CUSTOMIZED AND SMALL GROUP EMPLOYEE TRAINING SOLUTIONS
CENTER FOR ENTERPRISE

EDUCATION, TRAINING AND DEVELOPMENT SOLUTIONS.

Your business is unique and the economic landscape is continuously changing. Competitive companies ensure employees have the necessary skills to meet the demands of the current economy. The Northeast Community College Center for Enterprise partners with your organization to create a workforce that will grow with you and lead the way to success.

PROFESSIONAL DEVELOPMENT FOR YOUR CAREER.
The Center for Enterprise offers a number of soft skills and self-development courses to assist professionals in sharpening skills and improving individual and company performance. The programming is designed to build and take current skills to the next level, keeping in mind the unique constraints and challenges of each industry.

CORPORATE TRAINING FOR YOUR EMPLOYEES.
Training is an important investment for any organization that is looking for long-term success. The Center for Enterprise has a variety of solutions that will assist employees in areas such as collaboration, effective communication, and driving top performance. We develop training tailored to meet specific objectives and make your company more productive and profitable.

WORKFORCE DEVELOPMENT FOR YOUR COMMUNITY.
The Center for Enterprise is your partner in ensuring that your business or organization is strong and competitive. We provide training and value-added solutions that help you and your employees stay on top of today’s business and industry demands as well as plan for the future. We have access to local, regional, state, national, and international training expertise. Our purpose is to provide high-quality, cost-effective training solutions for our business partners.

DEGREES AND CERTIFICATES FOR YOUR FUTURE.
Northeast Community College offers many options for incumbent and individual worker success and sustainability in the age of the lifelong learner. We have the expertise to train and certify your employees. For those looking to continue their education, Northeast Community College offers over 80 programs and concentrations.
“Because of our partnership with the Center for Enterprise, we now have a program in place that will help train new and current employees alike, and help build a foundation for success. Our greatest resource is our employees and the program developed by the Center for Enterprise for Premier Companies, Inc., will help us strengthen that resource. The Center for Enterprise was able to totally immerse themselves into our business and culture and find the root cause of our needs. They were able to devise a strategy based on the “big picture” and do what is best for our Company.”

Gunnar Qualset, Premier Companies, Inc.
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The Center for Enterprise offers a number of soft skills trainings and self-development courses to assist attendees in sharpening their skills and improving individual and company performance. The trainings are designed to bring employees to the next level, keeping in mind your company's unique constraints and challenges.

**BUSINESS AND PROFESSIONAL TRAINING**

**COMMUNICATE WITH CONFIDENCE**
The benefits of employees and leaders communicating effectively can translate into big rewards for your company. Effective communication reduces misunderstanding and increases productivity and morale. Attendees of Communicate with Confidence will gain practical communication and listening skills through common simulated workplace situations.

**EXCELLING AS A TEAM**
The core focus of this training is to launch skills that lead to high performing teams. Attendees will experience several experiential training modules that will enhance communication, problem-solving and collaboration. Common barriers are explored and activities are centered around communication strategies that lead to a culture of teamwork.

**WHAT’S MY STYLE?**
Self-awareness is having clear knowledge of our personality including our strengths, weaknesses, and communication styles. With increased levels of self-awareness, we are able to improve our relationships and increase the success of reaching our goals. High performers usually have a good sense of who they are and have self-identified their strengths. This type of self-awareness can improve our judgment and help us identify opportunities for professional development and personal growth.

**BUILDING A TEAM WITH VISION AND PURPOSE**
The greatest success stories of today are being created, not necessarily by the most talented people, but by the most cohesive teams. The best team doesn't win nearly as often as the team that gets along best. Whenever you can hook the right dream to the right team, all the old limitations go out the window. Suddenly, anything becomes possible and nothing is too good to be true. The purpose of this program is to build and grow each member of the team; therefore, giving us the advantage of everyone pointing to the team's vision and purpose.

**BEING MORE EFFECTIVE AS A TEAM LEADER**
Organizations are placing an overwhelming emphasis on greater productivity from all employees. To maximize this productivity, more and more organizations are turning to team building as an effective and efficient way to achieve their objectives in today's marketplace. Every day, in some way, we are all a part of a team. So, the question is not, “Will you participate in something that involves others?” The question is, “Will your involvement with others be successful?” This program will discuss what makes a winning team, understanding the role leaders must play to have team success, and create techniques that will build trust in each other.

**VALUING THE INDIVIDUAL WITH VISION AND PURPOSE**
When working with teams, valuing the individuals should not be overlooked. In fact, understanding the individuals and their strengths is the key to a quality team. A good understanding of each person can lead us to successfully identify with their vision, purpose and values in life, which assists us to reach team goals. Every successful team is able to communicate clearly with each other when they understand each other. The purpose of this program is to discuss and determine the most successful steps to implement to increase our abilities in valuing each individual of the team.

**THINK WIN-WIN**
Win-Win is a frame of mind that constantly seeks mutual benefit in all human interactions. Win-Win is based on the paradigm that there is plenty for everybody, that one person's success is not achieved at the expense or exclusion of the success of others. Win-Win means that agreements or solutions are mutually satisfying to all parties and sees life as a cooperative, not a competitive arena (Taken from “The 7 Habits of Highly Effective People” by Stephen R. Covey). The purpose of this program is to discuss the twelve (12) vital signs of healthy teams, the core behaviors that will improve trust levels, and the sixteen (16) steps to building a high performance team.
BRAINSTORMING AND PROBLEM SOLVING
Brainstorming, when done correctly, is a powerful tool for teams. Brainstorming creates new ideas, solves problems, motivates and develops. However, brainstorming is not simply a random activity. Successful brainstorming sessions need to be structured and follow brainstorming rules. When used during problem solving, brainstorming brings team members’ diverse experience into play. It increases the richness of ideas explored, which means that you can often find better solutions to the problems that you face.

