



EAST CENTRAL COLLEGE
Center for Workforce Development



BUSINESS
AND
INDUSTRY
TRAINING

Spring/Summer 2015

Helping Missouri Businesses Work

From career training programs for individuals to custom designed training programs for business and industry, the East Central College Center for Workforce Development provides programs and courses that deliver results.

This publication includes a variety of non-credit options to advance your business and employees. Classes are held throughout the area to make training accessible. Send one employee or a team. Career programs, professional development and personal enrichment offerings are available.

Our Training Is:

▲ Flexible

▲ Affordable

▲ Customized

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Office Hours:

Monday - Thursday, 7:30 a.m. - 6:30 p.m.

Friday, 7:30 a.m. - 4 p.m.

Since our faculty and staff have real world experience actually doing what they teach, our students obtain the skills and knowledge they are looking for to be competitive in today's market place.

ECC also offers semester long credit classes in areas such as precision machining, industrial electricity, maintenance practices, HVAC, supply chain management, manufacturing processes and much more.

Class Locations

ECC Union
Main Campus
U.S. Highway 50
at Prairie Dell Road
Union, MO

HH - Hansen Hall
Main Campus

ECTC - East Central Training
Center
Main Campus

HS - Health & Science Building
Main Campus

ECC Washington
at Four Rivers Career Center
1978 Image Drive
Washington, MO

Peoples Bank
Operating Center Annex
408 West Washington
Cuba, MO

The Quality Coach
1451 High Street
Washington, MO

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DID YOU KNOW...

Students may be eligible for Continuing Education Units (CEUs) for participation in classes.

Software and mechanical skill assessment testing is available.

Call 636-239-0598 for details.

WEATHER WATCH



For campus closure information,
check the ECC website:
www.eastcentral.edu
or call:
1•800•976•0071

Closings will also be aired on local radio
and St. Louis television stations.

STAY CONNECTED



[Facebook/com/ecc.cwd](https://www.facebook.com/ecc.cwd)



[Twitter.com/ecc-cwd](https://twitter.com/ecc-cwd)

NOTICE OF NON-DISCRIMINATION

East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status. Inquiries/concerns regarding civil rights compliance as it relates to student programs and services may be directed to Shelli Allen, Vice President of Student Development, 131 Buescher Hall, 1964 Prairie Dell Road, Union, MO 63084. (636) 584-6565 or stnotice@eastcentral.edu.

WORKPLACE SKILLS



ACCOUNTING

QUICKBOOKS PRO

QuickBooks has become the accounting software of choice for many small and medium sized businesses. No doubt, this is due to the multitude of functions and features the software offers. Whether you're a first time user, or someone who wants to sharpen your skills, come join your instructor for hands-on practice. This course will cover many aspects of the program including creating a company, working with vendors and customers, banking, physical inventory, payroll processing, estimates and time tracking, working with balance sheet accounts and budgets, and correcting and customizing. Please inquire about the course book, QuickBooks Pro 2013: Comprehensive, at the time of registration.

Cost: \$160

CEO200-ACU4

Thursdays

5 - 8 pm

ECC-Union, ECTC 111

April 2 - May 21

QUICKBOOKS PRO LEVEL 2

QuickBooks has become the accounting software of choice for many small and medium sized businesses. No doubt, this is due to the multitude of functions and features the software offers. Whether you're a first time user, or someone who wants to sharpen your skills, come join your instructor for hands-on practice. This course will cover many aspects of the program including creating a company, working with vendors and customers, banking, physical inventory, payroll processing, estimates and time tracking, working with balance sheet accounts and budgets, and correcting and customizing. The course book, QuickBooks Pro 2013: Comprehensive, should be purchased prior to the first class. Please inquire regarding book requirement at the point of registration.

Cost: \$99

CEO200-ACU5

Days and times arranged

ECC-Union, ECTC 111

ACCOUNTING FOR BUSINESS

If you feel a little intimidated when the subject of financial statements arises at work, or you have risen to a position where the basic ability to read and interpret financial statements is not only expected, but required, this course is for you. If you have your own business and want to better understand accounting explanations and reports, this course will cover everything you need to know to read and understand financial statements including basic accounting terms, bookkeeping basics, reading and analyzing financial statements, understanding cash flow, and avoiding fraud and embezzlement. If you're responsible for any part of your company's financial performance, you won't want to miss this two day seminar! Please inquire about book at time of registration.

