HARPER COLLEGE

Business Solutions

For more information

Call: 847.925.6640

Email: training@harpercollege.edu

Visit: harpercollege.biz

GET AHEAD FASTER WITH HARPER BUSINESS SOLUTIONS

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

Harper College is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation, 23883 12/17, JD