JANUARY-MARCH 2020

# BUSINESS & INDUSTRY

## TRAINING CATALOG

PROFESSIONAL EMPLOYEE TRAINING & DEVELOPMENT

### FEATURED CLASSES

**NEW BLANCHARD CLASSES: LEADING TEAMS & COACHING ESSENTIALS**
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[It's a competitive world. **Train for it.**]

**NDSCS**
DIVISION FOR WORKFORCE AFFAIRS
TRAIN**ND** | APPRENTICESHIP**ND** | SKILLS**ND**

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College of Science**
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**Find us on
Facebook**
**/NDSCSWorkforceAffairs**

## Greetings!

I'm excited to share that The Aspen Institute's College Excellence Program has named North Dakota State College of Science as one of 150 Community Colleges eligible to compete for the $1 million Aspen Prize for Community College Excellence, the nation's signature recognition of high achievement and performance among America's community colleges. Based on strong and improving student outcomes – including in learning, completion rates, employment rates and earnings, and equity – 15 percent of community colleges nationwide have been invited to apply for the Aspen Prize.

We are truly honored and humbled to be recognized as an Aspen Prize Top 150 U.S. Community Colleges. This is exciting recognition of the strategic decisions we have made – and the outstanding work our employees do every day – to continually improve the services and support we provide to our students as we educate the workforce of the region.

The Division for Workforce Affairs allows NDSCS to extend our impact on the area's workforce by offering customized and open enrollment training, apprenticeship programs and basic skills training. These comprehensive solutions are designed to meet workforce needs through personal development, technical upgrading and professional growth – all from the same nationally recognized college that has been providing education and training since 1903.

We are happy to share our current offerings in this most recent edition of our training catalog, and look forward to hearing how the NDSCS Division for Workforce Affairs can meet your training needs.

**John Richman, Ph. D.**
*President, North Dakota State College of Science*

## CUSTOMIZED TRAINING

Every business and organization is different, with distinctive processes, singular needs and unique objectives. One-size-fits-all training just won't cut it.

TrainND SE offers courses and customized programs for nearly every industry. More importantly, we make our training fit your organization and your needs, not the other way around. Our staff will:

- ◆ **Train** at the NDSCS-Wahpeton, NDSCS-Fargo or at your site.
- ◆ **Customize** every program to address your specific challenges and deliver exactly the experience your employees need.
- ◆ **Tailor** courseware to deliver only topics you select.
- ◆ **Maximize** cost effectiveness by training on multiple topics in a single program.
- ◆ **Deliver** private training on any of the topics we regularly offer.

## OPEN ENROLLMENT TRAINING

We offer a full schedule of classes each quarter ranging from technology classes to soft skills.

The open enrollment option is ideal for individual(s) seeking training regardless if they are representing a company/organization, self-employed or an individual seeking skills for their personal benefit.

TrainND SE gives each training topic a number of class options each quarter based on the demand for a class. If a particular class is not scheduled, an individual may place their name on our waiting list.

## TRAINING ACCOUNT EXECUTIVES



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# It's a competitive world. **Train for it.**

NDSCS Division for Workforce Affairs provides **customized training** for corporations and organizations, as well as **open-enrollment training** for individuals.

As a member of the TrainND statewide workforce training system, the Division for Workforce Affairs can link you to state and region-wide networks of professionals and resources for the exact training you need to become more competitive.
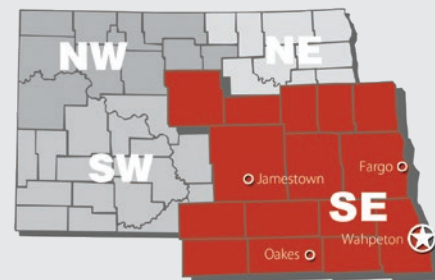




Powered By:
North Dakota State College of Science

# MANAGEMENT & LEADERSHIP

## CLASS SERIES: MAXWELL FRIDAYS 9 a.m.-4 p.m. • $169 each class

Spend time learning the principles of John Maxwell that will not only add value to your life but also to the lives of those you relate with.
*Facilitator: Brian Fuder*

### The 15 Invaluable Laws of Growth

Just because we have aged, matured, and even gotten larger, it does not mean that we stop growing. Growth is vital and needs to continue for our entire life. The growth that is needed to succeed is not about enlarging our outsides, but rather developing our insides.
**Friday, January 10**

### Sometimes You Win, Sometimes You Learn

Any setback, whether professional or personal, can be turned into a step forward when you possess the right tools to turn a loss into a gain. This presentation will explore the 11 keys needed for the process of drawing wisdom from experience. Maintaining a positive and growth-oriented mindset is not easy during down times, but you can develop the skills and discipline to do the right thing when something goes wrong. **Friday, January 17**

> **"***I enjoyed the presentation and various examples used during the training.***"**

### How to Be a REAL Success

Success is not a destination. It is a process – a life-long strategy of building on strengths, minimizing weaknesses, and focusing on the people and points of life that are most important. This presentation will help you understand the keys you need to succeed in life.
**Friday, January 24**

### Everyone Communicates, Few Connect

Learning to communicate is one thing, learning to connect is totally another. Communication without connecting is just noise and it is inefficient. This presentation will help you develop not only your communication skills but also your connecting skills.
**Friday, January 31**

### The 17 Indisputable Laws of Teamwork

Everyone knows that teamwork is a good thing, in fact it is essential. But how does it really work? What makes a winning team? Why do some teams go straight to the top, while others seem to go nowhere. This presentation will look deeply into how best to form teams, keeping teams focused, and celebrating the wins together as a team.
**Friday, February 7**

## **BLANCHARD PROGRAM

*Facilitator: Mary Beth Burns*

**KenBlanchard® COMPANIES**

### First-Time Managers *Now Available In Person or Virtual Classroom*

Becoming a first-time manager is one of the most challenging and critical career transitions. New managers are often chosen from high-performing individuals. These highly proficient doers quickly become struggling new managers, without the skills needed to succeed.

*Facilitator: Mary Beth Burns* · **$399**

**Fargo: Tuesday, January 28 • 9 a.m.- 4 p.m.**
**Virtual: Tuesday-Thursday, March 31-April 2 · 10 a.m.-12 p.m.**

### Management Essentials *Now Available In Person or Virtual Classroom*

This program focuses on helping managers be more effective in their role and includes animations, videos, group activities, and skill practices. With an emphasis on the Four Core Conversations managers need to have, four conversational skills are presented that create the how-to for conversations. **$399**

**Fargo: Tuesday, February 18 · 9 a.m.-4 p.m.**
**Virtual: Tuesday-Thursday, March 10-12 · 10 a.m.-12 p.m.**

### Situational Leadership® II Concepts *4-hour Class*

Situational Leadership® II (SLII®) is the most comprehensive, up-to-date, and practical method of effectively managing and developing people, time, and resources in the world. SLII is a model and a set of tools for opening up communication and helping others develop self-reliance. It is designed to increase the frequency and quality of conversations about performance and development between managers/trainers and the people they work with so that competence is developed, commitment is gained and talented individuals are retained. **$299**

**Fargo: Thursday, March 26 · 1-5 p.m.**

### Situational Leadership II® Experience *2-day Class*

Situational Leadership® II (SLII) is recognized as both a business language and a framework for employee development that transcends cultural, linguistic, and geographical boundaries. Its foundation lies in teaching leaders to diagnose the needs of an individual or a team and then use the appropriate leadership style to respond to the needs of the person.