Cost: \$145

CEO200-ACU02

Days and times arranged

ECC-Union, ECTC 111

COMPUTER SKILLS

MICROSOFT EXCEL INTRODUCTORY SKILLS FOR BUSINESS AND INDUSTRY

Microsoft Excel is very prevalent in today's marketplace. This course starts with basic skills and goes beyond, covering intermediate level tasks and practical applications for business and industry. Instruction will include the areas of: understanding and navigating the software; editing, viewing, and printing worksheets; working with formatting and setting the appearance of worksheets; charting and transmitting worksheet data; working with large worksheets, and managing multiple-sheet workbooks. Please inquire regarding book requirement at time of registration.

Cost: \$145

CE0200-ITW 52

ECC-Washington, Room E11

Days and times arranged

MICROSOFT EXCEL ADVANCED SKILLS FOR BUSINESS & INDUSTRY

This advanced skill Excel class is designed for those utilizing more difficult capabilities of the software used in many businesses. Some of the areas of study are: creating tables and outlines; adding graphics; using templates and protecting data; creating pivot tables and macros; using financial functions, auditing, and analysis tools; and more! Please ask about the course book at time of registration.

Cost: \$145

CE0200- ITO1

Peoples Bank OCA - Cuba

Tuesday & Wednesday

March 10 & 11

8 am - 4:30 pm

CE0200-ITW2

ECC-Washington, Room E11

Monday & Tuesday

May 18 & 19

8 am - 4:30 pm

EXCEL TOPICS: LOOKUP FUNCTIONS, PIVOTTABLES & MACROS

Continue to expand your Excel expertise while studying a specific skill area. During this one session workshop, you will work through lookup functions, creating pivot tables, creating pivot charts, changing macro security, recording macros, and running macros.

Cost: \$45

CE0200- ITW- 58

ECC-Washington, Room E11

Thursday

April 30

8:30 - 11:30 am

EXCEL TOPICS: FORMATTING

Expand your Excel expertise during this one session workshop. You will work through formatting worksheets, using alignment and indent features, using text control options, formatting numbers, applying borders and fills to cells, and using the find and replace commands.

Cost: \$45

CE0200-ITW-54

ECC-Washington, Room E11

Thursday

May 7

8:30 - 11:30 am

WORKPLACE SKILLS



WORKPLACE SKILLS



EXCEL TOPICS: ADVANCED FUNCTIONS AND DATA ANALYSIS

Discover more of the capabilities of Excel during this session. Work through creating formulas using criteria IF functions, using Logical functions in formulas, using functions to format text, creating financial functions, and using data analysis tools.

Cost: \$45

CE0200- ITW- 53

Thursday

8:30 - 11:30 am

ECC-Washington, Room E11

May 14

EXCEL TOPICS: ADVANCED FORMATTING

During this three hour workshop you will work through format painter, quick styles, formatting with themes, inserting date functions and formatting, custom formatting, conditional formatting, and naming cells and ranges.

Cost: \$45

CE0200- ITW- 55

Thursday

8:30 - 11:30 am

ECC-Washington, Room E11

May 21

EXCEL TOPICS: MANAGING MULTIPLE-SHEET WORKBOOKS

Continue to expand your Excel expertise as you work through sorting worksheet data, using views, using and printing multiple worksheets, linking cells and formulas, using 3-D cell references, copying worksheets, and printing multiple-sheet workbooks.

Cost: \$45

CE0200- ITW 3

Thursday

8:30 - 11:30 am

ECC-Washington, Room E11

May 28

INDUSTRIAL HEALTH AND SAFETY

WORKPLACE VIOLENCE: PLANNING FOR SAFETY AND SECURITY

This interactive seminar is designed to bring awareness to growing trends of violence in America's workplaces today. Your instructor will discuss current issues facing employers to include internal friction, domestic violence, and armed intruders. Although violence is difficult to predict, the development of a workplace violence and security program is essential in providing a safe and secure environment for employees and corporate assets. This program will also address crisis planning which can significantly reduce liability of employers, while improving the response of emergency services.

