



// CUSTOMIZED TRAINING TAILORED TO YOUR BUSINESS

**Employees are your company's most important assets.
Their training and development is an investment.**

We work with you to design training programs that fit your specific business needs. Everything from core skills such as basic math and reading to communication and strategic planning. We offer plant safety, team building, computer training, and management seminars too. Training can be at your location, held remotely using technology, or at our training center in McHenry, whichever is more convenient for you and your employees. And we can tap into our network of experienced industry trainers and consultants to help assess strengths, weaknesses, and goals for your future planning.

For more information contact MCC Workforce Training
(815) 455-8593 or shahcenter@mchenry.edu.

McHenry County College Shah Center
4100 W. Shamrock Lane, McHenry, IL 60050

www.mchenry.edu/contracttraining


McHenry
County College
Workforce Training

CUSTOMIZED TRAINING

Together we can create training that meets your organization's specific goals, within your budget.

// 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

Schedule a Discovery meeting today.

For more information contact Workforce Training
(815) 455-8593 or shahcenter@mchenry.edu.

www.mchenry.edu/contracttraining