

Customized Training, Corporate Education



LEADERSHIP DEVELOPMENT CLASSES

Turn your managers/supervisors into Extraordinary Leaders with Corporate and Community Education's 2017 Leadership Certificate Series. This program is designed to enhance and develop skills of Extraordinary Leadership. From newly promoted front-line supervisors to experienced managers, all participants will find practical, individualized skills that will take their leadership skills to the next level. Classes are \$199/person. Registration deadline is 2 weeks prior to class date.

Course	Date	Time	Location
Get Control! Of Email and Get Organized	5/16/2017	1-5 pm	B109/110
Providing Constructive Feedback	6/13/2017	1-5 pm	B109/110
Coaching: Developing Others	7/18/2017	1-5 pm	B109/110
Resolving Conflict within your Team	8/15/2017	1-5 pm	B109/110
Delegating for Shared Success	9/12/2017	1-5 pm	B109/110
Time Mastery: Maximize your Time	10/10/2017	1-5 pm	B109/110
Giving Recognition	11/7/2017	1-5 pm	B109/110



Grow their potential with Leadership Programs at DACC

Register your employees for classes today by emailing syates@dacc.edu. Visit our website at <http://www.dacc.edu/cce/cct> to learn more about our leadership programs.

Do you have specialized training that is needed for only a few employees?

Contact Corporate Education because other companies may have the same needs. We maintain resources to track training requests received from local industry. Training can be hosted at DACC and costs will be shared between companies.



"BECAUSE LIFE CAN CHANGE IN A FLASH"

NFPA 70E ARC FLASH ELECTRICAL SAFETY

An arc flash is a phenomenon where a flashover of electric current leaves its intended path and travels through the air from one conductor to another, or to ground. The results are often violent and when a human is in close proximity to the arc flash, serious injury and even death can occur. This training is not just for electricians but any employees working on or near energized electrical equipment operating at 50V or more. This seminar covers OSHA regulations CFR 29 1910.331 – 1910.335 – Electrical Safe Work Practices & NFPA 70E Electrical Safety in the Workplace. You will be able to recognize dangerous situations and avoid hazards before an incident occurs.

June 21, 2017	8:00 am – 12:00 pm	Grey & Associates	\$150.00
September 7, 2017	8:00 am – 12:00 pm	Grey & Associates	\$150.00

**Do you need OSHA 10 or 30 Hour for General Industry or Construction?
Call 217-554-1628 to schedule an onsite OSHA Outreach training for your company!**



Hot Safety training topics for 2017!

- ✓ OSHA Accident Investigation
- ✓ Employee Behavior Accountability, Are You Safe?
- ✓ New OSHA Reporting Rules for 2017
- ✓ New OSHA/ANSI Signage Requirements
- ✓ Forklift Train-the-Trainer
- ✓ Aerial Lift Train-the-Trainer
- ✓ Competent Person Scaffolding
- ✓ Competent Person Excavation

DACC can deliver these trainings to your workplace!

FORKLIFT OPERATOR for new drivers

(call for info on Recertifications for your employees on site)

The Powered Industrial Truck Final Rule states, "Only trained and authorized operators shall be permitted to operate a powered industrial truck." This class provides training to keep your employees and workplace in compliance with OSHA standard 29CFR1910.178. The program gives details on standard sit-down, rider forklifts, from the way they are constructed to the way they work. It will help your operators understand the factors that affect truck balance and maneuverability. It covers both the classroom instruction and driving portion, making safety the top priority. Plan to attend one of these classes for OSHA Compliance. Fee must be paid at time of registration.