Cost: \$99

CE0200- HSW4

Friday

8:30 am - noon

ECC-Washington, Room E-9

April 24

MENTAL HEALTH FIRST AID AND WORKPLACE VIOLENCE

Mental health is often directly related to work place violence. This interactive seminar is designed to bring awareness to growing trends of mental health and violence in America's workplaces today. Your instructor will discuss current issues facing employers to include internal friction, domestic violence, and armed intruders. Although violence is difficult to predict, the development of a workplace violence and security program is essential in providing a safe and secure environment for employees and corporate assets. This program will also address crisis planning which can significantly reduce liability of employers, while improving the response of emergency services.

Cost: \$99

CE0200- HSW32

Friday

8:30 am - noon

ECC-Washington, Room E-9

March 20

WORKPLACE SKILLS

HEARTSAVER FIRST AID, CPR, AND AED

This course is for individuals who are expected to respond to cardiovascular, medical/injury, and environmental emergencies in the workplace. The program is designed to teach lay rescuers when to dial 911, how to give CPR, how to use an Automatic External Defibrillator (AED), how to provide relief of choking, and how to administer first aid basics. The course may be used to document a requirement to obtain a course completion card or meet regulatory requirements. Registration is required one week prior to the course start date. No admittance is permitted after stated start time.

Cost: \$75

CE0200- HSU9

Dates, locations and times arranged

ARC FLASH ELECTRICAL SAFETY CERTIFICATION NFPA 70E

This training certification program is designed to save lives, prevent disabling injuries, and prevent damage to plants, building and equipment. It covers NFPA 70E in-depth, the standard for meeting OSHA training obligations. Students attending this course will gain an immense respect for the power of electricity as they learn the important new rules of electrical safety. Training like this never costs - it pays!

Cost: \$150

CE0200- HSU02

Dates, locations and times arranged

OSHA 10 HOUR GENERAL

This course is designed for the entry level general worker. Course topics: Introduction to OSHA and the OSH Act; General safety and Health Provisions; Health Hazards: Hazard Communication; Health Hazards: Hazardous Materials; Cranes and Rigging; Focus Four: Electrical Safety; Struck- By and Caught in Between; Fall Protection; Personal Protective Equipment; Hand and Power tools; Scaffolds; and Stairways and Ladders. Participants must complete and pass the required final exam. All participants will receive a certification card. Course taught by OSHA Approved Instructors.

Cost: \$99

CE0200- HSU15

ECC-Union, HH 284

Monday & Tuesday

April 13 & 14

8 am - 5 pm

OSHA 30 HOUR GENERAL INDUSTRY

The OSHA 30 Hour General Industry Outreach Training course is a comprehensive safety program designed for anyone involved in general industry. This course is specifically devised for safety directors, foremen, and field supervisors in factories, plants and healthcare industries. The successful completion of this course will help you to identify common hazards and the proper methods to reduce the risk to yourself. Students will receive an OSHA card after completion of the course which is valid nationwide.

Learning Objectives

- Introduction to OSHA and OSH Act
- Implement the purpose of OSH Act and list out OSHA functions
- Understand employees and employers' rights and responsibility under OSH Act
- Maintenance and requirements of proper aisle and passageway
- Identification and protection of floor opening guidelines
- Egress fire protection program
- Safety means of egress
- General safety requirements standards
- Special equipment purpose guidelines and requirements

Cost: \$225

CE0200- HSU23

ECC-Union, HH 284

Monday - Thursday

April 13 - 16

8 am - 5 pm



WORKPLACE SKILLS



HAZWOPER 40 HOUR COURSE

The 40-hour course is specifically designed for workers who are involved in clean-up operations, emergency response, and storage, disposal, or treatment of hazardous substances or uncontrolled hazardous waste sites. HAZWOPER 40 Hour is required for employees working on a project consisting of Uncontrolled Hazardous Waste Operation mandated by the Government.

Cost: \$375

CE0200- HSU12

ECC-Union

Dates and times arranged

HAZWOPER 8 HOUR REFRESHER COURSE

This course meets the requirements outlined in OSHA 29 CFR 1910.120 for 8 (eight) hours of annual refresher training for workers at hazardous waste sites. This course is designed for general site workers who remove hazardous waste or who are exposed or potentially exposed to hazardous substances or health hazards. The course is comprised of nine sections covering topics pertaining to workplace hazards associated with Hazardous Waste Operations and Emergency Response (HAZWOPER). Topics include HAZWOPER regulations, site characterization, toxicology, hazard recognition, personal protective equipment, decontamination, medical surveillance, confined space entry and emergency procedures. Upon successful completion of the course you will receive a certificate of completion.

