Some of our offerings include:

**IT AND COMPUTER TRAINING**

**Computer Training**
- Certification (Microsoft, Cisco, Oracle, etc.)
- Desktop Publishing
- Microsoft Office Suite (Excel, Word, PowerPoint, Outlook, Access)
- Microsoft Project
- Operating and Networking Programming
- Web Site Development

**SPECIALIZED/INDUSTRIAL SKILLS**

**Industrial Skills**
- Blue Print Reading and GD&T
- CNC Set-Up and Operation
- Electronics and Electrical Systems
- HVAC
- PLCs
- Safety/OSHA
- Shop Floor Math and SPC

**International Languages**
- Conversational
- Interpretation
- Occupational
- Translation

**Continuous Improvement/Quality**
- ISO Certifications
- Kaizen
- Lean Manufacturing
- Process Mapping Quality
- Gap Analysis
- Six Sigma
- SPC

**Manufacturing Distribution Systems**
- APICS/NAPM; CPM/ISM Certificates
- Cycle Time Reduction
- Supply Chain Management

**PROFESSIONAL AND STAFF DEVELOPMENT**

**Communication Skills**
- Business Writing
- Communication Skills
- Effective Presentations
- Time/Priority Management
- Stress Management
- Work/Life Skills

**Sales/Customer Service**
- Business Development
- Customer Service
- Negotiating
- Professional Selling
- Relationship Building
- Sales Management

**MANAGEMENT AND LEADERSHIP**

**Leadership**
- Change Management
- Coaching/Mentoring
- Strategic Planning
- Conflict Resolution
- Effective Meetings
- Managing Workforce Diversity
- Negotiating
- Project Management
- Team Building
- Transition to Management

**Human Resources**
- Culture and Diversity
- Job Competencies and Descriptions
- Organizational Development
- Outplacement
- Performance Management
- Recruitment and Retention
- Sexual Harassment
- Training Assessment and ROI

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