Leveraging all the theory and design that has made Situational Leadership® II the world's most taught leadership training model, our new learning design, The SLII Experience, uses game-changing techniques that immerse learners in SLII quickly, deeply, and effectively.

Bringing together highly engaging classroom activities with pre- and post-tools helps reinforce, measure, and cement learning. Short, fast-paced learning scenarios using real work problems capture learners' attention. The outcome is that learners get up-to-speed and start using SLII faster than ever before." **$699**

### Team Leadership

Blanchard's Team Leadership teaches team leaders how to provide clarity, manage conflict, and build trust to successfully grow and sustain high performance teams. **$449**

**Fargo: Tuesday, March 24 · 8:30 a.m.-4:30 p.m.**

### Coaching Essentials

The Coaching Essentials program is designed for managers who want to engage in coaching conversations with their people to help them become self-reliant performers Managers will learn and practice structured coaching conversations that will help their direct reports to be effective and independent. In support of the coaching conversations, managers will learn and practice the Coaching Process and the Essential Coaching Skills that support all conversations. **$449**

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## MĪPRO

### NEW CLASS
### Introduction to Continuous Improvement - The 8 Wastes

This exciting four-hour, hands-on course will introduce and demonstrate the 8 Wastes and how removing waste will positively impact your workplace. Whether your organization is a manufacturing plant, a government organization, a service industry or even a single entity working from home, these Lean principles will create customer value while removing waste and defects.

This course is designed to both inform and inspire individuals about the benefits of unleashing the power of continuous improvement within their organization.

*Facilitator: Pamela Haats* · **$149**
**Wednesday, March 18 · 8 a.m.-12 p.m.**

**Class Objectives:**

- Participants will be able to identify waste in the workplace, leading to cost savings, process efficiencies, and raised employee engagement levels.
- Participants will learn how to think differently by applying Continuous Improvement tools to the workplace.
- Participants will create an individual plan for their workplace, with countermeasures, to address problems identified during class.
- Participants will receive the MIPRO 8 Wastes Pocket Guide.

*"It was perfect for an introduction to LEAN."*

**FARGoes AGILE:**
**Pragmatic Agile-Scrum Workshop**
*Presented by Infonero Consulting*

In today's digital economy, businesses need agility, and with over 70 percent of organizations using Agile in some form (according to a Harvard Business Review survey), it stands as one of the most popular choices today. The Agile framework is beneficial for virtually any organization delivering products or services. Agile adoption lends a significant increase in proficiency across all principal business functions. With this in mind, we crafted workshops trimming out redundancy found in formal Agile-certification courses to give attendees a practical, hands-on approach to initiate Agile-Scrum adoption within their organization.

**In this workshop, you'll learn:**

- Become familiar with Agile frameworks with a focus on Scrum
- Differentiate between frameworks and methodologies, and when they are most suitable
- Deeper dive into Scrum with practical exercises
- Understand strategies for adoption and implementation of Agile frameworks
- Understand how effective Agile-adoption alleviates your organizational pain-points and promotes value-delivery

*Facilitator: Infonero Consulting Team*
**Fargo: Friday, March 26 · 10 a.m.-4 p.m.**
*Lunch and materials included* **$249**
**On-site customizable training available by request.**

*For more information, please visit: www.infonero.com/agile-training*

## CLASS SERIES: EFFECTIVE FRIDAYS 1-5 p.m. • $149 each class

Make a commitment to yourself to increase your value in your personal life and business by joining us on Fridays from 1-5 p.m. as you learn to increase your effectiveness. *Facilitator: Brian Fuder*

### Increasing the Effectiveness of Interpersonal Communication

Participants will have the opportunity to investigate and find their own best ways of communicating to accommodate interacting with people of other styles. Participants will be introduced to listening and speaking habits, body language and intonation. In completing the course the participant will develop and be allowed to implement a plan to put their enhanced communication skills to good use. **Friday, February 14**

### Delivering Effective Customer Service

Are your customers internal, external, or both? No matter the situation, effective customer service is vital. You need to be able to provide value to both your customers and to others around you, and sometimes these folks can be a bit challenging. Being prepared with the right mindset and some helpful techniques can help you work with those difficult people. **Friday, February 21**

### Effective Conflict Management Principles

Conflict happens; put more than one sane person in a room and see how long it takes before conflict occurs. Conflict is the perception that one or more of our values, moral, or beliefs have been threatened or compromised. Conflict is the culmination of cognitive, emotional, relational, and behavioral traits that dwell in all of us. Conflict, unless resolved, will orbit like the moon around our planet and never realize a significant change.

Participants will have the opportunity to investigate and find how the eight parts of the conflict orbit affect us all. **Friday, February 28**

### 8 Effective Leadership Principles

What keeps you from becoming the most effective, the most successful, even the most significant leader that you can be? It is the fear of mediocrity or what is sometimes called the impersonator syndrome. You can never become an effective leader by avoiding or even ignoring the hard stuff. To be an effective leader we need to understand our strengths and our weaknesses.

Participants will have the opportunity to investigate and find how to put eight simple, but seldom used, principles to work to become an effective leader. **Friday, March 6**

### Increasing Meeting Effectiveness

This presentation covers the human relations skills that are essential for building cooperation and positive results in meetings. Focusing on three components of effective meetings and meeting leadership strategy: pre-meeting planning, managing the meeting, and post-meeting follow up. **Friday, March 13**

### Effective Decision Making

Making a decision for yourself can at times be a daunting task. Now think about making a decision that will not only affect you but potentially many more and may have dire financial consequences and may even jeopardize your job.

Participants will have the opportunity to discover eight steps to effectively make decisions and problem solve. **Friday, March 20**

### Increasing Employee Hiring Effectiveness

This presentation covers the human relations skills that are essential for hiring managers in the hiring process, which includes recruiting, selecting, orienting, onboarding, and retaining new employees. Once hired an employee is a valuable asset but that asset needs to be nurtured and allowed to mature in their position. In this presentation, participants will look at effective selection techniques to increase retention, employee satisfaction, all the while decreasing the expense of turn over and poor hiring decisions. **Friday, March 27**

### Presentation Strategies to Effectively Engage Your Audience

We live in the days of death by PowerPoint. Everyone has one and very few are as good as they could be or as effective as they should be. In this presentation the participants will gain an understanding of how best to identify needs, organize your materials, and effectively define the message to your audience.

Participants will have the opportunity discover eight strategies to effectively enhance your presentations. **Friday, April 3**

# PROFESSIONAL DEVELOPMENT

### Attitudes Are Contagious!

The goal of "Attitudes Are Contagious" is to provide the participants with an energy filled experience of life-applicable attitude information that provides a quantity and quality of success in life. Attitude is everything and this information supports the importance and benefits of maintaining a healthy and balanced optimistic attitude.

*Facilitator: Ann Dolence • $149*

### Bring Your 'A' Game to Work

The Bring Your 'A' Game to Work is a dynamic, energetic and customizable soft skills training that can be tailored to meet your participant's needs. The curriculum focuses on developing the foundational soft skills, often referred to as work ethic — how a worker gets along with others, shows up for work, conflict resolution, willingness to take direction, or expresses professionalism. Employers around the country say that these skills are the most important factor in hiring a new employee, even above the technical skills for the job.

### *Budgeting Basics
**Take this class to:**

- Understand the reasons for budgeting
- Identify different types of budgets and their implications
- Understand the planning and research involved in creating a budget
- Create a budget
- Negotiate and sell the budget to management
- Manage a budget once it is established

**$149**

## PROJECT MANAGEMENT

- Using the Scrum Framework for Agile Project Management
- Intro to Project Management

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*"I really enjoyed the class. It was very detailed and gave great examples of ways to break down the project and the steps it takes to complete a project."*

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### Professionalism and Etiquette in the Workplace

Professionalism and workplace etiquette contribute to a conducive work environment and to the performance of employees. In this class you will discover how employees can learn the essentials of workplace etiquette and professionalism.