CRITICAL THINKING
We live in a knowledge based society, and the more critical you think the better your knowledge will be. Critical Thinking provides you the skills to analyze and evaluate information so that you are able to obtain the greatest amount of knowledge from it. This workshop will provide you the skills to evaluate, identify, and distinguish between relevant and irrelevant information. It will add purpose and intent to your problem solving process and provide you a foundation to do so. It will lead you to be more productive in your career, and provide a great skill in your everyday life.

STRESS MANAGEMENT
Stress begins with burnout and leads to depression. It is a process that is wearing down and out of energy. It is an exhaustion born of excessive demands which may be self-imposed or externally imposed by others, your value system and or society. Stress and burnout will impact one’s motivation, attitudes and behavior; therefore, resulting in depersonalization and reduced personal accomplishments. The purpose of this program is to discuss the process of stress, ways to avoid, alter or adapt the identified stressors, and to set goals that will reduce the stress we feel in our lives.

TIME MANAGEMENT
It’s stressful to feel like you have too much to do and not enough time to do it. Time management is a process in which we find time for all the things in life that you want and need to do. Managers and leaders who understand the principles of time management have an advantage over those that do not. Time management helps individuals decide which things are urgent and which can wait, ultimately making them more effective and efficient in their daily tasks. Learning to manage your time, activities, and commitments can be hard, but doing so can make your life easier, less stressful and more meaningful.

DEVELOPING A PROFESSIONAL PROFILE
Appearances count in today’s world, as much or even more than in earlier decades. Studies of the impact of image have determined that it takes a very short time for someone meeting you to form a whole laundry list of impressions about your character and abilities. Let’s face it, proper behavior in a work setting can be scary to many people. The first thing that ever gets sold is YOU! The purpose of this class will be to increase participant awareness of ten (10) necessary steps one must take to be a successful professional.

8 TO GREAT: BUSINESS SOLUTIONS
8 to Great is a simple 8-step empowerment process that was developed by a nationally known, award author and trainer, M.K. Mueller, that will help you lead a happier, healthier, more successful life and help others to do the same. In this training, you will explore what your passion and purpose is, learn concrete strategies for making it happen and develop tools for making good decisions. In return, you will discover how to be a better employee, leader, friend, partner, and professional.

PLANNING FOR ACTION
What do top-level athletes, high achievers and successful business people all have in common? They all set goals. Setting goals provides individuals a long-term vision and short-term motivation. It focuses one’s time and resources, so that dreams and desires are readily achieved. By setting clearly defined goals, managing one’s time and defining a plan of action to achieve those goals, individuals will find that they are happier and more successful in their personal and professional lives.

CUSTOMER SERVICE EXCELLENCE
Are you a Customer Magnet? In today’s competitive environment, you can’t stop at gaining new customers; you have to be relentless at retaining customers through exceptional customer service. Do your employees approach their work with the ‘voice of the customer’ in mind? This seminar will teach basic customer service principals that anyone with customer contact can apply to increase customer satisfaction and retention.

COMMUNICATION 2.0
For leaders to be successful, solid communication skills are essential. For leaders to be great, they must master the art of communication. Great leaders motivate, encourage and inspire. They train people, share new ideas and negotiate. In this training session, attendees will discover ways to establish genuine connections with people and deliver more meaningful messages that will lead to positive results.
TIME MANAGEMENT FOR LEADERS
This workshop is for people in leadership positions that want to achieve more in less time with less stress. Great leaders know how to focus their time on what is most important and limit the amount of time wasted on non-essential duties and distractions. You will learn techniques and tips to become more efficient and increase productivity through the power of single-tasking, block scheduling, prioritization, and delegation.

CUSTOMER SERVICE 2.0
Turn good customer service skills into exceptional ones in this interactive and thought-provoking learning experience. Not only will you address the core components to providing exceptional customer service, but you will study real-life examples of businesses that define their success through the services they provide their customers. You will examine customer service as a viable way to gain a competitive advantage over your competitors, and you will learn ways to leverage customer service to increase your ROI.

COACHING BASICS
Many organizations and researchers have identified coaching as a fundamental leadership competency. Those that understand and utilize coaching within their organization and their lives know that it promotes creativity, breakthrough performance and resilience, giving an organization/individual a competitive advantage. Coaching is about relationship building and setting goals. It’s essentially a conversation that encourages learning and fosters individual growth and development. Exactly what the next generation of workers’ desires; to be challenged and recognized for their efforts, and to be led and not micromanaged. Explore the value of coaching and examine various processes and components that will allow you, your organization, and your employees to benefit.

GENERATIONAL DIFFERENCES
As the Baby Boomers continue to retire, employers are looking for ways to prepare for the changes and the challenges ahead. With five generations, currently in the workforce, there are notable differences that distinguish each and defines their workplace styles, preferences, and decision making. This training examines generational gaps, and solutions for managing and inspiring relationships that enhance and support one another.

CONDUCTING PRODUCTIVE AND EFFECTIVE MEETINGS
Workers often find many meetings boring and unproductive. Meetings themselves may be important because they can assist in relationships being built, communications exchanged, strategies planned, strategies shared, etc. The problem is that most meetings are not managed properly and time is wasted. Leaders can easily turn that around through a bit of preparation before the meeting starts. In this session, learn how to change your meeting time into productive time.

