

WORKFORCE EDUCATION BUSINESS SOLUTIONS

Our Workforce Education team at Waubonsee Community College offers customized, job-specific training to develop and upgrade new skills. Our training programs are designed to meet the specific needs of your organization.

In addition, Workforce Education at Waubonsee Community College offers dynamic training designed for those who lead and delegate to traditional, virtual, and blended teams.

Our **Professional Development** catalog of topics include:

- **COMMUNICATION WORKSHOPS**
 - ***Interpersonal Communication Skills***
 - This course is designed to help participants become more effective communicators in every aspect of their professional careers.
 - ***Understanding Yourself and Others***
 - This course uses *DiSC Personality Profile* to help participants understand their dominant communication style and diagnose the dominant communication style of others to help apply the appropriate communication style when interacting with others.
 - ***Business Writing and Email Etiquette***
 - This course is designed to help participants articulate their message and then transfer it in writing so that others will interpret their message to get results.
 - ***Presentation Skills***
 - This course is designed to give participants the skills to be comfortable in front of any audience on any topic.
- **LEADERSHIP WORKSHOPS**
 - ***Leadership for Results***
 - This course is designed to help participants understand the difference between a manager and a leader and move toward becoming a leader.
 - ***Coaching and Counseling for Peak Performance***
 - This course is designed to help identify what skills employees need and how to coach them to that level of improvement.
 - ***Strategies for Building and Leading Effective Teams***
 - This course is designed to help move employees from a group to a self-leading team to get maximum results for customers.
 - ***Growing and Developing Employees Through Effective Delegation***
 - This course is designed to show what to delegate and to whom for the purpose of getting more things done in a shorter period of time.
 - ***Solving Problems and Effective Decision Making***
 - This course is designed to help identify the root cause of a problem and then make sound decisions that get results for your organization.

- **LEADERSHIP ... *continued***
 - ***Creating a Motivational Environment***
 - This course is designed to help create a motivational environment for everyone reporting to you.
 - ***How to Conduct an Effective Meeting***
 - This course is designed to help you create a meeting agenda and plan appropriately. We will explore eliminating “meeting robbers” who waste other people’s time.
- **MANAGEMENT AND SUPERVISION WORKSHOPS**
 - ***The Role of a Supervisor***
 - This course will provide potential supervisors with the information they need to make a sound decision on whether or not they have what it takes to become a successful supervisor in today’s demanding workplace.
 - ***Building Trust and Accountability in the Workplace***
 - This course provides participants with an understanding of what a high-trust environment looks like and how to maintain high levels of trust on an ongoing basis.
 - ***What Every Supervisor Should Know***
 - This comprehensive course is designed to cover the five elements of supervision: planning, organizing, staffing, directing, and controlling.
 - ***Managing Change in the Workplace***
 - This course will help you manage change more positively.
 - ***Resolving Conflict***
 - This course is designed to help people understand conflict and use a variety of different styles for resolution.
 - ***Conducting Effective Performance Appraisals***
 - This course reviews the entire appraisal process starting with the job description and ending with improvement plans.
 - ***Preventing Sexual Harassment***
 - This course is designed to help create a safe working environment for all employees – it’s the law.
 - ***Valuing Diversity in the Workplace***
 - This course is designed to help you understand how the workforce is changing and how to communicate better and interact with people different from you.
- **PERSONAL AND PROFESSIONAL DEVELOPMENT WORKSHOPS**
 - ***Managing Multiple Priorities***
 - This program will help participants get the most out of their time. Participants will learn which time-management style works best for them and how to eliminate bad work habits.
 - ***Stress Management***
 - This course is designed to help participants identify the things that cause them stress and then provide the techniques to reduce it.

- **PERSONAL AND PROFESSIONAL DEVELOPMENT WORKSHOPS ... *continued***
 - ***Project Management***
 - This workshop is designed to improve skills in each of the three areas of a project: Quality, Time, and Cost.
 - ***Finance for Non-Financial Managers***
 - This program is designed for non-financial managers in every functional area of responsibility in all industries that move from understanding basic financial principles to applying financial analysis to drive decisions.

Training can be scheduled on-campus or right in your own facility. This flexibility means your employees will quickly acquire the skills your business needs to be competitive in a changing marketplace.

Prices vary and are based on customization, on-site versus classroom training, and materials required for specialized training.

For additional information or questions, please contact:

Waubonsee Community College | Workforce Education | 18 S. River St. | Aurora, IL | 60506-4134

Suzanne Markin, *Workforce Education Manager* | ✉ smarkin@waubonsee.edu | ☎ (630) 906-4104

Edith Rojas, *Workforce Education Coordinator* | ✉ erojas@waubonsee.edu | ☎ (630) 966-4673

Technical Training Topics

Basic Foundations

- Blueprint Reading
- Mathematics
- Measurements
- Metals
- Non Metals
- Hand Tools
- Power Tools
- Troubleshooting Skills
- Basic Computer Skills
- Shop Math
- Basic Ladder Logic

Electrical Systems

- Basic Electricity and Electronics
- Batteries and DC Circuits
- Transformers and DC Circuits
- Electrical Measuring Instruments
- DC Equipment & Controls
- Single Phase Motors
- Three Phase Motors
- AC Control Equipment
- Electrical Troubleshooting
- Electrical Safety- Understanding NEPA 70E

Electronic Technology

- Semiconductors
- Power Supplies
- Amplifiers
- Oscillators
- Digital Logic Systems

Mechanical Engineering

- Force and Motion
- Basic Mechanics
- Lubrication
- Bearings
- Power Transmission Devices
- Pumps
- Hydraulic Systems Maintenance
- Pneumatic Equipment
- Pneumatic Systems Maintenance

Safety

- OSHA 10 & 30-Hour General Industry
- OSHA Electrical
- NFPA 70E Arc Flash/Arc Blast
- Lockout/Tagout
- Machine Guarding

Industrial Hazard Control

- Principals of Industrial Technology
- Industrial Technical Foundations
- Basics of Industrial Maintenance
- Intro to Industrial Facilities Maintenance
- Industrial Electrical Blueprint Reading

Efficiencies & Quality

- Statistical Process Control Basics
- Process Improvement
- QRM Quality Systems
- Six Sigma
- Lean
- 5S