*Facilitator: Jill Wilkey • $79*

*Minimum and maximum enrollment required for all classes.*

### DiSC for the Workplace

DiSC addresses the four primary communication styles. Complete an assessment to identify your preferred way of communicating and learn how to identify other people's styles. You will also learn strategies to use when communicating with others for even greater success.

*Facilitator: Mary Beth Burns* • **$129**

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**"***Learning new skills or different ways I can speak to our customers to make them feel they are important to me.***"**

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### Great Service Over the Phone

Every time an employee answers your business phones, your company's business in is on the line! In this four hour class, participants will learn the fundamental elements to create the great service customers deserve. **$149**

### Please Respect My Generation!

Please Respect My Generation is a comprehensive training program designed to address discrepancies, stereotypes and disrespect based on generations in the workplace. This program covers FIVE generations working side by side in today's workplace – Generation 9/11, Millennials, Generation X and Baby Boomers. **$99**

### Harassment in the Workplace

Harassment issues concerning age, religion and gender are all detrimental to the workplace. Learn the laws and what you can do to avoid a hostile environment, and avoid law suits. **$99**

### Tall Ships-Building Effective Teams

The Seven Seas Company has selected your company to collaborate with them in an attempt to win a lucrative contract for designing and building a tall ship. But your company must first demonstrate that it can successfully perform the "Seven C's" upon which The Seven Seas Company is founded. Can your team rise to the challenge to win the deal? **$99**

### NEW COURSE Take Coaching from Concept to Culture

As a coaching leader, you empower others to achieve breakthrough results and drive true behavior change. This workshop will introduce new ideas about people's beliefs, why they do the things they do and how to help people break through self-limiting paradigms using the Integrity Coaching® model. You will be introduced to a simple coaching process and have an opportunity to apply it. As a result, you will instill confidence, a sense of ownership and fully realize potential in your people.

This is packaged as two, half-day seminars plus structured eight-week, hour-long follow-up calls to reinforce skills. All participants receive a binder of material from Integrity Solutions, LLC, along with life-long access to an online toolkit.

*Facilitator: Lindsey Cernik* • **$1,199**
**Fargo: February 19-20, March 17-18 or March 25-26**

### NEW CLASS The Path to an Inclusive Workplace

Research shows that employees who feel included are 51% more likely to recommend your company as a great place to work, 43% more committed to your company, 28% more engaged at work, and have 19% greater well-being in their lives. Inclusion is defined as feeling welcomed, respected, and valued. While hiring goals may boost diversity, they will not create an inclusive culture and may actually cause more turnover. In this workshop, we will address the components of an inclusive organization. This will be an interactive session in which we will examine best practices and reasons why inclusion efforts can fail. Throughout the three-hour workshop, experiential exercises, discussion, and information sharing will be used to move you down the path to an inclusive workplace. You will leave the workshop with techniques to apply within your organization.

*Facilitator: Claudette Peterson, Ed.D. and Tom O. Peterson, Ph.D.* • **$149**

### Clifton (formerly Gallup) StrengthsFinder

The Clifton StrengthsFinder is an instrument developed at the Gallup organization that helps individuals identify their natural talents. It is based on positive psychology which teaches that there is a better return on investment if we develop our natural talents rather than focusing on our perceived weaknesses.

*Facilitators: Tim and Claudette Peterson* • **$149**

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### SHRM CERTIFICATION PREP COURSE

**SHRM® CERTIFICATION**
**SHRM-CP® AND SHRM-SCP®**

**Ways Your Organization Will Benefit from Your SHRM-CP or SHRM-SCP Certification:**

- Your knowledge will be current and relevant
- You will learn practical skills that will impact your job immediately
- These certifications were developed with employers in mind
- Your knowledge and skills will be globally applicable and universally recognized
- Your certification and training is provided by the leading advocate for the HR professionals
- **Take the class in the classroom or virtually***!

**Thursdays: February 6-April 23 • 6-9 p.m.**
**Registration Deadline: Friday, January 24**
**$899 FMHRA members**
**$999 Non-members**

*\*Must attend the final class in person to take the exam.*

**"***I was able to apply knowledge from class the very next day at work.***"**

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# COMPUTER TRAINING

## COMPUTER BASICS

### *Basic Keyboarding

This eight-hour class is designed for beginners in keyboarding. Emphasis is placed on the development of correct key stroking techniques, skill in the mechanical operation of the computer, and proficiency in the application of these skills to simple keyboarding problems. **4-session Class • $199**

### *Intro to Computers Using Windows 10

Whether you're new to computers or have used them in the past, this class will help you become more comfortable using a personal computer (PC) and, more specifically, the Windows 10 interface.
This course will help you to define what a PC is, and familiarize you with the Windows 10 user interface and its basic capabilities. In this course, you will explore Windows 10 and learn how to create documents, send email, browse the Internet, and share information between applications and with other users. **$249**

**Fargo: Tuesday, January 14**
**Wahpeton: Wednesday, January 15**
**8:30 a.m.-4 p.m.**

## ACCOUNTING

### QuickBooks® and QuickBooks® Pro 2018

This 16-hour course contains 15 lessons with step-by-step instructions and illustrations that make it easy to learn QuickBooks. This class will teach you how to use many of the features available in QuickBooks Financial Software for Windows. **$399**

## CRYSTAL REPORTS®

### Crystal Reports® 2016 Level I

Organizations use reporting tools to access data sources and generate customized reports. Crystal Reports® 2016 enhances report building and report processing techniques with a slew of features that add value to your presentation. In this course, you will create a basic report by connecting to a database and modifying its presentation. **$299**

### Crystal Reports® 2016 Level II

This course is designed for people who know how to create basic list and group reports and need to create reports that include subreports, cross-tabs, advanced formulas, and charts based on more than one data series. They may also need to build tools that make it easier for other people to create reports. They may or may not have programming and/or SQL experience. **$299**

*Minimum and maximum enrollment required for all classes. Previous versions of all computer programs are available by request.*

## ADOBE® CC
8:30 a.m.-4 p.m. **$289**

**\*Adobe® Acrobat Pro DC**
**Level 1**
Fargo: Wed., Feb. 26
**Level 2**

**\*Adobe Illustrator**
**Level 1**
Fargo: Thurs., Feb. 13
**Level 2**
Fargo: Tues., Mar. 17

**\*Adobe InDesign**
**Level 1 - $349 2-DAYS**
Fargo: Tues.-Wed., Feb. 4-5
8:30 a.m.-12:30 p.m.
**Level 2**
Fargo: Wed., Mar. 4

**\*Adobe Photoshop**
**Level 1**
Fargo: Thurs., Jan. 30
**Level 2**
Fargo: Wed., Feb. 19

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**"**_Being that this is all new, I really learned a lot. The basics are really going to help me get a head start on designing._**"**

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### \*Designing Ads and Marketing Materials
This class is for people who aren't trained to be graphic designers, yet have an interest in design or been asked to do a job that requires graphic design skills. Examples include working on or designing your own business cards, stationery, brochures, leaflets, postcards, inserts, flyers, and more. We will go over design concepts, how to lay out each item and how to set up the files correctly for printing. **$289**