Cost: \$75

CE0200- HSU11

ECC-Union

Dates and times arranged

DOT HAZMAT 49CFR CERTIFICATION PROGRAM

Hazardous Materials Handling Certification training will cover the latest regulatory requirements under the Department of Transportation. Train your personnel how to handle hazardous materials in accordance with regulations during this 8 hour certification program.

Cost: \$495

CE0200-HS02 ECC-Union

Dates and times arranged

BASIC ELECTRICITY

This course covers basic concepts of AC/DC electricity used in the work place. Through hands-on exercises, device operation, and simple circuit construction and analysis, students will learn a basic understanding of electrical systems. Upon completion of this course students will have gained practical real world knowledge of electrical systems which should translate into a real world reduction in machine down time and an improvement in overall efficiency and safety.

Cost: \$225

CE0200-TTU02

ECC-Union, HH 284

Monday & Tuesday

April 20 & 21

8 am - 5 pm

BLUEPRINT READING

This basic print reading program explains the importance of engineering drawings in manufacturing and thoroughly describes the generation and duplication of such drawings. Participants will be taught the basic elements of a blueprint and introduced to the concepts which students must master to successfully interpret them. No prior knowledge of drafting or drawing is assumed.

Cost: \$225

CE0200-TTU03

ECC-Union, HH 284

Monday & Tuesday

March 16 & 17

8 am - 5 pm

QUALITY

SIX SIGMA GREEN BELT TRAINING

This Six Sigma Green Belt training program blends classroom instruction and exercises with real life project mentoring and problem solving to teach practical ways to solve complex problems. Six Sigma improvement strategies include two basic principles: fact based decision making and the use of the DMAIC (Define, Measure, Analyze, Improve, Control) process to solve complex problems. Problem solving exercises, project mentoring, and presentation of project findings will follow each day's instruction. Taught by a Certified Six Sigma Black Belt, this program prepares individuals for the American Society of Quality (ASQ), Six Sigma Green Belt Certification (CSSGB).

Cost: \$2,995

CE0200-QUU13

Dates, location & times arranged

PRINCIPLES OF A LEAN ENVIRONMENT

Lean Six Sigma business strategies combine the use of Lean Enterprise tools and the Six Sigma problem solving methods to resolve problems previously considered unsolvable. Successful Lean Six Sigma projects generally result in actual savings of six to eight figures, depending on the size of the organization and the nature of the problems. Attendees will be immersed within lean strategies and learn how they translate into operational excellence. Deployment discussions will round out this half-day session. Training facilitation will be provided by an ASQ Certified Six Sigma Black Belt.

Cost: \$295

CE0200-QUU12

Wednesday

8 am - noon

ECC-Union, HH 284

April 1

ISO 14000 INTERNAL AUDITOR

For those who have implemented or are planning implementation of ISO 14000 standards, this course will begin with familiarization and understanding of the underlying concepts and standards. In addition, the curriculum will cover objectives of an internal audit, roles of internal auditors, planning an audit, audit execution, reporting results, documenting areas of non-conformance, and final report preparation. Through the use of case studies, attendees will apply and practice the skill requirements to be an outstanding auditor. ISO 14001: 2004, ISO 14004, and ISO 19011 will be the primary documents discussed in this course, with discussion of additional guidance documents under the 14000 umbrella.

Cost: \$675

CE0200-QUU3

Dates, times and locations arranged

ISO INTERNAL AUDITOR

This training develops in participants the skills needed to assess and report on the conformance and effective implementation of processes, and to contribute to the continual improvement of the quality management systems based on the ISO standards. The training comprises of presentations, workshops and role-play exercises.

Upon completion you will be able to:

- Describe the role of internal audit in the maintenance and improvement of management systems.
- Explain the purpose and structure of ISO.
- Plan and prepare for an internal audit, gather audit evidence through observation, interview and sampling of documents and records.
- Write factual audit reports that help improve the effectiveness of the QMS.
- Suggest ways in which the effectiveness of corrective action might be verified.

