnose issues from all sides, understand different personal styles, and implement a proven problem-solving approach to find workable resolutions that strengthen relationships and results.

(Wed. & Fri.) Oct. 31 & Nov. 2 8:30 a.m. — 11:30 p.m. Gordon Campus

(Tues. & Thurs.) Dec. 11 & 13 4:30 p.m. – 8:30 p.m. Catoosa Campus

(Wed. & Fri.) Oct. 17 & 19 8:30 a.m. — 11:30 p.m. Floyd Campus

Motivating and Discipline: How Managers Can Use Both to Lead a Successful Team

\$175/ 6 hrs

This course provides instruction on combining motivation and discipline. Managers create a balance of rewards and corrective actions that drive a team. Participants will learn a five step

method to positive discipline and ways to deliver the right balance between a confident, motivated workforce and a workforce which is driven to attain goals.

(Wed. & Fri.) Oct. 10 & 12	8:30 a.m. — 11:30 p.m.	Gordon Campus
(Tues. & Thurs.) Nov. 13 & 15	4:30 p.m. — 8:30 p.m.	Catoosa Campus
(Wed. & Fri.) Dec. 5 & 7	8:30 a.m. — 11:30 p.m.	Floyd Campus

Coaching and Mentoring: Bringing out the best in others \$195/ 8 hrs

This course will provide for all managers and supervisors with the tools to develop their people, and become a powerful coach and mentor. Participants will learn to help their employees set development goals, help them gain high self-esteem and confidence, equip them to help grow the business through support and encouragement.

(Wed. & Fri.) Dec. 5 & 7	8:30 a.m. — 12:30 p.m.	Gordon Campus
(Tues. & Thurs.) Oct. 3 & 5	4:30 p.m. — 8:30 p.m.	Catoosa Campus
(Wed. & Fri.) Sept. 12 & 14	8:30 a.m. — 12:30 p.m.	Floyd Campus

Microsoft Excel Level 1 \$185/ 6 hrs

This course will give you the confidence and skills to use an Excel spreadsheet to enter, change and analyze information necessary to do your job. You will learn how to start working with Excel's formulas and functions to manipulate both numbers and text and you'll also find out how to create charts so you can communicate information effortlessly.

(Fri.) Aug. 31 – Sept. 16	8:30 a.m. — 10:30 a.m.	Gordon Campus
(Fri.) Oct. 5 – 19	8:30 a.m. — 10:30 a.m.	Whitfield/Murray Campus
(Fri.) Nov. 2 – 16	8:30 a.m. — 10:30 a.m.	Floyd Campus

Globally Harmonized System (GHS)/NFPA 70E ARC Flash \$119/ 4 hrs

GHS - This program is aimed at supervisors, managers or chemical specialists who are responsible for OSHA or WHMIS health and safety in the workplace. In the USA we will be discussing GHS within OSHA 29 CFR 1910.1200. NFPA 70E Arc Flash - This training seminar provides participants with a basic understanding of NFPA 70E. Develop options for compliance and the methods for evaluating any facility for electrical hazards. What you will learn? Where does it come from? Why is it so important? How is it structured?

(Thurs.) Nov. 29	8:30 a.m.—12:30 p.m.	Floyd Campus
(Thurs.) Oct. 18	8:30 a.m.—12:30 p.m.	Whitfield/Murray Campus
(Thurs.) Sept. 27	8:30 a.m.—12:30 p.m.	Gordon Campus

Common Sense Lean Training \$295/ 16 hrs

This training offering includes an introduction to and the real-life application of the LEAN Tools necessary to help an organization achieve improved productivity and the elimination of waste. Students will have the opportunity to use these tools in the workplace with instructor support, during the course of this 5- session training program which will include the following topics/tools: LEAN Overview, Production Management, 5S, Standard Work, Problem Solving, LEAN tool chest.