**Thursday, January 16**
**8:30 a.m.-4 p.m.**

## \*MICROSOFT® CLASSES
**Office 2016** 8:30 a.m.-4 p.m.

### ACCESS - $249
**Level 1**
Fargo: Thurs., Jan. 30
Wahpeton: Tues., Feb. 11

**Level 2**
Fargo: Wed., Feb. 19
Wahpeton: Tues., Mar. 24

### EXCEL - $249
**Level 1**
Fargo: Tues., Jan. 7
Wahpeton: Tues., Jan. 28
Fargo: Thurs., Feb. 20

**Level 2**
Fargo: Thurs., Jan. 22
Wahpeton: Thurs., Feb. 6
Fargo: Wed., Mar. 18

**Level 3**
Fargo: Tues., Feb. 4

### EXCEL PIVOT TABLES - $169
**8 a.m.-12 p.m.**
Fargo: Fri., Jan. 31
Wahpeton: Fri., Feb. 21

### ONE NOTE - $169
**8 a.m.-12 p.m.**
Fargo: Thurs., Jan. 23

### OUTLOOK - $249
**Level 1**
Fargo: Thurs., Feb. 6
Wahpeton: Thurs., Feb. 13
**Level 2**
Fargo: Wed., Mar. 11

### POWERPOINT - $249
**Level 1**
Fargo: Tues., Mar. 10

### PROJECT - $289
**Level 1**
Fargo: Tues., Feb. 25
**Level 2**
Fargo: Thurs., Feb. 27

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**"**_I liked learning the shortcuts._**"**

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### VISIO - $249
Fargo: Wed., Feb. 12

### WORD - $249
**Level 1**
Fargo: Thurs., Jan. 9
Wahpeton: Thurs., Jan. 30
**Level 2**
Fargo: Thurs., Mar. 5
Wahpeton: Tues., Mar. 3

## NEW MICROSOFT® 2019
8:30 a.m.-4 p.m.

### EXCEL - $249
**Level 1**
Fargo: Wed., Jan. 29
Wahpeton: Wed., Feb. 5
Fargo: Thurs., Mar. 5

### WORD - $249
**Level 1**
Fargo: Tues., Feb. 18
Wahpeton: Wed., Mar. 25

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**"**_The instructor was easy to listen to. They did a very good presentation._**"**

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**NEW CLASS Microsoft® Office 365™ Online (with Teams™ for the Desktop)**
Using the Office 365 suite of productivity apps, users can easily communicate and collaborate together through Microsoft® Outlook® mail and Teams™ messaging and meeting functionality. This course is an introduction to Microsoft® Office 365™ with Teams™ in a cloud-based environment.

**8:30 a.m.-4 p.m. • $249**
**Wahpeton:** Wed., Jan. 8    **Fargo:** Thurs., Jan. 16
   Thurs., Mar. 26

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## AutoCAD

### AutoCAD 2020 Fundamentals
The objective of AutoCAD 2018 Fundamentals is to teach students to create a basic 2D drawing in AutoCAD. All topics, including features and commands, relate both to AutoCAD and AutoCAD LT unless specifically noted otherwise in the courseware. **$1,499**

**Fargo: Monday, March 9-Friday, March 13** (40 hours) • **8 a.m.-5 p.m.**

### AutoCAD LT 2020 Essentials
The objective of this 24 hour, three day AutoCAD/AutoCAD LT 2016 Essentials is to teach students to create a basic 2D drawing in the AutoCAD software. Even at this fundamental level, the AutoCAD software is one of the most sophisticated computer applications that you are likely to encounter. Therefore, learning to use it can be challenging. **$899**

**Fargo: Monday, March 9-Wednesday, March 11 • 8 a.m.-5 p.m.**

# GOOGLE CLASSES

**NEW CLASS** Using Google G Suite $249
In this 6.5 hour course, you will learn about the features and functionalities of the apps included in most G Suite editions—Gmail™, Google Drive™, Google Docs™, Google Slides™, Google Drawings™, Google Sheets™, Google Forms™, Google Hangouts™, Google Calendar™, and Google Sites™—and work within their respective environments.

**Fargo:  Thursday, January 23 or March 26 · 8:30 a.m.-4 p.m.**

## The Basics of Google Rankings 2.5 hours

Ranking your website on the first page of Google, also known as search engine optimization (SEO), is the life blood of small business marketing. In this presentation, you learn the basics of getting your website ranking higher on Google. Michael breaks down how Google works and the steps you can take, on your own and usually at little or no cost, that create a long-term search presence for your business and leads to a considerable increase in sales and profitability.

**In this workshop, you'll learn:**

- Why ranking on Google is still so important to small businesses
- Breaking down the Google ranking formula
- The world's easiest way to do keyword research
- The 5 pillars of local SEO rankings
- Real life case studies
- SEO myths

## How to Leverage and Rank on YouTube 2.5 hours

Learn how to rank your videos on YouTube and leverage it for your business growth. YouTube is currently the second most popular website in the world and the untapped potential for small businesses to reach their ideal customers is huge! Best of all it's free, which makes it an incredibly powerful marketing tool.

**In this workshop, you'll learn:**

- Why YouTube is so powerful
- How to acquire clients using video on YouTube
- Secrets to get your videos to rank high on YouTube and Google
- Tips for producing high quality, low-cost videos
- Workflow – Uploading, titles, descriptions, tags, and thumbnails

## Mastering Google Maps for Business 2.5 hours

Ever wondered why some businesses show over others in Google Maps? In this workshop, you'll the intricacies of Google Maps, but more importantly how to get your business to rank in the top "three-pack" and squash your local competition!

**In this workshop, you'll learn:**

- Basics of ranking your business on Google Maps
- Setting up and optimizing your Google My Business profile
- Optimizing your website for Google Maps
- Creating online directory profiles (business citations) and link building ideas
- The importance of online reviews
- Other factors that impact Google Maps
- A few advanced techniques

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## PEARSON VUE® AUTHORIZED TEST CENTER

**To find available tests and register visit:**
https://wsr.pearsonvue.com

**Link to list of available tests:**
https://home.pearsonvue.com/ Documents/Test-center/test_center_ available_exams.aspx

**Cisco, CompTIA and MOC classes can be delivered as instructor-led, virtually or Online LIVE. Pricing varies by delivery option.**

**Contact Susie Carlson regarding pricing and training options.**

**Susie Carlson**
*Training Manager/ Open Enrollment Training*
701-231-6912
Susie.Carlson@ndscs.edu

## SECURITY

**CyberSec First Responder: Threat Detection and Response**

40 hours

**EC-Council Certified Ethical Hacker (CEH) v9.0**

40 hours
**$2,799**

**CyberSAFE Securing Assets for the End User**

Regardless of your computer experience, this class will help you become more aware of technology-related risks and what you can do to protect yourself and your organization from them.

**This course will help you to:**

- Understand security compliance needs and requirements.
- Recognize and avoid phishing and other social engineering.
- Recognize and avoid viruses, ransomware, and other malware.
- Help ensure data security on computers, mobile devices, networks, the Internet, and in the cloud.