Cost: \$675

CE0200-QUU3

Dates, times and location arranged

WORKPLACE SKILLS

ECC CAN HELP!

Our programs can be custom designed and delivered to your specific skill requirements, and most classes can be facilitated at your location or an ECC site. We use subject matter experts with industry experience who know how to deliver the results you need.

WORKPLACE SKILLS



Over the next three years, area employers will be able to benefit from a grant awarded to ECC from the U.S. Department of Labor that will fund additional training and certification opportunities in computer information systems.

Recognizing the ongoing need for computer technicians and support staff, the MoStemWINS grant will fund training that will prepare individuals for industry recognized CIS credentials.

ECC staff are now at work developing certificate pathways, creating stackable credentials, and meeting with local and regional business and industry leaders to identify training needs. An open computer lab will be set up for students to work on curriculum modules. Grant funds will also allow the college to expand upon the ways it supports and educates adult learners.

SUPERVISION & LEADERSHIP

HIRING FOR FIT: QUALITY HIRING PROCESS, PRACTICES AND TOOLS

Have you ever hired someone who looked good on paper, and turned out to be a bad fit for the job or your culture? Hiring people who don't fit can be risky and costly for your organization. Often we feel rushed to fill positions, and we find ourselves making less than optimum hiring decisions for our team.

Learn how to reduce the risk in hiring for any position by following a behavioral based selection process. This workshop will provide participants with a quality hiring process, practices and tools to assess job and culture fit. This workshop is a must for all human resource managers, recruiters and hiring managers.

*Lunch will be provided.

Cost: \$50

CE0200-LDW1

Thursday

9 am - 3 pm

ECC-Washington

March 26

MANAGING & LEVERAGING WORKPLACE DIFFERENCES

Course Description: Ever wish other people could just be more like you? Wondering how you can change/improve them? This workshop explores behavioral styles with an emphasis on self-awareness and appreciation for other styles. Transform your working relationships. Discover your core behavioral style, and learn how to read the styles of others. Then learn how to get better outcomes by adjusting how you interact with them. You will complete a DISC assessment and receive a comprehensive report providing valuable information about the strengths of your style as well as opportunities for improvement. Each participant will receive a DISC assessment and report.

Cost: \$395

CE0200-LDW02

Friday

8:30 am - noon

The Quality Coach

May 8

COMING SOON....

ESSENTIALS OF LEADERSHIP SERIES

CALL 636-239-0598 FOR DETAILS.

SMALL BUSINESS/ENTREPRENEURSHIP

STRATEGIC BUSINESS PLAN

Are you looking to start or grow your own business? Do you have a business, but need a better plan? Students who participate in this program will create an actual business plan that can be used to execute strategy, solicit business funding, and evaluate performance. This intense, 4 week program is the key to success for any small business.

Cost: \$85

CE0200-LDW10

Mondays

6 - 9 pm

ECC-Washington

April 27 - May 18

FUNDING A BUSINESS PLAN (PART 2)

Have you created a business plan but are unsure of the next steps to solicit funding for your business? Students who participate in this program will gain insight on how to professionally present a business plan to the right audience.

Cost: \$85

CE0200-LDW21

Mondays

6 - 8 pm

ECC-Washington, Room E9

June 1 - 22

ORGANIZATIONAL HEALTH

Based upon the precepts of *The Advantage* by Patrick Lencioni, this seminar provides attendees with how to make their organizations work healthier rather than simply working smarter. Attendees will be exposed to the Four Disciplines Model which empowers managers with tools to create a healthier organization from within. This intense, 4 hour seminar includes a copy of the book for all attendees. This seminar is ideal for HR Managers and any Executive involved in strategy development and planning.

Cost: \$350

CE0200-LDW 11

Friday

10 am - 3 pm

ECC-Washington, Room E9

May 22

SOCIAL MEDIA MARKETING FOR SMALL BUSINESS OWNERS

When you finish this workshop you will have a basic knowledge of the social tools available to expand the brand and image of your business. During the workshop you will not only benefit from an overview of Facebook and Twitter, but you will also be able to discuss its overall communication effect. You'll understand the benefits and limitations of what each of these social media techniques can do for your organization. An active Twitter and Facebook account is required to enroll.

