# Supervisory, Management & Team Development

- Leadership Fundamentals I & II
- Effective Teams I & II
- Communication Styles & Effective Communication
- Mastering Emotional Intelligence
- Understanding Management Styles & Applications
- Understanding Organizational Culture
- · Time Management
- Effective Hiring 30/60/90
- Developing Organizational Talent
- Coaching for High Performance
- · Employee Engagement
- Crucial Conversations for Performance Problems
- Conflict Resolution
- Title VII Lawsuits & Other Workplace Laws
- 7 Habits of Highly Effective People
- · Peer To Boss
- · Getting Started as a New Leader
- Launching a Successful Team
- · Conducting Effective Meetings
- Mastering Decision Dynamics
- Delegating For Results
- Change Management & Facilitation
- Employee Recognition
- Building an Environment of Trust
- Driving Innovation
- Creating a Service Culture

- Giving & Receiving Feedback
- Translating Strategy Into Results
- · Organizational Skills & Prioritizing
- Stress Management
- Retaining Talent
- Building Winning Partnerships & Networks
- Strategic & Tactical Planning & Goal Setting
- Managing a Multi-generational Team
- Enhancing the Customer

### **Additional Services**

- Work Based Learning & Internships
- DISC Profiling/Myers-Briggs Assessments
- 360 Feedback Assessments
- Workplace Skill Assessments (Maintenance, Mechanical, Office)



704-216-3935



# Corporate Training Education

Customized Trainings to Meet the Needs of Your Business









## Certificate/ Licensure Programs

- FESTO NC3 Technical Certifications (Mechatronics, PLC's, Robotics, Electrical, Mechanical)
- Certified Production Technician (MSSC Standard)
- Certified Logistics Technician (MSSC Standard)
- Supply Chain Automation Technician (MSSC Standard)
- Truck Driver CDL-A & B
- · Career Readiness Certification
- · Notary Public
- Forklift Operator

# Computer Skills & IT Certificates

- Basic & Advanced Computer Skills
- Microsoft EXCEL Levels I, II, & III
- Microsoft WORD Levels 1, II, & III
- Microsoft Powerpoint
- Microsoft Access
- · Microsoft Outlook
- · Microsoft One Drive
- Microsoft Teams
- Adobe Acrobat
- CISCO-CCNA
- · Comp TIA's A+
- Cyber-Physical Security Fundamentals

# Electrical, Mechanical, & Robotics

- Programmable Logic Controllers / HMI's / Switches
- Fundamentals of AC/DC Electricity
- Ohm/ Multi-Meter Training and Troubleshooting
- Motors & Controls
- AUTOCAD, SolidWorks, CAD/CAM
- Robotics, Automation & Programming
- Plastics Injection Molding (National Training Center)
- · Mechanical, Fluid, & Pneumatic Power
- Electronics
- Blueprint Reading
- · Precision Measurement
- 3D Printing

### **Employee Enrichment**

- Basic & Advanced Mathematics
- Diversity and Inclusion in the Workplace
- · Professional Business Writing
- Financial & Budget Literacy for Business & Government
- Emergency Preparedness
- Presentation & Dialogue Skills
- Sexual Harassment in the Workplace
- Survival Spanish
- Technical Writing
- Time Management, Organization & Task Prioritization
- Vehicle Safety & Defensive Driving
- Active Shooter/Active Threat

# Employee Health & Wellness

- Dangers of Poor Health Habits (Heart Disease/Stroke/Diabetes/etc.)
- Reading Nutrition Labels for Better Health
- Infectious Disease Control
- Stress Management
- · Shop Healthy & Eat Out Healthy
- Weight Loss Basics

### **Industrial Safety**

- Workplace Safety Assessment & Consulting
- OSHA 10/30
- PPE
- ARC Flash & Electrical Hazard Training
- · Lock Out/ Tag Out
- HAZMAT / HAZWOPER
- OSHA Safety Awareness (Forklift, Excavation, Confined Space, Health Hazard, etc.)
- Manufacturing Safety Certification
- 40 Hour First Responder
- · Hoist & Rigging
- Fire Extinguisher Training/Fire Safety
- Lift Truck Certification
- Scissor Lift
- CPR/AED/First Aid
- Accident Reporting & Prevention

# Mechatronics, Quality Control & Specialized Training

- LEAN Six Sigma
- APOP-FMEA-PPAP Overview
- Principles of LEAN Manufacturing
- ISO/ TS Internal Auditing & Quality Systems Fundamentals
- · Project Management
- BioNetwork
- Statistical Process Control & Control Charts
- Value Stream Mapping
- Problem Solving & Root Cause Analysis
- Total Quality Management
- Injection Molding
- Continuous Improvement Tools
- Cyber-Physical Security Fundamentals
- · Technical & Business Writing
- Basic Welding Processes
- Machining Principles & Industrial Fabrication
- DMAIC Process Training
- \* Designed Experiments