*Facilitator: Nick Lindhag*

**NEW COURSE New Online Trainer Series - $149**
*Facilitator: Julie Streifel*

Join this six, one-hour session class, to learn the basics of being an online trainer from your office, cube or home. The six sessions include:

**Session 1:** Course Introduction

**Session 2:** Teaching Online vs. Classroom

**Session 3:** Training Environment

**Session 4:** Technical Issues

**Session 5:** Online Training Musts (Part 1)

**Session 6:** Online Training Musts (Part 2)

**Visit our website for a more detailed outline of the class series!**

## BUSINESS INTELLIGENCE: DASHBOARD IN A DAY
### *Brought to you by Nexus Innovations*

Dashboard in a Day is a comprehensive 8-hour training session to help you understand and explore Power BI as a solution for business data collaboration. Dashboard in a Day is an introductory to intermediate course designed to accelerate your Power BI experience with practical, hands-on training. The workshop is meant for beginners as well as users with intermediate level skills and the goal is to give all the attendees a solid foundational knowledge of Power BI and a working dashboard of their data.

***Facilitator: Tony Ambrose and Taylor Pope***

**Fargo: Tuesday, February 4**
**8 a.m.-5 p.m. · $499**

## MICROSOFT POWER PLATFORM
### *PowerApps, Flow, Common Data Service: App in a Day Workshop*

App in a Day is a comprehensive hands-on training workshop designed to help you understand and explore leveraging the Microsoft Power Platform for custom business apps. App in a Day is an introductory to intermediate course designed for solution developers and power users with experience designing and developing business solutions. Our goal is to give all the attendees a solid foundational knowledge of Microsoft PowerApps, Microsoft Flow, the Microsoft Common Data Service, and practical experience to have the confidence to use these tools to build custom solutions for their organization.

### Intended Audience

This workshop is a beginner-to-intermediate-level course, intended for solution developers and business technical analysts to learn more about solution development using the Microsoft Power Platform. Although attendees do not need to be professional software developers in order to find value in this workshop, those with experience designing business solutions using Microsoft InfoPath, Microsoft Access, web development tools, or other solution development tools will find the Microsoft Power Platform tools and course material more familiar. This will be a hands-on, immersive, interactive experience; not a sales pitch. We'll have fun while learning and applying new tools and skills.

### Course Outcomes

At the end of the workshop, you will be equipped to:

- Create custom business applications without writing code.
- Learn how to build sophisticated business processes and complex data relationships within your applications.
- Learn how to connect your app to a variety of data sources to bring it to life.
- Share your apps inside your organization securely.

***App in a Day Instructors: Tony Ambrose, Senior Director of Strategic Solutions, Nexus Innovations and Jordan Aaberg, Solutions Developer, Nexus Innovations.***

***Facilitators: Tony Ambrose and Jordan Aaberg***

**Fargo: Thursday, March 12**
**8 a.m.-5 p.m. · $649**

*Minimum and maximum enrollment required for all classes. Previous versions of all computer programs are available by request.*

# TRUCK DRIVING

### CDL/TRUCK DRIVING *NOW 4-WEEK CLASS!*

This four-week program includes classroom and behind-the-wheel training. Students satisfactorily completing the course will test for their Class A Commercial driver's license. This program qualifies for GI Bill funding.

**Monday-Thursday Class Sessions (Fargo)**
January 6
February 10
March 16
April 20
May 26

**COST: $3,995**
**DEPOSIT: $500** (applied towards tuition)

### CDL/TRUCK DRIVING *6-WEEK CLASS*

This six-week program includes classroom and behind-the-wheel training. Students satisfactorily completing the course will test for their Class A Commercial driver's license. This program qualifies for GI Bill funding.

**Customizable Class Sessions (Fargo)**
January 6
March 16
May 26

**COST: $5,495**
**DEPOSIT: $500** (applied towards tuition)

### FOR MORE INFORMATION OR TO REGISTER

Shannon.M.Herman@ndscs.edu or 701-231-6922 Monday-Friday 8 a.m.-5 p.m.

**Brian Ware**
*CDL Instructor*
701-231-6934
Brian.Ware@ndscs.edu

**Shannon Herman**
*Sales Coordinator*
701-231-6922
Shannon.M.Herman@ndscs.edu

> " *Things are progressing well. Those that went to training are gaining more experience every day. The training did help accelerate this learning. We will definitely look to NDSCS for more training in the future.* "
>
> – Mike Rude,
> Tank Supervisor at TrueNorth Steel



**Jerod Tengesdal**
*Welding Technology Trainer*
*NL3 PMI Training*
*AWS, CWI, CWE, NC3*
*Certified, NCCER*
701-231-6947
Jerod.Tengesdal@ndscs.edu

# INDUSTRIAL / MANUFACTURING

## WELDING

### Introduction to Welding

### Customized Welding

We provide a complete assessment of your company's welding process and customized training adjusted to your specific needs.

### Entry Level Welder: NCCER Certifications

This 120-hour class includes both welding and forklift training and First Aid/CPR Certification. In addition, individuals gain entry level Gas Metal Arc Welding (GMAW) skills in accordance with the NCCER Program.

### Welding Qualification and Certification

AWS; ASME; API

### Welding Shop Safety

### Weld Symbols

## GD&T

### Introduction and Fundamental Principles

Provides a critical and simplified foundation in fundamental lessons in proper interpretation of engineering drawings used in the design, manufacture and inspection of parts, which have geometric controls applied per ANSI Y14.5M-1982 and ASME Y14.5M-1994.

### Advanced Applications and Analysis

Provides advanced information in applications and analysis (per ASME Y14.5 and ASME Y14.5.1) involving optimization strategies for given design applications, manufacturing methodologies and measurement implications.

## NEW COURSE OFFERINGS

### Snap-on Torque Certification

Completion of this 24-hour course allows the participant to take an online test and earn a nationally-recognized credential verifying proficiency in torque wrench usage.

### Fanuc Robotics-Basic Programming and Operation

This 40-hour course is designed for students to become familiar with the basics of programming and operation of a Fanuc Robot.

*Facilitator: Lonnie Wurst • $999*

**Wahpeton: January 6-10**
**Monday-Thursday 8 a.m.-5 p.m. • Friday 8 a.m.-12 p.m.**

### Basic Mechanical Drives and Maintenance

This 16-hour course gives the student an introduction to select basic mechanical maintenance practices as they are used in industry. Belt Drives, Chain Drives, Lubrication, and precision measurement practices will be also covered.

## SILICA SAFETY TRAINING

Silica Safety Training is designed to show employees working with Silica the health hazards associated with Silica exposure, and where does Silica originate. Other objectives covered in this two-hour course will be Engineering Controls, PPE (Personal Protective Equipment) minimum requirements, Exposure Limits, and Exposure Control Plan. This training is in compliance with OSHA standard 29 CFR 1926.1153.

### Who should take this course?

Employees working in construction industry, common workplace operations involving cutting, sawing, drilling and crushing of concrete, brick, rock, and stone products including sand and sand blasting which could result in the inhalation of small particles of crystalline silica.

## TWO-DAY ELECTRICAL/ELECTRONICS PRINCIPLES CLASS

This two-day lab/lecture-demonstration course covers the principles of DC Electrical and Electronics and applies to Agricultural, Construction and Trucking industries.

**This hands-on course will include:**

**\*Students are responsible for bringing their own meters.\***

*Facilitator: E.B. Floersch III, Associate Professor, Diesel Technology, NDSCS*

- Ohm's Law
- Series/parallel circuits
- Schematic reading
- Test instruments
- Circuit components
- Multi-meter use in circuits
- A-Tech training boards
- Applications and testing of solid-state devices
- Repairing and troubleshooting electrical problems

**Tuesday-Wednesday, January 7-8 • 8 a.m.-5 p.m. • $599**

## HAZWOPER

HAZWOPER is an acronym that stands for Hazardous Waste Operations and Emergency Response. HAZWOPER training is covered under OSHA standard 29 CFR Part 1910.120.