FUNDAMENTALS OF PHONE AND EMAIL ETIQUETTE
Technology is constantly changing and we are finding more and more ways every day to stay connected and communicate with one another outside face-to-face contact. In spite of texting and other informal methods of communication, business correspondences still matter. For most types of business, the telephone plays a major role in daily operations, and email is the preferred method of contact and sharing information. The impression you leave with others about the quality of your organization and the competency of your work is largely based on the courtesy and professionalism of your email correspondences. Learn guidelines that will improve communications, protect you from misunderstandings, and ensure that your messages are professional and appropriate.
Take a training course to learn life-saving skills from the experts. Northeast Community College and the Center for Enterprise offer a variety of classes to meet the needs of the general public, as well as public and private organizations and licensed healthcare professionals. Classes are offered in the areas of bloodborne pathogen, first aid, CPR, AED and are customizable to meet specific needs and interests.

HEARTSAVER CPR AED
The Heartsaver CPR course is a modular CPR course that teaches how to recognize and treat life-threatening emergencies including cardiac arrest and choking for responsive and non-responsive adults, children and infants. The general public is the target audience for this course. The application and use of the Automated Electronic Defibrillator (AED) is also included. An American Heart Association CPR/AED course certification card will be issued upon successful completion.

HEARTSAVER FIRST AID
The Heartsaver First Aid course teaches how to manage illness and injuries in the first few minutes until professional help arrives. Course content includes: general principles, medical emergencies, and injury emergencies. First Aid course topics may include: rescuer duties; victim and rescuer safety; phoning for help; finding the problem; what to do after the emergency; breathing problems; choking; bad allergic reactions; heart attack; fainting; diabetes; low blood sugar; stroke; seizures; shock; wounds; head, neck, and spine injury; broken bones and sprains; burns and electrocution; bites and stings; temperature-related emergencies; and poison emergencies. This course is designed for any person who wants to learn these important lifesaving skills, and for those who have a duty to respond to a first aid or cardiac emergency because of job responsibilities or regulatory requirements. An American Heart Association Heartsaver First Aid course certification card will be issued upon successful completion.

HEALTHCARE PROVIDER CPR
The Basic Life Support (BLS) for Healthcare Providers course is designed to provide a wide variety of healthcare professionals the ability to recognize several life-threatening emergencies; provide CPR; use an AED; and relieve choking in a safe, timely and effective manner. This course is for healthcare professionals who need to know how to perform CPR, as well as other lifesaving skills, in a wide variety of in-hospital and out-of-hospital settings.

HEALTHCARE PROVIDER RENEWAL
Healthcare Provider CPR Renewal is a course that is specifically designed to provide in-depth training including two-man and use of the AED. This program is for those who hold a professional license, work in a healthcare facility, or volunteer with a fire department or EMS Service and have a current card that needs renewing.

HEARTSAVER BLOODBORNE PATHOGENS
This course is designed to meet Occupational Safety and Health Administration (OSHA) requirements for bloodborne pathogens (BBP) training when paired with site-specific instruction. The American Heart Association's course uses the PACT acronym (Protect, Act, Clean, Tell) and slogan, “Make a PACT, Know How to Act,” to help learn and easily recall bloodborne pathogens training. You will learn how to: Protect yourself from exposure to bloodborne pathogens, Act when exposed to blood or blood-containing materials in the workplace, Clean yourself and the area when exposed to blood or blood-containing materials in the workplace. Tell or report any exposure to blood or blood-containing materials in the workplace.
Leadership training is an important investment for any organization that wants long-term success. The Center for Enterprise has a variety of leadership development courses that will assist current and prospective leaders in the areas of collaboration, effective communication, driving top performance and much more.

**LEADERSHIP BLUEPRINT - UNLOCK YOUR INNER-SELF**
You lead your family, your peers, your staff, your friends... and most importantly, yourself. But with so many disempowering messages in the world today, it’s time each of us step into leadership [in our lives] in a more positive, impactful way. Leadership and management are NOT interchangeable. Management is the act or art of managing others. Leadership, on the other hand, is a personal responsibility. It starts with YOU. Real leaders focus on three things: building authentic connections, living courageously and unleashing the potential of others. When you DECIDE to step into self-leadership in a bigger, bolder way, not only do you model for others how to lead effectively, but you give them permission to do the same. If you want the fast-track formula for leadership that will catapult your personal success, don’t miss this presentation! This presentation focuses on self-leadership, motivation, inspiration, and how to be a positive influence on others through self-responsibility. It does not include how to be a better manager.

**YOUR LEADERSHIP STYLE**
This program will give participants the opportunity to identify their skills that are essential to lead by completing the Leadership Practices Inventory (LPI). The LPI, developed by Kouzes and Posner, identifies five practices that are common to most extraordinary leadership achievements. When performing at their best, leaders challenge, inspire, enable, model, and encourage. During this program, the participants will discover ways that these five practices can be used in their leadership role.

**YOUR LEADERSHIP ATTITUDE**
Your Leadership Attitude will develop as you begin to understand the leadership competencies needed for success, and it will continue to mature as you grow in your leadership abilities and move past the expectations of solely a manager. You will soon be able to identify characteristics of high achievement performers, recognizing your leadership style, and eventually outline your own “Leadership Plan”.

**LEADERSHIP ESSENTIALS**
Leading people is challenging. It’s even more challenging when leaders are not exposed to training and development opportunities. Would your leaders benefit from increasing skills in collaboration, effective communications and driving top performance? Show your leaders you are committed to maximizing their potential by enrolling them in this powerful learning event.

