



**WORKFORCE DEVELOPMENT
AND COMMUNITY ENGAGEMENT**

LEARN & LEAD



Workforce Development

2022 Training Catalog



WORKFORCE DEVELOPMENT AND COMMUNITY ENGAGEMENT

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Staff

**Jill Price, AVP University Outreach &
Engagement**

jill.price@eku.edu or (859) 622-1937

Dr. Susan Cornelius, Senior Director

susan.cornelius@eku.edu or (859) 622-6216

Trevor George, OSHA Training Specialist

trevor.george@eku.edu or (859) 622-2961

Cindy Hamilton, Assistant

cindy.hamilton@eku.edu or (859) 622-1228

Kristy Poynter, OSHA Training Coordinator

kristy.poynter@eku.edu or (859) 622-6810

Zach Rhodus, OSHA Program Manager

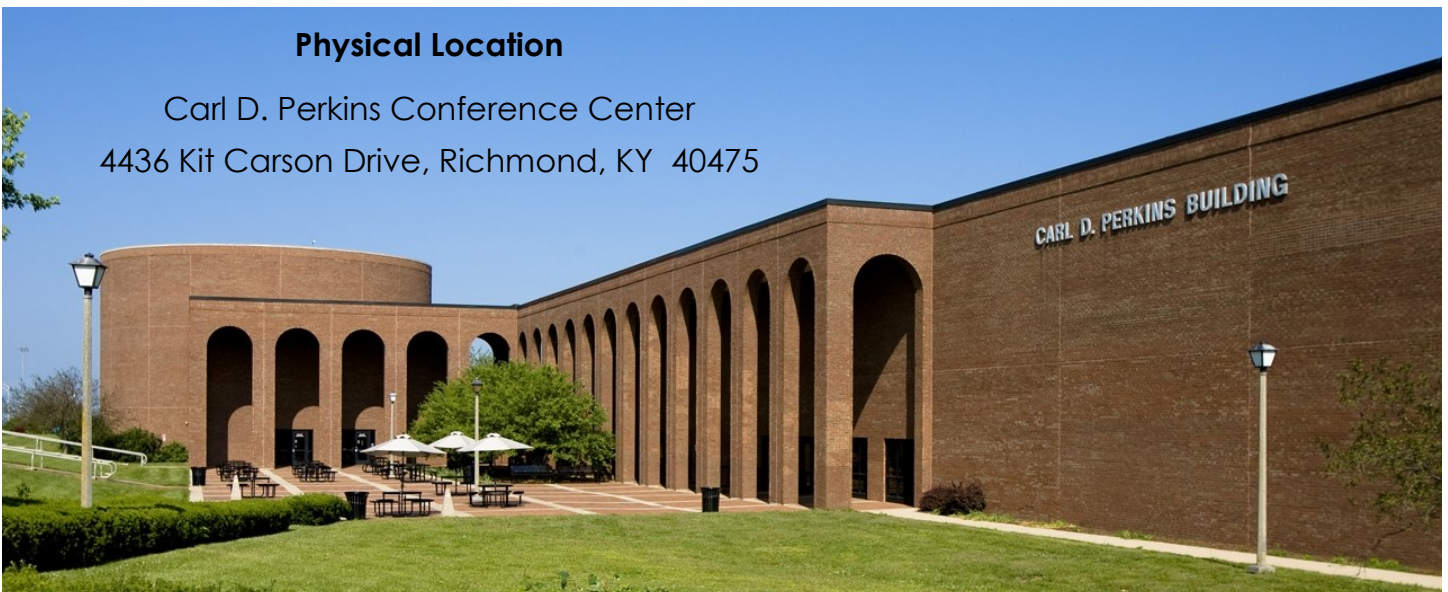
william.rhodus@eku.edu or (859) 622-6976

Shari VanHoose, Training Administrator

shari.vanhoose@eku.edu or (859) 622-1217

Physical Location

Carl D. Perkins Conference Center
4436 Kit Carson Drive, Richmond, KY 40475



Workforce Development and Community Engagement

EKU's Workforce Development and Community Engagement provides quality professional development and training opportunities throughout Kentucky. We utilize the expertise of faculty, area business leaders, and professional trainers to develop and deliver programs tailored to meet the current economic needs of business and industry.

Classes are scheduled throughout the EKU Sixteen County Service Region including Richmond, Corbin and Manchester Campuses. On-site classes may be hosted at your company with sufficient enrollment. EKU specializes in customized work skills boot camps and assistance with planning your next team building activity or retreat. Please contact us for a free price quote, or to discuss specific workforce development needs.