This 6-hour class adequately prepares emergency response and cleanup workers to clearly understand their role(s) in managing unexpected releases of hazardous substances so that they can act quickly and respond in a safe manner during an emergency. An unexpected release of hazardous substances, or a substantial threat of a hazardous substance release, can pose a significant health and safety risk to workers. Unexpected releases can be caused by operation failures and unrelated outside events (e.g., natural disasters, terrorism). Workers can encounter hazardous substances through waste dumped in the environment—a serious safety and health issue that continues to endanger life and environmental quality.

*Facilitator: Paul Lubbers*

*Minimum and maximum enrollment required for all classes.*

## MANUFACTURING & INDUSTRIAL CLASSES

- Weld Shop Safety
- Quality Control/Quality Assurance/ Weld Inspection
- Gas Tungsten Arc Welding
- Gas Metal Arc Welding
- Blueprint Reading
- Weld Symbols
- Basic Metallurgy
- Plasma Arc Cutting
- Air Carbon Arc Gouge/Cut
- Press Brake and Shear Operation
- Shielded Metal Arc Welding
- Flux Core Arc Welding

## OSHA

**OSHA 10-hour**
**OSHA 30-hour**

## PRINT READING

**Welding Print Reading**

**Customized - Basic to Advanced**

- Machining
- Mechanical

## BASIC METALLURGY

## OTHER INDUSTRIAL TRAINING

**Industrial Maintenance**

**Programmable Logic Controls**

## FIRE EXTINGUISHER TRAINING

This two-hour course includes simulated fires and fire extinguishers in hands-on simulations for fires inside our customized training trailer. OSHA Standard 1910.157(g)(1) states that "Where the employer has provided portable fire extinguishers for employee use in the workplace, the employer shall also provide an educational program to familiarize employees with the general principles of fire extinguisher use and the hazards involved with incipient stage fire-fighting."

# HEALTHCARE

## CERTIFIED NURSING ASSISTANT (CNA)

This Certified Nursing Assistant (CNA) class has been developed for individuals who are interested in a career in nursing or preparing for employment as a Certified Nursing Assistant. The class involves both lecture and hands on lab instruction coupled with clinical experience in a classroom environment. Emphasis is placed on working with clients in the long-term care setting. A current mantoux test is required prior to participating in the clinical portion of the class.

### Evening Classes

**Monday, Wednesday & Thursday**
**January 27-February 26**
5-10 p.m.

**Clinicals:** Thursday-Saturday, February 27-29

**Test:** Friday-Saturday, March 6-7

**Monday, Wednesday & Thursday**
**April 13-May 11**
5-10 p.m.

**Clinicals:** Thursday-Saturday, May 14-16

**Test:** Tuesday-Wednesday, May 19-20

### Day Classes

**Monday, Wednesday & Thursday**
**February 24-March 23**
9:30 a.m.-3 p.m.

**Clinicals:** Thursday-Saturday, March 26-28

**Test:** Friday-Saturday, April 3-4

**Monday, Wednesday & Thursday**
**May 18-June 17**
9 a.m.-2 p.m.

**Clinicals:** Thursday-Saturday, June 18-20

**Test:** Friday-Saturday, June 26-27

### ENROLL ONLINE:
https://registration.xenegrade.com/ndscs/search.cfm or call Jane at 701-231-6915.

**COST: $549 | CNA TEST: $165**

*"Great learning environment and our instructor was amazing."*

**Jane Cornell**
*CNA Administrative Assistant*
701-231-6915
Jane.Cornell@ndscs.edu

# ONLINE CLASSES

## DEVELOPMENT DIMENSIONS INTERNATIONAL®

DDI has helped successful organizations around the world close the gap between where their business needs to go and the talent they must have to take them there.

DDI has worked with organizations in every industry, including manufacturing, healthcare, government agencies, finance/insurance, aerospace, pharmaceutical, technology, telecommunications, and consumer goods and services.

### Leadership Series
- Communicating for Leadership Success
- Coaching for Peak Performance
- Delegating with Purpose
- Driving Change
- Resolving Workplace Conflict
- Setting Goals and Reviewing Results
- Journey

### Online Leadership Series I $599
- Communicating for Leadership Success **$119**
- Setting Goals and Reviewing Results **$119**
- Coaching for Peak Performance **$119**
- Delegating with Purpose **$119**
- Driving Change **$119**
- Resolving Workplace Conflict **$119**

## NEW HORIZONS PARTNERSHIP

Along with instructor-led technology training, TrainND has partnered with New Horizons Computer Learning to offer training through "Online LIVE System" where students take classes online, but still interact with the instructor and fellow students. New Horizons has an extensive selection of vendor-authorized training and certifications for top technology providers, such as Cisco, Microsoft and VMware.

### New Horizons – Training and Certifications
www.nhcomputerlearning.com/training-and-certifications

### Training Benefits:
- The class dates listed on their website are Guaranteed to Run (G2R), so you can be assured there will be a class delivered that day.
- The student price you see noted on New Horizons' website are discounted when working with TrainND and registering through us.
- No travel expenses or time spent away from home or the office.
- There is a maximum number of students allowed per class, as sometimes they do fill up – so we encourage you to contact us, and we can check the enrollment status and availability for you in advance.

**Contact Susie Carlson at 701-231-6912 or Susie.Carlson@ndscs.edu for more information or to register for the series.**

## NDSCS — DIVISION FOR WORKFORCE AFFAIRS

# ONLINE LEARNING
*Anytime, anywhere...just a click away!*

**Learn from the comfort of home!**

## ADVANCED CAREER TRAINING
*6-18 Month Format · Prepare for Certification*
*All Materials Included · Student Advisors*

### Sample Categories Include:
- CPC Medical Billing / Coding
- Optician Certification
- CompTIA Certification
- Human Resource Professional
- Certified Bookkeeper
- Administrative Professional
- Mobile and Desktop Web Developer
- Lean Six Sigma Green Belt and Black Belt
- Veterinary Assistant

## FUNDAMENTALS COURSES
*6 Week Format · Monthly Start Sessions*
*Discussion Areas · Expert Instructor*

### Sample Categories Include:
- Speed Spanish
- Accounting Fundamentals
- A to Z Grant Writing
- Grammar Refresher
- Project Management
- WordPress Websites
- Medical Terminology
- SQL
- Photography
- Microsoft Excel
- Introduction to Interior Design

**Visit our website for program details! NDSCS.edu/Ed2Go**

# CONSTRUCTION NEW CLASSES!!

Math is a vital part of construction, from basic math, to geometry, and even trigonometry. A good technician needs to be sharp with their skills and be able to quickly solve area and volume problems. Understanding units of measurement, slopes, grades, and distances need to be accurately calculated. Yes, we all have access to a calculator, but if you are not familiar with the process and what should be expected, you have no idea if your calculator is right or wrong.

## Math for Construction

This class will be beneficial to anyone in the construction industries from carpenter, surveyor, project manager, technician, and even laborer.

### Course goals:

- Working with Whole Numbers
- Working with Decimal Numbers
- Working with Fractions
- Units of Measurement
- Unit Conversions
- Geometry
- Angular Units of Measurements
- Right Triangle Trigonometry
- Oblique Triangle Trigonometry
- Areas
- Volumes

*Facilitator: Brian Fuder • $179*
**Monday, January 13 • 9 a.m.-3 p.m.**

## Advanced Math for Construction

This class is intended for personnel needing a higher level of understanding of geometric, trigonometric and vector operations. It is expected that all participants have completed the Construction Math class or equivalent.