**ROLES & RESPONSIBILITIES OF A LEADER**
As a leader you are responsible for everything that happens or fails to happen. Participating in this session will obtain practical knowledge as you explore the roles and responsibilities of being a leader. For the new managers and leaders, this will assist in navigating past the dysfunctional structures and procedures that many inherit and limit the number of difficult situations they find themselves involved in. This training will instruct managers and leaders to look beyond assumptions and past perceptions of the company or previous leaders, and help them to focus on the “bigger picture”.

**UNDERSTANDING OURSELVES AND OTHERS**
People are different in fundamental ways. They want different things; they have different motives, purposes, aims, values, needs, and drives. Because of these differences, it’s not easy to have consistently good relationships with everyone you interact with: co-workers, customers, suppliers, family, friends, neighbors, and acquaintances. Some people, though, are better than others at creating and maintaining relationships. Our success at work and happiness in life depends in large measure on our ability to relate well to others; therefore, it is important for us to increase our understanding of people we work and live with. Through the understanding of ourselves and others it is possible to manage such differences so work relationships are enhanced, productivity is increased, and there is more richness and spice to life. The challenge we all have is that we need to work and live together. This session will identify the basic differences in people and how each one of us needs to cope, embrace, and celebrate our differences.
CONFLICT MANAGEMENT AND DEALING WITH DIFFICULT PEOPLE
Conflicts persist among individuals and organizations because of the misunderstandings that exist. The ability to resolve workplace conflict is increasingly recognized as one of the most important managerial skills. It has been said that 30 years of hard work in building positive relations can be destroyed in just 30 seconds because of the lack of understanding between individuals and/or organizations. This seminar will provide the knowledge that will allow individuals and leaders to more effectively manage conflict and create collaborative work environments characterized by teamwork and cooperation.

ENGAGING AND MOTIVATING OTHERS
It’s no surprise. Employees who feel they are valued and recognized for their contributions are more motivated and productive at their jobs. In this program, learn how to promote and grow a more dynamic, engaged and positive workforce. Understand what elements contribute to a positive work environment and set the stage for individuals to meet their goals and experience professional successes.

SUPERVISORY MANAGEMENT: TRUST AND RESPECT IN THE WORKPLACE
A professional atmosphere of mutual trust is one that empowers people to achieve maximum productivity and organization efficiency. Leaders covet trust. Many say they would give their right arm for it; however, we are often frustrated by the mystery surrounding trust and its origin. When trust permeates a group, great things are possible, not the least of which is a true opportunity to reach our potential. This program will discuss core behaviors that will improve trust levels, increase the performance of individuals, and create more organizational success.

LEADING IN A CHANGING WORLD
Change suggests progress, growth, success and also the possibility of failure, uncertainty, and fear. The fundamental challenge of implementing change is how to help people through their fears and doubts so that they experience the joys of growth and success. Knowing how to deal with these human aspects of change is critical to our success as leaders. Most people agree that too many transitions are occurring too fast. The solution is to increase resilience, the ability to demonstrate both strength and flexibility in the face of frightening disorder, in yourself and in those you lead. This program will identify the process that takes place when change is necessary, techniques to demonstrate strength and flexibility, and to outline the steps necessary to facilitate the transition in your organization.

LITIGATION LANDMINES
Beyond the time, resources and money it takes to defend a company in legal battles, these potential legal issues also keep leaders from working on the priorities of reaching the organizational goals. Most companies are left vulnerable due to lack of educating their staff and are subsequently working in 'damage control' mode versus avoiding these common pitfalls upfront. By providing the right training on how to deal with and avoid damaging and potential legal issues, you can substantially reduce your risk of lawsuits, grievances and audits.

PRODUCTIVE PERFORMANCE APPRAISALS
Effective appraisals are one of the most powerful ways of motivating people to give their best performance. This course will help you understand how the appraisal process works, get insight on how to prepare for the appraisal, obtain guidance on how to conduct the appraisal, give constructive feedback, and understand how to make your follow up both meaningful and effective. Effective appraisals take commitment, but your return is a team of highly motivated individuals giving you their best.

YESTERDAY’S PEER- TOMORROW’S LEADERS
You have been a dependable worker. You are on time, efficient and the quality of your work speaks for itself. It’s no wonder you’re being promoted. But making the transition from peer to boss is never easy. It will be different from the technical knowledge you developed in your previous job. A sizable portion of your time will be spent on “people management activities” and this will include employees that were once your co-workers and equals. In addition, you will be assuming new responsibilities and duties that will shift your focus from your own personal tasks and duties to those of your team and the organization as a whole. In this course participants will identify differences between supervisors and employees and how to accept their new leadership role. They will learn to set clear boundaries for themselves and others, to effectively communicate with those they lead, to achieve desired results, and a host of other skills to help them increase the new supervisor’s personal effectiveness. They will examine the mistakes commonly made by new supervisors and will be offered a plethora of advice to eliminate frustration and stress.

LEADERSHIP DEVELOPMENT SERIES
This Interactive Leadership Development Program has numerous developmental activities to keep participants engaged while enhancing their skill level as current and prospective leaders. This six part series will focus on: Understanding Yourself and Others, Positive Communication, Conflict Management, Performance Appraisal, Team Building, and Leadership Attitude.
DIRECT CURRENT (DC) CIRCUITS
Participants will be able to calculate and measure DC circuit values along with circuit verification.

Objectives:
• Understand the theory of direct current, direct current measurements and direct current circuits
• Build circuits and demonstrate how to calculate and measure voltage, resistance, current, and power using Ohm’s law
• Demonstrate point-to-point verification of circuits

ALTERNATING CURRENT (AC) CIRCUITS
Participants will be able to calculate and measure AC circuit values along with circuit verification.