Whether you are interested in team building, leadership development, computer technology or taking part in a safety course, it is our goal to make an impact on your continued, lifelong learning.

New this program year is an option to access Work Ready Kentucky Scholarship Program (WRKS) funds. The WRKS Scholarship helps Kentuckians who have not yet earned an associate's degree afford an industry-recognized certificate or diploma.

Military Credentialing Assistance

As part of the Army Credentialing Opportunities Online (COOL) service, the Army Credentialing Assistance (CA) program provides qualifying soldiers with up to \$4000 per fiscal year in career educational benefits.

The CA program allows soldiers to earn professional and technical credentials. This program creates new opportunities for soldiers to enhance their skills and professionalism while serving and increasing their overall employability upon transitioning from the Army.

The EKU OSHA Training Institute Education Center has several programs approved for those in the health and safety officer (HSO) career track.

EKU Workforce Development Work Ready Approved Programs

- Six Sigma Yellow Belt Prep Course & Exam (online)
- Six Sigma Green Belt Course & Exam (online)
- Human Resource Management (online)
- Certified Safety & Health Specialist (General Industry & Construction option)
- Safety & Health Fundamentals Certificate (General Industry & Construction option)
- OSHA Authorized Outreach Trainer (General Industry & Construction option)
- First Line Supervision Program
- Leadership Excellence for Middle Managers
- Supply Chain Management

Digital Badging

EKU has partnered with Badgr to issue digital badges to students completing training with EKU Workforce Development & Community Engagement. Digital badges are real-time transcript that can inform a potential employer about a student's particular skill-set. Each student is assigned a digital backpack when they complete a class and earn a badge. As students complete additional classes, their badges will accumulate in their digital backpack.

EKU's badging platform also includes support for our cumulative certificate programs. The Pathways system provides a visual way for students to track their progress through a given certificate program. Students will be able to tell what classes have been completed and plan for what class to take next.

These badges can easily integrate into social media platforms such as LinkedIn, Facebook, and Twitter.

Training for Supervisors

First Line Supervision Certificate Program

Now that you're a supervisor, you have most likely developed the technical skills required in your field. Your continued success now depends upon the ability to get things accomplished through others. EKU's supervision program helps develop your interpersonal skills or "people skills" area. The programs are designed to offer a bridge between technical skills and supervising others to increase overall company performance. These classes are helpful for new supervisors, those without formal training, and workers who hope to move into a supervisory role in the future.



"Basic Supervision Certificate"

The First Line Supervision Program begins with an 18-hour seminar (3 one-day classes), Basic Core Concepts I. Participants then select an additional 18 hours (3 days) of elective seminars—6 hours of which may be computer classes. This completes the Basic Supervision Certificate for a total of 36 hours. **Basic Core Concepts I is required to receive the Basic Supervision Certificate.**

Basic Core Concepts I

Core Concepts I provides participants the opportunity to learn vital skills needed to successfully supervise in today's ever-changing workplace. This course is based around the following topics: Learning your New Role, Expectations of Supervision, Motivating and Coaching Others, and other critical issues. Instructor Larry Palmisano has been leading training at EKU since 2008. He retired with more than 40 years of manufacturing experience, with 20 years as a Plant Manager. Larry has a degree in Industrial Management from the University of Akron.

"Advanced Supervision Certificate"

Advanced Supervision is the second phase of the program and consists of another 18-hour seminar (3 one-day classes), Advanced Core Concepts II. Participants then select an additional 18 hours (3 days) of elective seminars—6 hours of which may be computer classes—for a total of 36 hours of training. This completes the Advanced Supervision Certificate. **Advanced Core Concepts II is required to receive the Advanced Supervision Certificate.**

Advanced Core Concepts II

Advanced Core Concepts II offers an opportunity for a supervisor to expand the concepts introduced in Core I through detailed examination and case-study experience. Added material includes the performance appraisal process, the changing workplace, legal aspects of supervision, and growing into management. Learn to make your best skills as supervisor become second nature. Instructor Coy J. Brown is an organization & leadership development facilitator specializing in training and development. Coy holds a Masters in Communication from the University of Kentucky, as well as a Masters in Human Resource Management & Development from Chapman University in California.