### Course goals:

- Geometry
- Angular Units of Measurements
- Right Triangle Trigonometry
- Oblique Triangle Trigonometry
- Areas
- Volumes
- Vector Geometry
- Coordinate Geometry
- Polar and Rectangular Coordinates

*Facilitator: Brian Fuder • $179*
**Monday, January 20 • 9 a.m.-3 p.m.**

## Build Your Employee's Skills with
# CONSTRUCTION CORE TRAINING

**Have employees that need additional skills?**
**During the slower winter months send your employees to the Construction Core Training to build confidence and abilities.**

Students learn soft skills like communication and employability. Other topics covered include construction math, safety, construction drawings and use of power and hand tools. This curriculum utilizes both classroom and hands-on work and evaluations to ensure graduates have the skills they need to be successful on the construction jobsite.

- Communication
- Employability
- Construction Math
- Safety
- Construction Drawings
- Power and Hand Tools

**ABC — Associated Builders and Contractors**
**Minnesota/North Dakota**

**Invest in your employees— Construction Core offers basic skills needed for success on the jobsite.**

**Pre-Skilled trades** focuses on the vocabulary and math proficiency needed for the Skilled Trades class; class includes communication soft skills, job search and basic computer skills.

**SKILLED TRADES CLASS OPTIONS:**

**Class 1:** Designed for students working 2nd and 3rd shifts. Students ready for April employment.

- **Pre-Skilled Trades:** Monday-Friday, February 10-March 5 • 8:30 a.m.-1 p.m. (No class on 2/17- President's Day)
- **Skilled Trades:** Monday-Friday, March 9-April 1 • 8:30 a.m.-1 p.m.

**Class 2:** Students ready for employment June 22

- **Pre-skilled Trades:** May 4-May 29 • 8:30 a.m.-1 p.m.
- **Skilled Trades:** June 3-June 19 • 7 a.m.-2 p.m.

# SKILLS**ND** PROGRAM

**REFER AN EMPLOYEE**

## TWO TRAINING TRACKS: CNA & SKILLED TRADES - CONSTRUCTION & MANUFACTURING

Developed to help unemployed, underemployed and New Americans with or without a GED. Course and small class size help students develop study habits and self-confidence before advanced training. Emphasis is on safety, vocabulary and expectations of the workplace. Communication training includes critical thinking, teamwork, attitude, and conflict management.

### Skilled Trades:
### Construction & Manufacturing | Pre-Skilled Trades

This **Skilled Trades** class includes safety, use of hand and power tools, construction math, use of calipers and micrometer reading, and concludes with print reading.

**Pre-Skilled trades** focuses on the vocabulary and math proficiency needed for the Skilled Trades class; class includes communication soft skills, job search and basic computer skills.

**SKILLED TRADES CLASS OPTIONS:**

**Class 1:** Designed for students working 2nd and 3rd shifts. Students ready for April employment.

◆ Pre-Skilled Trades: Monday-Friday, February 10-March 5 • 8:30 a.m.-1 p.m. (No class on 2/17- President's Day)

◆ Skilled Trades: Monday-Friday, March 9-April 1 • 8:30 a.m.-1 p.m.

**Class 2:** Students ready for employment June 22.

◆ Pre-skilled Trades: May 4-May 29 • 8:30 a.m.-1 p.m.

◆ Skilled Trades: June 3-June 19 • 7 a.m.-2 p.m.

### Pre-Certified Nursing Assistant

Pre-CNA is the study of medical terminology including body systems, ethics in health care, infection control, human growth and development, respiratory, skeletal and muscular systems, patient's personal needs, digestive system and nutrition.

This preparatory class instills study habits and helps ensure students are successful in C.N.A. class and employable.

- Class is 18 days long and meets 3 -4 times per week. Class dates correspond to the CNA class dates. (Page 16)
- January 6-February 21 • 9:30 a.m.-2:30 p.m.
- April 6-May 15 • 9 a.m.-2 p.m.

### Forklift Class 4 | Class 5

OSHA certified, 1-day training for forklift operator safety class for income eligible SkillsND students. Includes classroom and forklift driving.

*"Pre-CNA classes make you to have a strong foundation...I enjoy the classes with wonderful lecturers every day."*



*Learning basics of taking blood pressure in pre-CNA class.*

## SKILLSND TRACKS INCLUDE:

### Basic Computer Training
- Internet Basics
- Email
- Word

### Communication Soft Skills
- Workforce expectations
- Effective communication
- Resisting poor workplace behaviors

### Job Search Skills
- Resumes and cover letters
- Interviews
- Online applications



*"I found the teacher to be easy to understand. He made it interesting – very valuable."*



**Deanne Sperling**
*SkillsND Director*
701-231-6918
Deanne.Sperling@ndscs.edu

**APPRENTICESHIPND PROGRAM**
- Open enrollment all year
- Prices include all required materials and books
- Everything for the course is shipped directly to you
- Many programs are available online

# APPRENTICESHIP**ND**

## Responsive, Accessible and Flexible Training Solutions – Non-Credit Courses

Advance your education and apprenticeship skills while earning steady pay! Choose from over 100 non-credit correspondence courses in skilled craft positions.

Our customized program is set up for non-traditional students who may not be able to attend traditional classes. With today's job market, apprenticeship training gives you the advantage to compete in a global economy!

### ApprenticeshipND correspondence courses are a great option for individuals who:

- are unable to attend traditional college,
- are looking for on-the-job training,
- are isolated apprentices,
- are place-bound, or
- want to earn steady pay, with progressive income.

### Student Benefits

- Earn a paycheck from Day One that will increase over time as you learn new skills.
- On-the-job learning under the guidance of experienced and qualified personnel.
- Occupation-specific education/technical instruction.
- Training and certifications that meet industry/business standards.
- Opportunities to receive education, develop skills, and gain experience that will enable you to advance in your career.

### Business Benefits

- Proven process for transferring the knowledge and skills of experienced personnel to new employees.
- Greater workforce competency and productivity.
- Partnerships with certification and licensing agencies.
- Valuable asset in the recruitment and retention of a highly qualified workforce.

### Journeyworkers

- Receive up to 32 college credits with prior learning assessment.

*"Having the ability to work while completing my courses has been crucial. My family is too established where I am living and that would not allow me to take courses on site at NDSCS."*

## PHARMACY TECH IN TRAINING

Pharmacy Technicians are under direct supervision of a licensed pharmacist and assist the pharmacist to provide medication and healthcare products to patients and customers.

### Responsibilities include:

- Evaluate Patient Information
- Receive and Verify Patient Prescriptions
- Prepare and Dispense Medications
- Count Tablets
- Label Bottles
- Stock Shelves
- Operate Cash Registers
- Administrative Duties
- Answer Phone Calls

The Pharmacy Tech In Training program prepares students for careers performing and managing the technical distributive functions in pharmacies and related industries. Educating students of pharmacy practice functions that do not require a pharmacist's professional education or judgment.

The student technician arranges on-the-job training with a participating pharmacist as a full-time employee while completing the 24-month non-credit modules with NDSCS ApprenticeshipND. The Student Technician is registered with the North Dakota Board of Pharmacy. The curriculum is accredited by ASHP and upon successful completion of the Program, the Student Technician will be eligible for the Pharmacy Technician Certification Board national certification exam.

