# CORPORATE COURSE OFFERINGS

## Up-to-date Computer Courses and Certificate Programs
- MS Windows—2003 & 2007
- MS Office: Excel, Word, PowerPoint, Access, etc.

## General Topics and Certificate Programs
- Introduction to Lean
- On-line business, Technology and Industry Specific Courses
- OSHA training

## Team Leadership
- Coaching and Counseling Skills
- Dealing with Difficult People
- Effective Meeting Skills
- Interpersonal Skills
- Listening Skills
- Presentation Skills
- Setting Goals and Priorities
- Team Dynamics

## Supervisory and Management Training
- Change Management
- Communication & Interpersonal Skills
- Conflict Resolution
- Customer Service
- Facilitation Skills
- Leadership Skills
- Problem Solving
- Team Building

## Basic Skills Training
- ESOL
- Basic Remedial Skill Upgrading
- GED Preparation
- Basic Reading & Writing

## Quality Training
- ISO 9000 Overview
- Statistical Process Control
- Six Sigma
- Lean Manufacturing & 5 S

## Technology Training
- Technical or Shop Math
- Blue Print Reading
- Computer Applications

## Technical Training
- Six Sigma Green Belt
- Lean Transformation
- 5S Visual Factory

## Healthcare Programs
- Lean in Healthcare
- Healthcare Management
- Healthcare Customer Services
- CNA Certificate

## Healthcare Programs (continued)
- Medical Coding
- Medical Billing
- CPR Certification & Recertification

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