Cost: \$35

CE0200-ITW01

Tuesday

6 - 8:30 pm

ECC-Washington

March 24

COMING SOON....

- **BALANCED SCORECARDS FOR MANAGERS**
- **SUCCESSION PLANNING FOR SMALL BUSINESS**

CALL 636-239-0598 FOR DETAILS.

WORKPLACE SKILLS



WORKPLACE SKILLS



EXPORT SERIES

THE ABC'S OF EXPORT

Documentation and compliance are key to successful exporting. Individuals who participate in this seminar will learn key documents of the export shipping process, compliance requirements for licenses, registrations, filings and resources available for support with exporting your product.

Cost: \$45

CEO200-OTW3

Monday

1 - 3:30 pm

ECC-Washington

October 26

MOVING YOUR PRODUCT INTERNATIONALLY

Learn how to ship your products throughout the Global Marketplace. This seminar helps students to evaluate and select shipping options, identify resources available, and manage the documentation process.

Cost: \$45

CEO200-OTW2

Tuesday

1 - 3:30 pm

ECC-Washington, Room E9

July 14

MAKING AN INTERNATIONAL SALE

Looking to break into the international marketplace? Students who participate in this seminar will learn how to respond to international sales inquiries, formulate quotes, file required documents, coordinate shipping, and most importantly, how to get paid.

Cost: \$45

CEO200-OTW1

Wednesday

1 - 3:30 pm

ECC-Washington, Room E9

March 11



The Complement to the Classroom

For several years, ECC has partnered with tooling U-SME, the leading provider of manufacturing-specific training products and services, to complement traditional classroom/lab instruction. Students need time for hands-on training, but instructors need to be sure they are learning the right theories. Tooling U-SME allows us to deliver an online curriculum with measurable results that is effective, easy to use, and flexible.

Tooling U-SME works with manufacturers to build training programs and support workforce learning initiatives. They offer a diverse suite of training resources that includes professional consultative services, online training content, instructor-led training, book and video content and industry-backed certifications. More than 210,000 individuals from 5,000 companies have utilized Tooling U-SME to strengthen the knowledge and skills of their manufacturing workforce.

Manufacturers are the keepers of vital knowledge and technologies, but this knowledge will be lost through transition and a retiring workforce unless the knowledge and skills are passed on. Tooling U-SME has developed an extensive and diverse catalogue of manufacturing-specific content and innovative learning tools to help manufacturers bolster their expertise and leverage their people to successfully compete in today's economy.

ED2GO COURSES

ECC's Center for Workforce Development offers over 600 non-credit courses in a variety of disciplines. The courses vary in length from six weeks to one year. Classes can be completed at home, any time of the day or night. The classes are through third-party vendors and are not the curriculum of ECC.

Several offerings are outlined below. For a complete listing, go to ed2go.com/ecconline. Registration is coordinated through ECC Center for Workforce Development.

Most classes listed here start at \$89.

CUSTOMER SERVICE FUNDAMENTALS

You may already understand that top-notch customer service begins with knowing your customers and their needs, but do you know how to evaluate those customer and what to do with the data once you have it? We'll identify how your customer service stacks up right now, and how you can build on even the sharpest of service policies. Learn how to communicate, resolve complaints, and foster winning traits in each of your employees - all in six easy weeks.

PROJECT MANAGEMENT FUNDAMENTALS:

There are more projects occurring today than at any time in history. Organizations initiate projects to create new computer applications, erect bridges and buildings, improve processes, develop new products, and reorganize company operations. Unfortunately, most organizations do not manage projects well, creating an unprecedented demand for project management practitioners. If you're organized, perceptive, detail-oriented, and an excellent communicator, you might have what it takes to succeed in the fast-growing field of project management.

MANUFACTURING APPLICATIONS

In this six-week online course you will learn how successful organizations effectively use master production scheduling (MPS), production activity control (PAC), material requirements planning (MRP), and inventory management. Discover how the application of Six Sigma, and statistical process control (SPC) increase customer satisfaction, and learn about the elements of a logistics system, including warehousing and receiving.

INTRODUCTION TO CRYSTAL REPORTS

Want to wow people with your business reports? In this course, you'll master the techniques the pros use to produce attractive, reader-friendly reports for any audience. Designed for Crystal Reports XI, Crystal Reports 2008, and Crystal Reports 2011, this course will teach you how to transform the information that lies buried in your database or accounting program into clear, easy-to-understand documents.