New Driver, no experience

May 17, 2017	8:30-3:00 pm	BC110	\$150.00
June 8, 2017	8:30 am – 3:00 pm	BC110	\$150.00
August 15, 2017	8:30 am – 3:00 pm	BC110	\$150.00

Forklift Online Registration and payment at www.dacc.edu/ccecode word: forklift



Human Resources Training

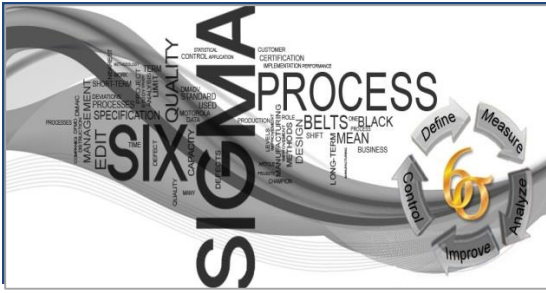
- ✓ Understanding the New Overtime Exemption Rule and All Aspects of Determining Exemption under FLSA
- ✓ How to Recognize and Manage FMLA Time Off
- ✓ Worker's Compensation Management

Human Resources training is conducted by HR Consultant, Donna Rogers, MEd., SPHR, SHRM-SCP. Call 217-554-1628 to arrange training for your organization.

Customer Service Training

- ✓ How do you define customer service?
- ✓ Identifying customer needs versus expectations
- ✓ What we can say and should never say
- ✓ Practice tone, volume, demeanor, pace, tenor – Your words are only 35% of the message
- ✓ Identify personality types - Who are you and how does that affect your message?
- ✓ Practice back-to-back exercise
- ✓ Diffusing agitated callers - Let 'em talk – Get everything off their mind (chest)
- ✓ Politely Moving the Conversation - When you need it – put issues and problems in a parking lot
- ✓ So much more. **Call 217-554-1628 to schedule a customized training for your team!**





Your employees can earn their
Six Sigma Green Belt or Black Belt Certification
LOCALLY at DACC!

Training by the Master Black Belts of
Sigma Dynamics, LLC
 Call 217-554-1628 to schedule

Lean Certificate Series

The focus of this extensive training series is to guide participants through every aspect of Lean while encouraging each participant to mentally apply these principles to implementations relating to their company or area of expertise. This Series is designed to develop their skills to recognize areas that require Lean improvement and give them the tools to make these changes happen.

Each participant will receive workbooks and certificates of completion for each course. Participants completing all courses in the series will also receive a certificate for "Lean Certificate Series Completion". Lean Certificate Series is \$2,200 per person. **Call 217-554-1628 to request information or if you are interested in scheduling.**

Lean Certificate Series		
Agenda	Courses	Hrs
Day 1	Lean Overview with Simulation	8
Day 2	Lean Leadership	8
Day 3	Problem Solving	4
	Mistake Proofing	4
Day 4	Value Stream Mapping	4
	Administrative VSM	4
Day 5	5S/Workplace Organization	4
	Quick Changeover / Cellular Mfg	4
Day 6	Pull / Kanban	4
	Total Productive Maintenance	4
	Total Hours	48
	Total Days	6



DACC Corporate and Community Education
 in partnership with Ed2Go bring you:

Online Career Training

These 6 to 18-month programs are online, self-paced instruction that prepare you for industry certification or a new career.

Online Classes

These 6-week, online courses teach you professional skills, help you earn continuing education credit, or allow you to learn new hobbies. Instructors are industry experts, so you learn from the best. Most course materials are included. Discussion boards allow you to engage with your peers.

With hundreds of classes to choose from, find the Ed2Go link on the DACC website to get started today!

FMEA Failure Mode & Effects Analysis Training Workshop



This training is applicable to ALL industries. The FMEA tool is a means of identifying process or product failures before they reach your customer by providing a "check list" procedure based around these questions:

- How likely will a failure occur? What would the consequences of that failure be?
- How likely is such a failure to be detected before it affects your customer?
- Learn FMEA Types and Differences
- How a FMEA is Used, FMEA Benefits, FMEA Structure and Language, FMEA Team Selection & Facilitation
- FMEA, Management and Linkage to Other Process Documentation

Call 217-554-1628 to talk about how DACC can bring this popular one day training to your workplace!