Objectives:
• Understand the theory of alternating current, alternating current measurements and alternating current circuits
• Build circuits and demonstrate how to calculate and measure voltage, resistance, current, and power using Ohm’s law
• Demonstrate point-to-point verification of circuits

DIGITAL CONTROLLERS SYSTEMS
Construct, program, and diagnose failures of a controller system in this course.

Knowledge check:
Experience or education with electrical schematics, computers, and control systems is required in order to be successful in this course.

Objectives:
• Understand various models of programmable logic controllers and the software associated with each
• Construct an electrical trainer panel for a controller
• Demonstrate point-to-point verification of circuits
• Program and demonstrate basic ladder, structured code language, and function blocks
• Ethernet basics

MECHANICS AND MEASUREMENTS
Completion of this course will result in a National Coalition of Certification Centers (NC3) certificate of completion in Precision Measurement. The participant will understand mechanical drawings and rebuild various mechanical devices using precision measuring instruments.

Objectives:
• Complete the NC3 Precision Measurement curriculum
• Understand mechanical failures
• Demonstrate proper use of tools
• Assemble and disassemble mechanical devices

HUMAN MACHINE INTERFACE
Construct and program a human machine interface to a controller system using effective visual displays.

Knowledge check:
Completion of Digital Controllers course, or experience/education in programmable logic controllers is required in order to be successful in this course.

Objectives:
• Understand the purpose and functionality of a human machine interface
• Program and develop an effective human machine interface system and integrate with a controller
• Log and collect data for tracking events
• Construct a high-performance human machine interface

CONTROL SYSTEMS
Understand schematics and diagnose failures of a control system in this course.

Knowledge check:
Completion of Direct Currents and Alternating Currents Circuits courses, or experience/education in DC and AC circuits is required in order to be successful in this course.

Objectives:
• Understand schematics and the components associated with control systems
• Diagnose and repair a control system
• Utilize measuring systems to diagnose failures
• Demonstrate point-to-point verification of circuits
Measurable Management® is a revolutionary vehicle for translating good intentions into measurable outcomes while initiating change that is both sustainable and profitable. This proven program leads to measurable improvement of organizational performance resulting in cost savings, increased productivity, improved efficiencies, reduced waste, etc. Measurable Management® was developed and introduced in the UK by Robin Byrne and has been successful around the world. The Program was nominated for the 2011 United Nations Positive Peace Award.
PRECISION AGRICULTURE TRAINING

Precision agriculture develops the skills you need to competently work as technicians and producers in a rapidly changing industry where decisions have an impact on production outcomes. Develop technical skills and learn to interpret, analyze, and utilize data gathered from precision agriculture technologies to improve production. Learn to gain a firm grasp on precision technology, agronomic principles and effective data management.

DATA LAYERING
- Develop better understanding of the outcome of past decisions
- Better understand the correlation of outcomes with decisions on a more detailed scale
- Use multiple sources for best practice decision making

SCALABILITY OF PRECISION AG (IS PRECISION AG RIGHT FOR ME?)
- Understanding the full benefits of Precision Ag
- Is there such a thing as too big or too small
- All-in or one step at a time; is there really an option
- Precision Ag ROI for my operation

SEED AND PRODUCTION MANAGEMENT THROUGH VARIABLE RATE SEEDING
- Increase total average yield
- Place seed where it will perform best
- Reduce skips and multiple dropped seeds
- Increase profitability per acre
- 

WATER MANAGEMENT THROUGH VARIABLE RATE IRRIGATION AND SOIL MOISTURE SENSORS
- Reduce guesswork to applying irrigation
- Properly time irrigation application
- Reduce total gallons applied
- Better indication of water utilization
- Reduce plant stress

Training is not limited to the listed topics. The Center for Enterprise will customize training to meet your business or organization’s needs. Training can be held at one of Northeast’s facilities or at yours. Your customized training solution will be arranged to fit your business schedule and include various shifts, if necessary.

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Staying compliant with environmental laws and regulations can be a daunting task. The Center for Enterprise offers customized and open enrollment training courses that will assist organizations and companies with their compliance needs. Our courses are updated and tailored to meet the ever changing environmental laws and regulations (federal and state level) that will face businesses and industry everywhere.

**SAFETY TRAINING**

The Center for Enterprise offers several safety training courses to help organizations and companies meet their compliance needs. These courses are updated and tailored to meet the ever changing environmental laws and regulations (federal and state level) that will face businesses and industry everywhere.

**OSHA CONFINED SPACE ENTRY TRAINING**
This Confined Space Entry Training is based on the OSHA 1910.146 permit-required confined space standards for general industry. Overview of OSHA’s permit-required confined space entry standards; Key definitions; Hazards associated with confined space work; Identifying confined spaces that are permit-required; OSHA requirements for reclassification of permit spaces to non-permit; Alternate entry procedures for select permit-required confined spaces; Sign requirements; Elements of a written confined space entry program; The entry permit; Duties of entrants, attendants, and entry supervisors; Rescue requirements; Dealing with on-site contractors; Identifying and measuring atmospheric hazards; and Ventilation techniques.

**OSHA BLOODBORNE PATHOGENS**
This training course is designed to provide a basic understanding of Bloodborne pathogens, common modes of their transmission, methods of prevention, and other pertinent information. Through this course, students will be able to meet the requirements of OSHA’s Bloodborne Pathogen Standard.

**OSHA FALL PROTECTION**
This course gives you a basic understanding about OSHA’s role in prevention and elimination of work-related illnesses and injuries. The OSHA standard identifies areas or activities where fall protection is needed. It clarifies what an employer must do to provide fall protection for employees, such as identifying and evaluating fall hazards and providing training. Under the standard, employers are able to select fall protection measures compatible with the type of work being performed.

