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

**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)

**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 dmatts@mchenry.edu or (815) 479-7751.

www.shahcenter.mchenry.edu/contracttraining