ONLINE COURSES

WorkKeys®

WorkKeys® is a job skills assessment system that helps employers select, hire, train, develop, and retain a high-performance workforce.

For businesses, the results are:

- Better hiring decisions
- More fulfilled and qualified employees
- An improved bottom line
- Reduced turn over, training costs and overtime

For employees, the result is:

- Career success!

For individuals, the result is:

- Documented workplace skills

PARTNERING WITH MISSOURI COMPANIES TO TRAIN TODAY'S WORKFORCE

From career training programs for individuals to custom designed training programs for business and industry, the East Central College Center for Workforce Development provides programs and courses that deliver results. Below is a list of a variety of options being offered to advance your business and employees. Classes are held throughout the area to make training accessible. If you don't see the training course you need, call for additional unpublished options. To enroll in a class near you contact the Center for Workforce Development at (636)239-0598.

LEADERSHIP

- » The Power of Employee Engagement
- » The Power of Personal Accountability
- » Healthy Conflict Resolution
- » Constructive Discipline
- » Work/Life Balance
- » Changing How We Lead Change
- » Critical Thinking
- » Customer Service Excellence
- » From Individual Contributor to Leader
- » Internal Customer-Supplier Workouts
- » Leadership Assessment
- » Professional Development Planning
- » Leading Meetings that Matter
- » Professional Networking Skills
- » Quality Communication
- » Team Works
- » The Science of Delegation
- » Supervision Basics
- » Balanced Scorecard for Executives

SMALL BUSINESS/ENTREPRENEUR PROGRAMS

- » Creating a Business Plan
- » Exporting
- » Funding a Business Plan
- » Succession Planning for Small Business
- » Social Media Marketing for Small Business Owners

COMPUTER APPLICATIONS

- » Microsoft Access
- » Microsoft Word
- » Microsoft Excel
- » Microsoft PowerPoint
- » Customer Relationship Management
- » Facebook for Business

WORKPLACE SKILLS

- » Intro to MIG Welding
- » Basic Electricity
- » PLC
- » Hydraulics and Pneumatics
- » Blueprint Reading

QUALITY AND LEAN

- » Six Sigma Green Belt Training
- » 6S Workplace Organization
- » Lean 101
- » Total Productive Maintenance
- » Setup Reduction
- » Lean Sigma Overview Course
- » Leading in a Lean Environment
- » Lean Office
- » Lean Enterprise Executive Overview
- » Value Stream Mapping
- » Standard Work
- » ISO 9000/9001/14000
- » Hazcom 2012

WORKPLACE SAFETY

- » OSHA 10 and 30 Hour General and Construction
- » ARC Flash Electrical Safety Certification NFPA 70E
- » Hazcom and Hazwopper Certification
- » Workplace Violence: Planning for Safety & Security
- » Workplace Violence Readiness
- » Heartsaver First Aid, Basic or Pediatric
- » Life Support for Healthcare Providers (BLS, ACLS, PALS)
- » Mental Health First Aid
- » Safe Food Handling
- » HAACP
- » DOT 49 CFR

OTHER

- » WorkKeys® Profiling
- » WorkKeys® Testing
- » Notary Public
- » Software Skill Testing
- » Mechanical Aptitude Testing
- » MSSC Certified Production Technician Testing
- » AWS Welding Certification
- » Training Videos

Tap into the resources of the Missouri Customized Training Program. This state funded program can help offset a portion of your company's training costs.

Programs can be custom designed and delivered to your specific skill requirements, and most classes can be facilitated at your location or an ECC site. Call 636-239-0598 to register.



Learn Basic MIG Welding

This 8-week class will focus on basic MIG welding techniques and equipment as well as

- » OSHA 10
- » MIG Safety
- » MIG Power Sources
- » WorkKeys/National Career Readiness Certificate
- » Basic Welding Terminology
- » MIG Welding Techniques
- » Safety in Welding
- » Operating MIG Welding Equipment
- » Filler Materials & Shielding Gases
- » Types of Joints & Metal Transfer
- » Minor Equipment Maintenance



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Tuition assistance for this training may be available to qualified applicants through the MO Manufacturing WINS grant.

**Training is offered
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Center for Workforce Development



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