**OSHA 10-HOUR CONSTRUCTION INDUSTRY**
The 10-hour Construction Industry Outreach Program is intended to provide an entry level construction worker’s general awareness on recognizing and preventing hazards on a construction site. OSHA recommends Training Program courses as an orientation to occupational safety and health for workers covered by OSHA 29 CFR 1926.

**OSHA 30-HOUR CONSTRUCTION INDUSTRY**
The OSHA 30-hour training course in construction is designed to help foremen, supervisors, superintendents, safety staff, safety committee members, and others with responsibility for workplace safety get up to speed on the basic OSHA health and safety regulations for their workplace. The OSHA 30-hour construction training course also provides students with an overview of how the Occupational Safety and Health Administration (OSHA) functions.

**OSHA 10-HOUR GENERAL INDUSTRY**
The 10-hour General Industry Outreach Program is intended to provide entry level workers with general awareness on recognizing and preventing hazards on a job site. OSHA recommends Training Program courses as an orientation to occupational safety and health for workers covered by OSHA 29 CFR 1910.

**OSHA 30-HOUR GENERAL INDUSTRY**
The 30-hour General Industry Outreach Program is a comprehensive safety program designed for anyone involved in, but not limited to, Health Care, Manufacturing, Warehousing, Distribution and Retail. Specifically devised for safety directors, foremen, and field supervisors. The program provides complete information on OSHA compliance issues. OSHA recommends training programs as an orientation to occupational safety and health for workers covered by OSHA 29 CFR 1910. General Industry workers must receive additional training, when required by OSHA standards, on specific hazards of the job.

**OSHA HAZARDOUS MATERIALS**
Hazardous materials are considered any substance or compound that has a capability of producing adverse effects on the health and safety of humans. Every year thousands of workers get injured or killed because of fatal chemical or other toxic hazards. OSHA and other authorities have provided many rules and regulations in order to prevent hazards and perform safe operations at the workplace.
OSHA HAZWOPER 8-HOUR ANNUAL REFRESHER COURSE
This course is comprised of nine sections covering topics pertaining to workplace hazards associated with Hazardous Waste Operations and Emergency Response (HAZWOPER). Topics include HAZWOPER regulations, site characterization, toxicology, hazard recognition, personal protective equipment, decontamination, medical surveillance, confined space entry and emergency procedures.

OSHA HAZWOPER 24-HOUR COURSE
In compliance with OSHA 29 CFR 1910.120 regulations, (24-hour HAZWOPER regulations) this training is required for individuals who plan to work in an area that is defined as a HAZWOPER Work Site. This course covers broad issues pertaining to the hazard recognition at work sites. OSHA has developed the HAZWOPER program to protect the workers working at hazardous sites and devised extensive regulations to ensure their safety and health. This course, while identifying different types of hazards, also suggests possible precautions and protective measures to reduce or eliminate hazards at the work place.

OSHA HAZWOPER 40-HOUR COURSE
HAZWOPER 40-hour is required for workers that perform activities that expose or potentially expose them to hazardous substances. This course is specifically designed for workers who are involved in clean-up operations, voluntary clean-up operations, emergency response operations, and storage, disposal, or treatment of hazardous substances or uncontrolled hazardous waste sites. Topics include: protection against hazardous chemicals, elimination of hazardous chemicals, safety of workers and the environment, and OSHA regulations. This course covers topics included in 29 CFR 1910.120.

OSHA LOCKOUT TAGOUT
This course is specifically designed to inform employees of the minimum requirements for the lockout or tagout of energy isolating devices whenever maintenance or servicing is done on machines or equipment, or when the machine or equipment is broken and cannot be repaired due to awaiting parts. The purpose of this training is to reduce the number of injuries by accidental start-up of a machine or piece of equipment while undergoing servicing or routine maintenance. This training meets the requirements of 29 CFR 1910.147 Control of Hazardous Energy.
Computing and technology is everywhere. Knowing how to utilize current software packages and understanding the technology available is important to small and large businesses alike. The Center for Enterprise offers a number of courses that will help you stay competent and competitive in a number of software packages including the Microsoft Office Suite as well as a variety of others.

**TECHNOLOGY AND COMPUTER APPLICATIONS TRAINING**

QUICKBOOKS, LEVEL 1
This course is an introduction to Quickbooks. Its main objectives are to introduce you to the basic features in QuickBooks and to give you an opportunity for hands-on practice. You will learn about the types of information you need to track in your business or on the job, and you’ll see how to enter that information and track it in QuickBooks. By the time you complete this course, you will have a good idea of all that Quickbooks offers, you will be familiar with the most common tasks, and you’ll know where to find information about more advanced features.

QUICKBOOKS, LEVEL 2
You will be introduced to the advanced features of QuickBooks. Topics include dealing with inventory, collecting and paying sales tax, payroll, customization of forms, and year-end documents. This class is recommended for students with a basic understanding of QuickBooks, and/or those who have attended QuickBooks, Level 1.

MICROSOFT OUTLOOK, LEVEL 1
Learn the basics of using Microsoft Outlook. You will create email accounts and send email messages using several techniques. You will also learn how to manage email messages, contacts, tasks, and meeting requests. Finally you will customize Outlook for maximum efficiency.

MICROSOFT WORD, LEVEL 1
Learn the essentials of Microsoft Word and word processing. Create, navigate and save documents, apply character and paragraph formatting, insert symbols, and create headers and footers. Find out how to check spelling and grammar, add page breaks, work with document views, and learn how to print and convert documents to PDF. Adding graphics and clip art will also be covered.
MICROSOFT WORD, LEVEL 2
Increase the complexity of Microsoft Word documents by adding components such as customized lists, tables, charts, and graphics. Focus will also be on inserting clip art, applying themes, working with views, formatting text, setting margins, using bullets, paragraph spacing, and borders and shading.