First Line Supervision Elective Descriptions

- **Accident Prevention**
Highlights practical approaches to promote safety and prevent accidents in the workplace.
- **Business Writing**
Improve your written communication skills.
- **Coaching & Workplace Communication**
Assess employees' development needs and respond with appropriate leadership style.
- **Conflict Management**
Use communication skills to defuse conflict and solve problems. Learn how to respond successfully in a variety of situations that occur in the workplace.
- **Creative Problem Solving**
Learn how to effectively apply creative techniques for problem solving while capitalizing on your own creative talents.
- **Cultural Diversity & Inclusion**
This course provides awareness of cultural diversity and inclusion. It will challenge participants to learn to appreciate differences, address unconscious bias, and support diversity, giving everyone an equal opportunity.
- **Dealing with Difficult People**
This course emphasizes communication and flexible thinking as key methods of dealing with difficult people.
- **DISC Personal Profile**
This course is designed for people who want to identify, better understand, and more effectively manage their behavioral tendencies in four key areas of life and the workplace.
- **Effective Team Building**
Learn the practical framework required for building teams within a work unit.
- **Embracing your Emotional Intelligence**
Leaders will understand how aware they are of their emotions, as well as those of others, how to deal with negative emotions, and how to utilize positive emotions to improve their leadership performance and that of their teams.
- **Generational Differences**
Learn how work behaviors result from values that may vary based upon generation, stage in career, and stage in life.
- **Interpersonal Communication**
Learn how to communicate effectively with people. Effective communication leads to increased efficiency and effectiveness of workers.
- **Leadership Thinking Skills**
This course provides students with a toolbox of highly effective thinking concepts and methods to apply in their lives and in their workplace.
- **Legal Issues for Supervisors**
Explore legal aspects and obligations of being a supervisor.
- **Managing Stress**
From burnout to performance...learn what causes stress, its effect on behavior, physical and mental health, and ways to alleviate stress.
- **Motivating Employees**
Learn practical leadership skills to increase employee motivation and performance.
- **Microsoft 2016**
Instructor-led Microsoft 2016 computer classes. Only one computer class may count towards each certificate.
- **Project Management Fundamentals**
Successfully managing a project requires effective planning and adherence to the industry's best practices in every step of the process.
- **Sexual Harassment**
Led by a practicing attorney, "policy to prosecution"...current issues that supervisors need to know for today's workplace.
- **Time Management**
Designed for anyone who wants to do a better job managing their time—both in the workplace and at home.
- **5S Training**
Focuses on effective workplace organization and standardized work.

Training for Supervisors

2022 Class Schedule at ECU Richmond Campus

Classes are 9:00 a.m. to 4:00 p.m.

Our seminars can be taken as part of the Certificate program or as an individual professional development topic.

<u>Spring Schedule</u>	<u>Fall Schedule</u>
<ul style="list-style-type: none"> • Basic Core Concepts I - January 13, 20, 27 • Accident Prevention - February 3 • Coaching & Workplace Communication - February 10 • Basic Computer Skills - February 11 • Creative Problem Solving - February 17 • Generational Differences - February 24 • Project Management Fundamentals - March 3 • Excel 2016 Basic - March 4 • Leadership Thinking Skills - March 10 • Sexual Harassment - March 22 • Dealing with Difficult People - March 31 • Advanced Core Concepts II - April 7, 14, 21 • Excel 2016 Intermediate - April 8 • Effective Team Building - April 28 • Time Management - May 5 • Excel 2016 Advanced - May 6 	<ul style="list-style-type: none"> • Basic Core Concepts I - August 11, 18, 25 • Legal Issues for Supervisors - September 1 • Conflict Management - September 8 • Embracing Your Emotional Intelligence - September 15 • Motivating Employees - September 22 • Managing Stress - September 29 • Cultural Diversity & Inclusion - October 6 • Excel 2016 Basic - October 7 • Business Writing - October 13 • Interpersonal Communication - October 20 • Advanced Core Concepts II - October 27, November 3, 10 • Excel 2016 Intermediate - November 4 • 5S Training - December 1 • DISC Personal Profile - December 8 • Excel 2016 Advanced - December 9

Course Tuition (includes materials)

- **3 Day Seminar** \$450
- **1 Day Seminar** \$250
- **Computer Classes** \$200

On-site customized training is available. Call Workforce Development at 859-622-6216 for a free quote or to register today!

Leadership Excellence for Middle Managers Certificate

Leadership Excellence is a high octane course that uses a variety of active-learning strategies: exercises, role plays, videos, class discussions, case projects, and online discussions on Blackboard - to promote application and long-term retention of the knowledge and skills gained in the course.

Middle Managers in all types of organizations face additional challenges as compared to first-line supervisors, due to the increased complexity of the irresponsibility and managing individuals who are supervising others. To be successful, Middle Managers need to hone their skills and approaches to maximize their personal effectiveness as organizational leaders.

Course topics will include: principles of human behavior, selecting & developing talent, performance management/coaching, power & influence, communication/oral presentations, human capital value & costing, leading teams & groups, leading in a multicultural world, managing change, accounting/finance and integrity & credibility.

