



# Live Online Courses

Session 220 Schedule: March 23 – May 15, 2020

Register online at [www.SouthCentral.edu/LiveOnline](http://www.SouthCentral.edu/LiveOnline) by March 6, 2020

## Mindfulness & Stress Management for the Workplace

**Section 1:** Mondays, 1-3pm | 4 weeks: 3/23-4/13 | Instructors: Ashley & Matt Kuemper | \$129 | Min. # of Students: 7

**Section 2:** Tuesdays, 1-3pm | 4 weeks: 4/21-5/12 | Instructors: Ashley & Matt Kuemper | \$129 | Min. # of Students: 7

The secret to success is self-care and, believe it or not, a healthy work-life balance IS possible! You may be surrounded by things that distract you and demand your attention, but you can learn mindfulness techniques and create a tool kit of stress reduction practices to help manage your stress so that you can focus through the chaos, live in the present moment, stay positive, and maintain a healthy work-life balance.

## Workplace Violence Prevention

Mondays, 1-3pm | 2 weeks: 3/23 & 3/30 | Instructor: Michael Monroe Kiefer | \$109 | Min. # Students: 13

Learn how to make your workplace a safe one. This class will teach you and your team how to apply the U.S. Department of Homeland Security's Run, Hide, Fight methodology at your worksite, plot out safety escape routes, learn rapid barricade building to secure a room, discover the safest places to hide, strengthen weak areas, and know where and how to strike an assailant if needed. In addition, you'll learn what motivates active shooters along with possible intervention techniques to stop an incident before it happens.

## Delivering Excellent Customer Service

Mondays, 1-3pm | 2 weeks: 4/6 & 4/20 | Instructor: Michael Monroe Kiefer | \$109 | Min. # Students: 13

Save your company from big losses and serious image problems that can result from escalated customer service complaints by providing your team with the proper training. This class focuses on service through empowered, knowledgeable employees. Participants will learn individual responsibility, the "bucket theorem", the CPR technique, going the extra mile, speed of service, dealing with difficult customers, and more.

## Print Reading\*

**Section 1:** Tuesdays, 12-2pm | 8 weeks: 3/24-5/12 | Instructor: Jerry Musielewicz | \$244 | Min. # Students: 10

**Section 2:** Thursdays, 12-2pm | 8 weeks: 3/26-5/14 | 2 credits\* | Instructor: Jerry Musielewicz | \$244 | Min. # Students: 10

This course will give students an understanding of basic mechanical drawing principles. Topics include the alphabet of lines, arrangement of views, orthographic projections, scaling, dimensioning, tolerancing, and symbols. Students will read and interpret mechanical drawings.

*Requires: E-textbook, not included in registration cost.*

## Safety Awareness\*

Tuesdays, 2-4pm | 8 weeks: 3/24-5/12 | Instructor: Jerry Musielewicz | \$244 | Min. # Students: 11

Introduction of OSHA standards relating to personal protective equipment, HAZMAT, tool safety, confined spaces and others. The course curriculum is based upon federally-endorsed national standards for production workers, and students will earn an OSHA 10 card.

*Requires: CareerSafe subscription, not included in registration cost.*

## Geometric Dimensioning & Tolerancing

Wednesdays, 2-4pm | 7 weeks: 4/1-5/13 | Instructor: Bob Bach | \$299 | Min. # Students: 10

Gain a foundational interpretation of mechanical drawings using linear tolerancing and GD&T in the design, manufacture, and inspection of parts, which have geometric controls applied per national standards. *Requires: Textbook, not included in registration cost.*

## Networking & Recruiting Talent on LinkedIn

Wednesday, 1-3pm | 1 week: 3/25 | Instructor: Kari Elias | \$49.99 | Min. # of Students: 20

Learn the top techniques to finding great talent for your company using LinkedIn. Find out how to source qualified candidates, reach out to potential future employees, and generate more active candidates into your talent community. Follow along on your own LinkedIn profile while the instructor shows these top techniques proven by experienced recruiting professionals.

## How to Conduct an Interview

Wednesday, 1-3pm | 1 week: 4/8 | Instructor: Kari Elias | \$49.99 | Min. # of Students: 20

According to a study by Careerbuilder, the financial cost of a bad hire can run as high as \$10,000. Oftentimes bad hires are made because those involved in the hiring process are not asking the right questions. This program will provide you with proven techniques to create a consistent interview process, remain compliant with laws and regulations, and ask the right questions to ensure successful hiring.

## Starting Your Social Recruiting Strategy

Wednesday, 1-3pm | 1 week: 4/15 | Instructor: Kari Elias | \$49.99 | Min. # of Students: 20

Most companies know they should be attracting talent through social media but they just are not sure how to start the process and what it might look like. Take this training to learn some of the most common tools for recruiting with social media and how to get started in establishing your company's social presence. You'll be glad you did!

### **How to Attract Military Veteran Talent to Your Organization**

Wednesday, 1-3pm | 1 week: 4/22 | Instructor: Kari Elias | \$49.99 | Min. # of Students: 20

Military veterans can raise a company's workforce to the next level in many areas, including leadership and teamwork, problem solving and decision making, honesty, attention to detail, and global perspectives. Take this course to gain insights into the work of hiring veterans for your organization. Learn where to find great talent and ways to diversify your workforce by hiring military veteran talent.

### **Maintenance Awareness\***

Wednesdays, 1-3pm | 8 weeks: 3/25-5/13 | Instructor: Jerry Musielewicz | \$244 | Min. # of Students: 11

This course introduces the concepts of Total Productive Maintenance (TPM) and preventive maintenance. Students are introduced to lubrication, electricity, hydraulics, pneumatics, and power transmission systems. *Requires: Tooling U subscription, not included in registration cost*

### **Safety for Construction Workers**

Wednesdays, 4-6pm | 8 weeks: 3/25-5/13 | Instructor: Jerry Musielewicz | \$244 | Min. # of Students: 20

Training for entry-level workers and employers on the recognition, avoidance, abatement, and prevention of safety and health hazards in workplaces in the construction industry. Earn an OSHA 10-Hour Construction Industry card. *Requires: CareerSafe, not included in registration cost.*

### **Advanced Manufacturing Leadership Program: Developing Leaders for the Future (Part 1 of 2-Part Series)**

Fridays, 10am-Noon | 8 weeks: 3/27-5/15 | Instructor: Tom Moore | \$399 | Min. # of Students: 6

This leadership program is a 2-part training series that provides new and experienced leaders in the manufacturing industry with the opportunity to delve into why they lead the way they do and how best to leverage their natural styles. This program offers a stimulating and challenging learning environment that invites you to learn how to exercise leadership with more courage, mindfulness, skill and effectiveness. Manufacturing employees in any leadership position (both formal and informal) are encouraged to take both parts of the series to fully develop as a leader and achieve a non-credit certificate in advanced manufacturing leadership; However, participants may take just one part if desired.

*\*Credits are available through participating colleges only and may require additional fees. Ask your college representative for details.*

**Refund Policy:** Refunds will only be granted if registration is cancelled *no less than* 3 business days prior to the class start date.

**Textbooks/Subscriptions:** Additional purchases may be required. Visit [www.SouthCentral.edu/LiveOnline](http://www.SouthCentral.edu/LiveOnline) and click on "Textbook & Materials List".

**Registration questions:** Contact the Center for Business and Industry at South Central College at 507-389-7203 or [cbi@southcentral.edu](mailto:cbi@southcentral.edu).