



# Customized Solutions For Your Business.

Northeast Iowa Community College Business and Community Solutions is your strategic workforce partner. We offer solutions designed to meet your needs and a network of industry experts. As the region's leader in workforce education we will work with you to create a training plan with an immediate positive impact on your business operations.

Any of these training topics can be customized to your business needs.

## CAREER DEVELOPMENT

- Business Writing
- Change Management
- Customer Service
- Design Thinking
- Diversity
- Effective Communication
- Effective Delegation
- Emotional Intelligence
- Entrepreneurial Mindset
- Executive Coaching
- Financial Accounting
- Goal Setting
- Hiring and Interviewing
- Leadership Development
- Managing Conflict
- Managing Multiple Generations
- Performance Management
- Presentation Skills
- Problem Solving/Decision Making
- Project Management
- Sales and Marketing
- Strategic Planning
- Stress Management
- Succession Planning
- Supply Chain Management
- Time Management

## COMPUTER TECHNOLOGY

- Basic Computer Skills
- Coding and Programming
- Computer Hardware Systems
- Microsoft Office 2013/2016
- Networking
- Security Intrusion & Protection
- Software Applications

## HEALTH AND SAFETY, GOVERNMENT REGULATIONS AND WASTE MANAGEMENT

- Active Shooter
- Bloodborne Pathogens
- Confined Space
- CPR/AED and First Aid
- Employee Harassment
- Employee Law
- Ergonomics
- Fire Extinguisher
- Fork Lift
- Hazard Analysis and Critical Control Points (HACCP)
- Hazard Communications
- Hazwopper
- Homeland Security
- Lockout/Tagout
- OSHA 10-Hour General and Construction
- OSHA 30-Hour
- 24-Hr Chemical Spill Response

## INDUSTRIAL TECHNOLOGY

- AutoCAD
- Basic Shop Math
- Computer Numerical Control (CNC)
- Industrial Maintenance
- Blue Print Reading
- Boiler Maintenance & Operator
- Electrical
- Geometric Dimensioning & Tolerancing (GD&T)
- Hydraulics/Pneumatics
- Motor Controls
- National Electrical Code (NEC)
- NEPA 70E/ Arc Flash
- Paint Simulation
- Precision Measurements
- Programmable Logic Controller (PLC)
- Robotics
- Robotic Welding
- Solid Works
- Welding (MIG, TIG, Stick) and AWS Certification

## PRODUCTIVITY IMPROVEMENT

- 5S and Visual Workplace
- 8D Problem Solving
- A3 Problem Solving
- Cellular/Flow Systems
- Constraint Management
- Inventory Reduction
- Kaizen Teams
- Lead Time Reduction
- Plant Layout and Simulation
- Principles of Lean Manufacturing
- Process Improvement
- Pull/Kanban Systems
- Quick Changeover
- Standard Work
- Total Productive Maintenance
- Training Within Industry (TWI)
- Value Stream Mapping

## QUALITY

- Design of Experiment
- Failure Mode Effect Analysis (FMEA)
- Internal Auditing Training
- ISO 9001: 2015 Overview and Implementation
- ISO 14001 Environmental Management System Overview and Implementation
- Problem Solving
- Production Parts Approval Process (PPAP)
- Quality System Core
- Quality Manuals
- Quality System Consultation
- Six Sigma (Black or Green Belt)
- Statistical Process Control (SPC)
- Technical Specification (TS16949) Certification
- SPC/SPC Short Run

# How it Works



- 1 NEEDS ANALYSIS**  
Our training experts will build a successful training experience for your participants and organization. We get to know your organization and discuss your specific learning objectives, timeline, culture, employee characteristics, delivery methods and, most importantly, the training outcome.
- 2 TOPIC & CONTENT IDENTIFICATION**  
Our team will identify training solutions based on the needs analysis that outlines the appropriate training topics and content.
- 3 DEVELOPMENT**  
Your organization's training will contain customized content, examples, exercises and activities to meet the identified objectives and outcomes.
- 4 TRAINER PREPARATION**  
Your trainer, who is hand-selected, will work with you to finesse training objectives and incorporate input to ensure success.
- 5 DELIVERY**  
Our expert trainer will deliver an interactive training that educates and inspires your participants while meeting your goals and objectives.
- 6 FOLLOW-UP**  
100 percent satisfaction is always guaranteed. Satisfaction and quality assessments are conducted after each session to ensure we meet your objectives. If you feel the training is insufficient, we'll work until your expectations are met.
- 7 COACHING**  
Following training, coaching is a critical element in maximizing your training investment. Coaching techniques reinforce the concepts and skills presented.

**Don't Wait. Call today  
for results driven,  
customized solutions!**

Funding sources may be available for new and existing employee training. Ask one of our experts for more information.



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