MICROSOFT WORD, LEVEL 3
Learn how to collaborate in Word using features such as tracking changes, using AutoSave and AutoRecover, and sharing files via email. Learn to secure content and control document access by applying formatting restrictions, applying formatting exceptions and setting document passwords. Discover how to personalize Word and work with Macros. Lastly, explore the opportunities to integrate Word with other applications such as Excel, PowerPoint and the Web.

MICROSOFT EXCEL, LEVEL 1
Learn the essentials of Microsoft Excel and spreadsheets to create and save workbooks, format text and numbers, select ranges, and move or copy data. Learn how to use formulas and basic functions, explore printing options for worksheets, and how to insert pictures. Saving worksheets as PDF files, formatting rows and columns will also be covered.

MICROSOFT EXCEL, LEVEL 2
This course is designed for the intermediate Excel user. Topics to be discussed include working with large worksheets, adding graphics to worksheets, using templates, protecting workbooks, linking cells, and creating tables and outlines.

MICROSOFT EXCEL, LEVEL 3
This course is designed for the advanced Microsoft Excel user who is seeking additional knowledge. Topics to be discussed include pivot tables, macros, and advanced formulas. Learn to customize reporting to meet your business needs. Advanced formulas will focus in the areas of financial functions that will benefit all Excel users.

MICROSOFT EXCEL - FORMULAS AND FUNCTIONS
Need to perform calculations on data in an Excel spreadsheet? Learn how to create formulas and let Excel do the calculations for you. Then learn how to use functions (prewritten formulas) to shorten and simplify formulas. After this session, you’ll be able to use formulas and functions to perform simple or complex calculations on a single worksheet or across multiple worksheets, combine multiple columns of data into a single column, and effectively utilize the five most common functions.

MICROSOFT POWERPOINT, LEVEL 1
Create impressive presentations with this beginners PowerPoint course. Explore how to integrate transitions, animations, sound and charts. Create outlines, notes or audience handouts quickly and easily.

MICROSOFT POWERPOINT, LEVEL 2
Go beyond using the everyday templates in PowerPoint and learn to create presentations that will “WOW” co-workers and clients. Discover the more advanced presentation skills: tables, slideshow timings, adding video and movies, creating agendas, and using themes.

MICROSOFT WORD - USING MAIL MERGE, TABLES, AND ELECTRONIC FORMS
This workshop will provide skills for organizing and presenting information in a variety of formats using MS Word. Learn to use the mail merge feature to produce letters, mailing labels, envelopes, name tags, and other documents from information stored in a list, database, or spreadsheet. Learn how to summarize and present numerical data to text information in rows and columns using tables. Finally, are you looking for a way to collect and organize information from others? Learn to create forms that others can fill out electronically, including check boxes, text boxes, date pickers, and drop-down lists.
TRUCK DRIVER TRAINING

The non-credit professional truck driver program teaches you the fundamentals of truck operation, safety and government regulations, and necessary record keeping. During the program, students take the Nebraska Department of Motor Vehicles Commercial Driver's license exam. Take the entire six-week program or work with the Center for Enterprise to customize a truck driver training program to fit your needs.

The Professional Truck Driver Training program prepares the student for a career in over-the-road truck driving in both intrastate and interstate commerce. The program is an intensive six-week course. Students will learn to operate articulated vehicles in a training environment that includes driving on city streets, two-lane, and interstate highways. As part of the course, the test of the U.S. Department of Transportation and Nebraska Department of Motor Vehicles will be administered. Upon successful completion of the program, a Certificate of Achievement will be awarded.

WELDING

Northeast Community College has the expertise to train and certify welders. As an American Welding Society (AWS) Educational Institution member, all major arc welding and cutting processes on plate and pipe are covered. We have a AWS Certified Welding Instructor (CWI) and Certified Welding Educator (CWE) on staff to perform qualification of welders and customized welding training tailored to meet specific objectives of your company and make your welding more productive and profitable.

Potential technical offerings include: Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Flux Cored Arc Welding (FCAW), Gas Tungsten Arc Welding (GTAW), Safety and Health of Welders, Metal and Welding Metallurgy, Welding Technology and Blueprint Reading/Weld Symbols, Welding for the Non/Professional Welder, Thermal Cutting: oxyfuel, plasma, air carbon arc, Pipe Welding: introduction and advanced, and Visual Inspection.
The Center for Enterprise is your partner in ensuring that your business or organization is strong and competitive. We provide training and value-added solutions that help you and your employees stay on top of today's business and industry demands as well as plan for the future.

**CUSTOMIZED TRAINING**
The Center for Enterprise will customize training to meet your business or organization's needs. Training can be held at one of Northeast's facilities or at yours. Your customized training solution will be arranged to fit your business schedule and include various shifts, if necessary.

**SMALL GROUP EMPLOYEE TRAINING**
The Center for Enterprise offers valuable learning and development solutions for businesses interested in training small numbers of employees.

**COACHING AND CONSULTING**
The Center for Enterprise offers coaching and consulting as solutions to add value to any organization. Coaching is utilized to supplement training or to enhance or hone in on a particular skill or process. Consulting sessions can be utilized for anything from facilitating strategic planning sessions to developing a new sales or process map for your organization.

**ASSESSMENTS**
Assessments are offered as a standalone solution, or to complement training for your organization. Assessments are utilized to increase self-knowledge, improve working relationships, facilitate team building, develop skills, manage more effectively, and/or to become more effective leaders.

