

CUSTOMIZED TRAINING SOLUTIONS / PERFORMANCE / SUCCESS

Customized training or consulting services to suit your needs and budget at your place or ours.

Schedule your Discovery meeting today to discuss your workforce development or consulting needs.

» TECHNOLOGY

- Microsoft Office Suite Customized Features
- Adobe Acrobat
- Visio
- SharePoint
- Crystal Reporting
- Web Design, HTML
- QuickBooks
- IPAD Intro & Advanced
- Social Media

» LEADERSHIP/TALENT MANAGEMENT

- Leadership for Future Leaders
- Leadership for New Leaders
- Supervisory Leadership
- Advanced Leadership
- Coaching and Performance Management
- Change Management
- Conflict Management
- Workforce Development
- Setting and Achieving Goals
- Team Building
- Fostering Innovation
- C-Suite Communications
- Sales Management

» ESSENTIAL SKILLS

- Accounting Basics for the Non Accountant
- Business Writing
- Communication Skills
- Customer Service
- Email Etiquette
- Emotional Intelligence
- Ethics
- Listening

- Meeting Facilitation
- Negotiations
- Presentation Skills
- Project Management
- Social Skills
- Time Management

» HEALTH & SAFETY

- First aid, CPR, AED, Blood-borne Pathogens
- Knowledge Express— Psychological Wellness
- OSHA Compliance
 - 10 & 30 hour General Industry and Construction
 - Accident Reporting
 - Back Safety
 - Confined Spaces
 - Defensive Driving
 - Electrical/Arc Flash
 - Extreme Weather
 - Hazard Communication
 - Machine Guarding
 - Snow Plow Safety
 - Trenching & Shoring

» RISK PREVENTION

- Ethics 4 Everyone
- Recognizing Harassment in the Workplace for Staff
- Managing Harassment in the Workplace

» MANUFACTURING/WORKPLACE PRODUCTION SKILLS

- Blueprint Reading
- CNC Basic Operations
- Forklift
- Geometric Dimensioning and Tolerance (GD&T)

- Industrial Math
- Internal Auditing & Lead Auditor
- ISO—Aerospace, Automotive, Environmental & Medical Devices
- ISO 9001:2015 Standard
- Lean/Six Sigma
- Statistical Process Control (SPS)
- Quality System Documentation
- Welding

» OCCUPATIONAL LANGUAGE

- Command Spanish
- Cultural Awareness
- Manufacturing English Customized
- Reading Comprehension
- Spanish Interpretation

» WORKFORCE ASSESSMENTS

- Communication Style
- DiSC
- Myers Briggs

» CONSULTING AND FACILITATION SERVICES

- Goal Setting
- Group Brainstorming— Solutions/Strategies
- Human Resources Services
- Leadership, Staff Development, Coaching
- Lunch and Learn Sessions
- Meeting Facilitation
- Problem Solving
- Process Improvements
- Team Building
- Senior Management Strategic Planning

For more information contact Dave Matts at
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www.shahcenter.mchenry.edu/contracttraining