Leadership Excellence for Middle Managers is a 70-hour program and the cost is \$2,850 per person. For registration information, please contact Susan Cornelius at susan.cornelius@eku.edu or (859) 622-6216.

Leadership Excellence 2022

- Session 1** - September 2
(Kick-Off)
- Session 2** - September 9
- Session 3** - September 16
- Session 4** - September 30
- Session 5** - October 7
- Session 6** - October 14
- Session 7** - October 21
- Session 8** - November 4
- Session 9** - November 11
- Session 10** - November 18
(Graduation)



Leadership Excellence Class of 2021

Supply Chain Management

APICS CPIM Certification Prep Courses

CPIM provides training to manufacturing professionals on essential terminology, concepts, and strategies related to demand management, procurement and supplier planning, material requirements planning, capacity requirements planning, sales and operations planning, master scheduling, performance measurements, supplier relationships, quality control, and continuous improvement.

The completion of these modules, and passing the ASCM certification test, results in the nationally recognized CPIM certification. (Note: ECU does not provide official APICS certification.)



Candidates must register online at www.ascm.org to obtain CPIM Certification, registration fees separate.

Upon completion of each module, participants will be given an ECU certificate of completion.

<p>Module 1 Part I</p> <p>Basics of Supply Chain Management (24 hours)</p> <p>Tuition: \$699</p>	<p>Module 2</p> <p>Master Planning of Resources (24 hours)</p> <p>Tuition: \$699</p>	<p>Module 3</p> <p>Detailed Scheduling & Planning (24 hours)</p> <p>Tuition: \$699</p>	<p>Module 4</p> <p>Execution & Control of Operations (24 hours)</p> <p>Tuition: \$699</p>
<p>Module 1 Part II</p> <p>Strategic Management of Resources (24 hours)</p> <p>Tuition: \$699</p>	<p>Modules may be taken individually and certificates of completion provided for each class.</p> <p>Candidates must pass all modules exams to earn the CPIM Certification.</p> <p>www.ascm.org</p> <p>For more information, please contact Susan Cornelius at susan.cornelius@eku.edu or (859) 622-6216.</p>		

Manufacturing Maintenance

Certificate Program

The Manufacturing Maintenance Technician Certification Program is designed to provide basic and advanced training for new and existing maintenance personnel. The program is open to everyone, but job expectations and skills will be reinforced by job activities. We recommend a blend of maintenance training and “on the job” work activities for participants to receive the fullest benefits from the program.

The program features Basic and Advanced Certification. Each certification involves completion of selected technical classes that cover a variety of topics and three modules of foundation classes to provide comprehensive training in basic skills and management tools to complement the technical content of the program. All technical modules stress the four keys of manufacturing maintenance:

<p>Spring 2022</p> <p><u>Foundation Module 2</u></p> <p>February 8 - March 17</p> <p>Tuesday/Thursday</p> <p>Tuition: \$1,200</p>	<p><u>Foundation Modules</u></p> <table><tr><td><p>Module 1 (36 hours)</p><p>Safety</p><p>Business Economics</p><p>Computer literacy</p></td><td><p>Module 2 (36 hours)</p><p>Industrial Math</p><p>Blueprints</p><p>Interpersonal</p><p>Communication</p></td><td><p>Module 3 (24 hours)</p><p>Problem Solving</p><p>Predictive / Preventive</p><p>Maintenance</p></td></tr></table>			<p>Module 1 (36 hours)</p> <p>Safety</p> <p>Business Economics</p> <p>Computer literacy</p>	<p>Module 2 (36 hours)</p> <p>Industrial Math</p> <p>Blueprints</p> <p>Interpersonal</p> <p>Communication</p>	<p>Module 3 (24 hours)</p> <p>Problem Solving</p> <p>Predictive / Preventive</p> <p>Maintenance</p>
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<p><u>Foundation Module 3</u></p> <p>April 12 - May 5</p> <p>Tuesday/Thursday</p> <p>Tuition: \$800</p>	<p><u>Basic Technical Modules</u></p> <table><tr><td><p>1 - Machine Maintenance (60 hours)</p><p>3 - Electronics/Ladder Logic (36 hours)</p><p>5 - Machine Shop (60 hours)</p><p>7 - Plumbing (36 hours)</p></td><td><p>2 - Industrial Electricity (45 hours)</p><p>4 - Welding (84 hours)</p><p>6 - Fluid Power (39 hours)</p><p>8 - HVAC (24 hours)</p></td></tr></table>			<p>1 - Machine Maintenance (60 hours)</p> <p>3 - Electronics/Ladder Logic (36 hours)</p> <p>5 - Machine Shop (60 hours)</p> <p>7 - Plumbing (36 hours)</p>	<p>2 - Industrial Electricity (45 hours)</p> <p>4 - Welding (84 hours)</p> <p>6 - Fluid Power (39 hours)</p> <p>8 - HVAC (24 hours)</p>	
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<p>5:00 PM to 8:00 PM</p> <p>EKU Perkins Building</p>	<p><u>Advanced Technical Modules</u> (Prerequisite - Basic Module)</p> <table><tr><td><p>1 - Industrial Electricity (45 hours)</p><p>3 - Welding (168 hours)</p></td><td><p>2 - Electronics/Ladder Logic (45 hours)</p><p>4 - Machine Shop (60 hours)</p></td></tr></table>			<p>1 - Industrial Electricity (45 hours)</p> <p>3 - Welding (168 hours)</p>	<p>2 - Electronics/Ladder Logic (45 hours)</p> <p>4 - Machine Shop (60 hours)</p>	
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Certification Requirements