**BOOTCAMPS**
Bootcamps provide individuals basic workforce readiness skills, tools and techniques related to the application and management of quality production, customer service, and safety. Participants will obtain the skills needed for success in a variety of positions. Successful program participants will be prepared to earn a set of stackable certificates, nationally recognized credentials, and the foundation for more advanced technical skill training. A bootcamp can be developed for any industry based on the skillsets you are looking for and the outcomes needed.

**CAREER SERVICES**
Whether your company is interested in filling full-time, part-time and/or internship positions, Career Services is committed in helping fulfill employment needs.

**GRANTS, INCENTIVES AND FINANCIAL ASSISTANCE**
The Nebraska Worker Training Program is a business incentive program to support the retraining and upgrading of Nebraska's current workforce. Training is central to preparing Nebraskans to excel in the workplace and marketplace today and in the future. The goal is to broaden the state's skill pool through grants for training projects that help build productivity, enhance earning capacity and job security.

The Community College Gap Assistance Program was created to prepare for the pending shortage of skilled and educated employees by offering financial aid to community college students taking non-credit courses that could lead to jobs in high-need fields. For more information, visit [http://northeast.edu/CFE/Gap-Assistance/Default.aspx](http://northeast.edu/CFE/Gap-Assistance/Default.aspx).

The National Science Foundation Precision Agriculture Grant No. 1700680 funded by the National Science Foundation, Northeast is able to construct and deliver customized industry training on key precision agriculture topics. Industry experts will provide your customers and employees with relevant training in the areas they requested information on at no charge.

“Any opinions, findings, and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the National Science Foundation.”

**PROFESSIONAL CONTINUING EDUCATION**
Northeast Community College offers a variety of courses that fulfill continuing education licensure requirements for various professions. Northeast works closely with regulatory agencies to assure that continuing education courses meet approval guidelines.

**PRIOR LEARNING ASSESSMENT**
Prior Learning Assessment is a process that involves identification, documentation, assessment, and recognition of the learning you have acquired through formal and informal study. Prior learning includes learning acquired from work and life experiences; correspondence and extension courses; individual study and reading; civic, community, and volunteer work; and participation in informal courses and in-service training sponsored by associations, business, government, and industry.
Northeast Community College with its main campus in Norfolk, Nebraska, extended campuses in O’Neill, South Sioux City and West Point and regional offices in Ainsworth and Hartington, is a leading educational institution dedicated to providing a globally competitive workforce. As a provider of education and training opportunities, economic and workforce development is one of Northeast Community College’s priorities.

**TRAINING ANYTIME, ANYWHERE**
We understand that one size does not fit all. That is why we provide customized training tailored to meet your company’s objectives - when and where it works for you.

**NATIONALLY RANKED**
Aspen Institute College Excellence Program named Northeast Community College as one of the nation’s top 10 community colleges.

**INNOVATION**
Recognized as one of the most innovative community colleges, the Center for Enterprise is positioned to provide the latest in education, training and development solutions.

**PLACES OF DISTINCTION**
Northeast Community College provides facilities and training centers that are designed to provide hands-on, relevant education for specific programs and concentrations, training and workforce development solutions.

**LIFELONG LEARNING CENTER**
The Lifelong Learning Center offers a full range of services including conference areas ranging from just under 1000 sq. ft. to over 5900 sq. ft., classrooms, distance learning access, computer labs, and technology support.

**CATERING SERVICES**
Northeast Community College has contracted with Chartwells, Inc. to provide on-site catering services to the Norfolk campus. A full menu with three service options is available to accommodate individual needs.

**TRAINING SPACE**
Clients have access to all six of the Northeast Community College locations in Norfolk, O’Neill, South Sioux City, West Point, Ainsworth, and Hartington.

**CONVENIENCE**
The Center for Enterprise delivers professional development opportunities, as well as customized training solutions that can be delivered on-site at an employer’s facility, at one of Northeast Community College’s multiple facilities or online.

**PROGRAMS AND CONCENTRATIONS**
Access to over 130 programs and concentrations that Northeast Community College offers.

**ACCREDITATION**
Northeast Community College is accredited by the Higher Learning Commission to award two-year Associate of Arts, Associate of Science, Associate of Applied Science, Associate in Nursing degrees, one-year diplomas, and certificates.

**APPLIED TECHNOLOGY**
This 67,000-square-foot building contains several programs, Building Construction, Electromechanical, Electrical Construction and Control, Heating Ventilation and Air Conditioning (HVAC), and classes in the Diversified Manufacturing Technology and Wind Energy Technology programs. The facility includes multipurpose classrooms, labs for hands-on training and lab support areas including a fabrication/tool room.

**CHUCK M. POHLMAN AGRICULTURE COMPLEX**
This complex enhances the growth and development of agricultural education, technology, and lifelong learning throughout Nebraska. This multipurpose facility includes a 100’ X 200’ indoor arena. The facility is available for various activities including working with livestock, hands-on training on machine or equipment, and agriculture youth and leadership contest and events. Four large classrooms are included in the facility that can accommodate seating for up to a total of 150 people.
Your business is unique and the economic landscape is continuously changing. Competitive companies ensure employees have the necessary skills to meet the demands of the current economy. The Northeast Community College Center for Enterprise partners with your organization to create a workforce that will grow with you and lead the way to success.

EDUCATION, TRAINING AND DEVELOPMENT SOLUTIONS

Professional Development
for your career

Corporate Training
for your employees

Workforce Development
for the community

Degrees and Certificates
for your future

Schedule Your Personalized Consultation
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