

Arc Flash & Electrical Safety in the Workplace

Do you or your direct reports have access to electrical panels and/or electrical test equipment? All workers who are potentially exposed to energized electrical systems - and their supervisors - need electrical safety training to remain compliant with OSHA and MSHA regulations. Learn how to address electrical hazards in the workplace and the steps you can take to minimize them in this interactive training, with special emphasis on shock avoidance and arc flash hazard recognition. Actively engage the instructor with personal protective equipment scenarios, electrical test equipment demonstrations, and hazard recognition analysis.

Thursday, 4/22, 8am-12pm | \$225 | Instructor: Robert Weston | Min. Students: 6 | Register by: 4/8

Building a Dynamic Team – NEW!

As a business owner, supervisor, or manager, you understand that your success depends in part on the success of the employees on your team. Having engaged and energetic employees will help your organization to achieve higher productivity and growth. By understanding the key components to Building a Dynamic Team, you will be better positioned to achieve new levels of success in 2021! In this 2-hour interactive class we will discuss: Recruiting and Hiring All Star Players; Your Role as a Coach; Building and Maintaining Team Chemistry; and Effective Timeouts, 3 Strikes, and Personnel Changes.

Thursday, 4/29, 11am-1pm | \$125 | Instructor: Natalie Remund | Min. Students: 9 | Register by: 4/16

Professional Skill Builder (Discount Bundle) – NEW!

Take both Communication Skills for Professionals AND Leadership Skills for Non-Supervisors to save! Hone your communication skills, cultivate emotional intelligence and interpersonal skills, and improve your ability to work well with others. Then, learn how to influence others and make a difference in your organization with an integrated leadership development plan that matches your organization's needs with your individual strengths. This special two-workshop bundle is recommended for personal and professional development, employee training programs, and skills training for career seekers.

Tuesday, 5/4, 8am-12pm & 1-5pm | \$269 | Instructor: Tom Moore | Min. Students: 1 | Register by: 4/22

Communication Skills for Professionals – NEW!

For the better part of every day, you are communicating to and with others, whether it's in the boardroom or at the water cooler. Learn the mechanics and methods of effective communication and how to make the most of them in your career and life. This 4-hour workshop will help you hone your digital and face-to-face communication skills, cultivate emotional intelligence and interpersonal skills, and improve your ability to work well with others. Recommended for professionals at all levels of an organization.

Tuesday, 5/4, 8am-12pm | \$149 | Instructor: Tom Moore | Min. Students: 6 | Register by: 4/22

Leadership Skills for Non-Supervisors – NEW!

When it comes to leading in organizations, it is often those in informal leadership roles who can significantly impact an agency. This workshop is geared toward professionals who are not currently formal supervisors or managers and have a desire to learn how to influence others and make a difference in their organization. This interactive live online course will use hands-on experiential exercises, assessments, and frameworks to help you create an integrated leadership development plan that matches your organization's needs with your individual strengths.

Tuesday, 5/4, 1-5pm | \$149 | Instructor: Tom Moore | Min. Students: 6 | Register by: 4/22

Medical Device Manufacturing and Validation – NEW!

Learn the basics of Medical Device Manufacturing and many of the processes and activities associated with it. This course is intended for individuals who currently work in a factory environment (or would like to make a career change) and desire to learn the foundations of Medical Device Manufacturing. It is also a good training opportunity for medical manufacturing companies to kick-start training for new hires and other employees that do not yet have direct hands-on manufacturing operations experience.

Wednesdays, 5/26-7/14, 2-4pm | 8 weeks | \$349 | Instructor: Bob Bach | Min. Students: 10 | Register by: 5/14

Excel Level 1: Practical Excel

Gain the foundational knowledge you need to start using Microsoft Excel. Learn to navigate, manage, create formulas and use basic functions in worksheets. Training will cover: Getting started: Exploring the Microsoft Excel environment; Navigating, managing worksheets, and views; Worksheet layout, entering and modifying data; Creating formulas and using basic functions; Formatting cells, themes and cell styles; and Printing worksheets.

Thursday, 4/29, 8am-12pm | \$99 early bird thru 4/15 | Instructor: Bob Bruce | Min: 9, Max: 20 | Register by: 4/22 (Limited seats left!)

Thursday, 5/27, 8am-12pm | \$99 early bird thru 5/13 | Instructor: Bob Bruce | Min: 9, Max: 20 | Register by: 5/20 (Limited seats left!)

Registration Questions: Call 507-389-7203 or email cbi@southcentral.edu