Basic Technical Certification

Successful completion of all three Foundation Modules and six of the eight Basic Technical Modules

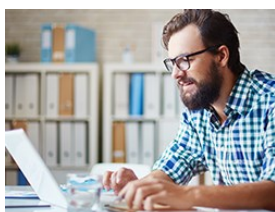
Advanced Technical Certification

Successful completion of Basic Certification and two of the four Advanced Technical Modules

Online Career Training

Career, Professional and Certification Training

These advanced, career training courses offer a convenient and flexible way to learn business, healthcare, technology, industry certifications, and more.



CompTIA A++
Certification Training



Freight Broker/Agent
Training



CPC Medical Billing
and Coding



Pharmacy Technician



Certified Clinical Medical
Assistant (CCMA)

Healthcare and Fitness

Pharmacy Technician	\$2,495
Medical Billing and Coding	\$2,995
Certified Clinical Medical Assistant (CCMA)	\$2,495
Certified Phlebotomy Technician	\$2,295
Medical Terminology	\$795
NASM Certified Personal Trainer	\$1,295

Information Technology

CompTIA A+ Certification Training	\$1,995
Comp TIA Network+ Security	\$3,495
CompTIA IT Fundamentals	\$895

Business

Human Resources Profession	\$1,795
Certified Six Sigma Black Belt	\$1,995
Certified Supply Chain Profession (CSCP)	\$2,295

More than 400 Career Training Programs are offered!

**For an additional list of programs, go to
careertraining.ed2go.com/eku.**

Questions? Contact shari.vanhooose@eku.edu or (859) 622-1217.

Team Building & Retreats

Team Building is an essential part of any organization. Whether your team is newly-formed or has been established for a long period of time, you will reap the rewards of letting us assist in planning your next team building activity or retreat! Topics may include:

- Team Goals
- Professional Development
- Skills Building
- Conflict Management (TKI)
- Myers-Briggs Type Indicator (MBTI)
- DISC Personal Profile
- Customer Service
- Networking & Fun!



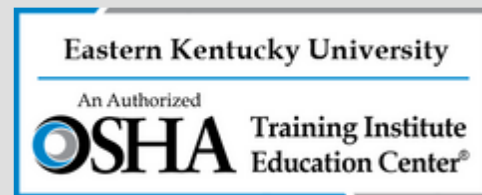
Contact Susan Cornelius for additional information at susan.cornelius@eku.edu or (859) 622-6216.

Credit for Prior Learning

EKU recognizes that occasionally students have completed education, training classes, and work experiences that result in learning sufficiently similar to major/minor specific coursework; therefore, formal recognition of that body of knowledge, without taking the particular course, is warranted upon evaluation by appropriately qualified faculty.

For additional information, please refer to our webpage at:

www.ekuonline.eku.edu/credit-prior-learning



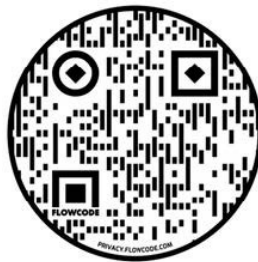
Established in 2003, Eastern Kentucky University's OSHA Training Education Center (OTI Education Center) serves the eight-state Region IV and offers a variety of safety and health training. EKU draws upon the expertise of internationally recognized safety and health professionals to develop and provide quality training.

For more information,
contact (859) 622-2961 or visit
www.osha.eku.edu



**WORKFORCE DEVELOPMENT
AND COMMUNITY ENGAGEMENT**

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Registration for Workforce Development &
Community Engagement



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