(Mon/Wed) Mar. 1, 2, 15, 16 9:00 a.m.—12:00 p.m. Floyd Campus

(Mon/Wed) May 1, 3, 8, 10 9:00 a.m.—12:00 p.m. Whitfield/Murray Campus

OSHA 10-Hour General Industry \$189/ 10 hrs

This course is ideal for supervisors with safety and health responsibilities, and for employee safety and health awareness. Participants who successfully complete the course will receive a 10 hour Training Certificate, plus the official OSHA 10 hour wallet card.

(Tues/Thurs) Sept. 18 & 20 8:30 a.m.—3:00 p.m. Floyd Campus

(Tues/Thurs) Oct. 9 & 11 8:30 a.m.—3:00 p.m. Whitfield/Murray Campus

(Tues/Thurs) Nov. 6 & 8 8:30 a.m.—3:00 p.m. Catoosa Campus

OSHA 30-Hour General Industry \$549/ 30 hrs

This four day workshop is recommended for safety, health and compliance professionals with a wide range of responsibilities such as plant operations and safety committee members. This in-depth outreach course covers specific OSHA standards and requirements as they apply to general industry and teaches safety awareness which helps in recognizing and reducing the risks of job site hazards. Intended for workers with some safety responsibility, the 30-hour training covers safety and health hazards workers may face in industrial work sites.

(Tues/Wed/Thurs/Fri) Dec. 4—7 8:00 a.m.—4:30 p.m. Floyd Campus

(Tues/Wed/Thurs/Fri) Sept. 4 – 7 8:00 a.m.—4:30 p.m. Whitfield/Murray Campus

(Tues/Wed/Thurs/Fri) Oct. 23 – 26 8:00 a.m.—4:30 p.m. Catoosa Campus

Forklift Operator Certification \$119/ 4 hrs

This course is designed to demonstrate proper forklift operation, following OSHA regulations. Gain the fundamental knowledge and skills necessary to operate a sit-down counterbalanced, LP gas powered forklift. Learn safety aspects, operations, basic maintenance, and OSHA compliances issues.

(Fri) Sept. 14	8:30 a.m.—12:30 p.m.	Floyd Campus
(Fri) Oct. 12	8:30 a.m.—12:30 p.m.	Gordon Campus
(Fri) Nov. 9	8:30 a.m.—12:30 p.m.	Catoosa Campus

Forklift Instructor Certification \$299/ 8 hrs

If your company has a need to train forklift operators on an ongoing basis, then certifying one or more employees as instructors may be your best solution. Our Forklift Instructor Certification course provides a three-year operator license as well as instructor certification. The first day consists of operator certification and classroom training.

Each Student Will Receive: (1) Forklift Operators Card valid for 3 years from completion date, (2) Forklift Train The Trainer Card with no expiration date, (3) Instructors Manual with all forms, quizzes, etc... in 3-ring binder for easy duplication, (4) electronic copy of forms, (5) PowerPoint Presentation with further forklift training media, (6) Written copy of basic Forklift Safety Training Program (meets OSHA approval and all compliance guidelines) will be included in Trainer's Manual.

(Fri) Sept. 14	8:30 a.m.—12:30 p.m.	Floyd Campus
(Fri) Oct. 12	8:30 a.m.—12:30 p.m.	Gordon Campus
(Fri) Nov. 9	8:30 a.m.—12:30 p.m.	Catoosa Campus

Electrical Maintenance Troubleshooting \$595/ 32 hrs

Introduces diagnostic techniques related to electrical malfunctions. Special attention is given to use of safety precautions during troubleshooting procedures. Topics include: problem diagnosis, advanced schematics, and sequential troubleshooting procedures.

(Tues/Thurs) Oct. 2—25	4:30 p.m.—8:30 p.m.	Catoosa Campus
(Tues/Thurs) Sept. 4—27	5:30 p.m.—9:30 p.m.	Whitfield/Murray Campus