### Student Benefits

- Full-time employment and wages
- Start to a career path
- Gain on-the-job skills
- Complete ASHP accredited curriculum via distance
- Gain an education with little to no debt
- Successfully complete Pharmacy Technician Certification Board's national certification exam

### Employer Benefits

- Student Technicians work on-the-job immediately
- Fills employment gaps and skill shortages
- High retention, low employee turnover
- Reduce cost of training
- Tailor on-the-job to your pharmacy needs

**Brian Fuder**
*ApprenticeshipND Manager*
701-231-6921
Brian.Fuder@ndscs.edu

**Maggie Kluge**
*Apprenticeship Coordinator*
*Facility Rental Contact-Wahpeton*
701-671-2206
Maggie.Kluge@ndscs.edu

# SHARE YOUR KNOWLEDGE
## BECOME AN **ADJUNCT TRAINER** FOR
## NORTH DAKOTA'S WORKFORCE

**SUBJECT MATTER EXPERTS** are needed in the following areas to provide workforce solutions by sharing their expertise:

- Manufacturing Skills
  (Faro Arm, Polyworks, CNC Machine, Mill, Lathe, Plasma)
- Customer Service
- Human Resources Topics
- Trade Skills
- Adobe Products

*AND MORE*

FLEXIBLE / ON-DEMAND SCHEDULING

**Contact Mary Beth Burns**
701-231-6913
Mary.Beth.Burns@ndscs.edu

**NDSCS-Fargo**
1305 19th Avenue North
Fargo, ND 58102

**NDSCS.edu/Workforce-Affairs**

**NDSCS**
DIVISION FOR WORKFORCE AFFAIRS
TRAIN**ND** | APPRENTICESHIP**ND** | SKILLS**ND**

*The North Dakota State College of Science is an equal opportunity employer and equal opportunity educator.*

# FACILITY RENTAL

## WHY HAVE YOUR NEXT MEETING OR TRAINING EVENT WITH US?

We have the perfect facilities for your next training event at NDSCS-Fargo or the Wahpeton campus.

The versatility at both locations enhances your opportunities for meetings, demonstrations, presentations, and partnership development to compete in today's market. These flexible spaces can be rented for labs, prototype development and specific equipment training for a firm or combination of firms.

### Conference, Meeting and Computer Training Rooms – NDSCS-Fargo

◆ Seating capacity from 10-100
◆ Free and convenient parking right outside our doors.
◆ Free Wi-Fi throughout the building
◆ Video Conferencing with three ISDN lines and 70" TV monitor
◆ IT staff available for in house assistance from 7:30 a.m.-8 p.m.
◆ Catering available from coffee and snacks to a full meal
◆ Wild Grounds Coffee Shop in Fargo open Monday-Friday 7:30 a.m.-2:30 p.m. (During the academic year)

*Book your room today!*

### Room equipment includes

◆ Mounted projectors and screens
◆ Podiums or instructor stations
◆ Sound systems
◆ Digital document cameras
◆ Wireless mics
◆ New HP EliteBook 850 G4 computers in computer labs

### Available at no charge with room rental

◆ Flip chart, stand and markers
◆ Audio visual equipment

### Also available for a minimal fee

◆ Laptops

**Mary Beth Burns**
*Program Manager*
*Facility Rental Contact-Fargo*
701-231-6913
Mary.Beth.Burns@ndscs.edu

**Maggie Kluge**
*Apprenticeship Coordinator*
*Facility Rental Contact-Wahpeton*
701-671-2206
Maggie.Kluge@ndscs.edu

"*Uncooperative weather, but very cooperative staff at NDSCS! The training we held at NDSCS included sessions out at a land lab. Unfortunately, the weekend before the training brought heavy rain to the area. This made the land lab a wet, muddy mess, so we had to move those sessions indoors. Thankfully the staff at NDSCS were very flexible in allowing us to rent more classrooms and increase our catering orders last minute.*

*The staff at NDSCS were very easy to work with from start to finish and they responded to any questions I had in a timely manner. All caterers and maintenance staff were very friendly and respectful. The facilities and classrooms were clean and well-kept. Hopefully, we'll get to work with them again next year!*"

*Leah Dyrdahl, Lead Sales Coordinator – RDO Equipment Co.*

# JAMESTOWN

TrainND SE has partnered with the Jamestown Chamber of Commerce and the Jamestown/Stutsman Development Corporation to offer great quality training solutions.

### Microsoft Excel 2016 Level 1

This 6.5 hour class provides the basic concepts and skills to start being productive with Microsoft Excel 2016: how to create, save, share, and print worksheets that contain various kinds of calculations and formatting.

**Wednesday, January 22 · 8:30 a.m.-4 p.m.**

### Microsoft Excel 2016 Level 2

This 6.5 hour course builds upon the foundational knowledge presented in the Microsoft® Office Excel® 2016: Level 1 course and will help start you down the road to creating advanced workbooks and worksheets that can help deepen your understanding of organizational intelligence. The ability to analyze massive amounts of data, extract actionable information from it, and present that information to decision makers is at the foundation of a successful organization that is able to compete at a high level.

**Wednesday, February 19 · 8:30 a.m.-4 p.m.**

### Microsoft Excel for Office 365: Data Analysis with PivotTables

In this 4.0 hour class you will not only be able to summarize data for you to analyze, but also organize the data in a way that can be meaningfully presented to others. This leads to data-driven business decisions that have a better chance for success for everyone involved.

**Thursday, March 19 · 1-5 p.m.**

### Blanchard Co. Management Essentials

This program focuses on helping managers be more effective in their role and includes animations, videos, group activities, and skill practices. With an emphasis on the Four Core Conversations managers need to have, four conversational skills are presented that create the how-to for conversations.

**Wednesday, January 15 · 9 a.m.-4 p.m.**

### The Path to an Inclusive Workplace

Research shows that employees who feel included are 51% more likely to recommend your company as a great place to work, 43% more committed to your company, 28% more engaged at work, and have 19% greater well-being in their lives. Inclusion is defined as feeling welcomed, respected, and valued. While hiring goals may boost diversity, they will not create an inclusive culture and may actually cause more turnover. In this workshop, we will address the components of an inclusive organization. This will be an interactive session in which we will examine best practices and reasons why inclusion efforts can fail. Throughout the three-hour workshop, experiential exercises, discussion, and information sharing will be used to move you down the path to an inclusive workplace. You will leave the workshop with techniques to apply within your organization.

**Wednesday, February 12 · 9 a.m.-12 p.m.**

### Social Media Basics for Business

Stop wasting time and start maximizing revenue with your social media marketing. Learn what pitfalls to avoid with social media and how to get the right message in front of the right people at the right time.

A course designed to help you learn to use social media to effectively connect with people as a business. Social networks discussed include, but not limited to: Facebook, Twitter and LinkedIn.

**Tuesday, March 24 · 1-4 p.m.**

**To register and for additional information contact:**
Emily Bivens
701-252-4830
director@jamestownchamber.com

**All classes are held at:**
Jamestown Area Chamber of Commerce
120 2nd Street SE
Jamestown, ND 58401
Lower level class room

# NDSCS
## DIVISION FOR WORKFORCE AFFAIRS
TRAIN**ND** | APPRENTICESHIP**ND** | SKILLS**ND**

**North Dakota State College of Science**
800 Sixth Street North
Wahpeton, ND 58076

# LUNCH & LEARN
## Wednesday, February 26
## 11:30 a.m.-1 p.m.

**FREE** for Workforce Partner Members
**$29** Non-member

**REGISTRATION**
**Call: 701-231-6915**
**Email: Jane.Cornell@ndscs.edu**
**Online: NDSCS.edu/Workforce-Affairs**

# FARGoes AGILE: ADOPTING AGILE-SCRUM

*Presented by the Infonero Consulting Team*

Agile is one of the most globally recognized frameworks used by organizations delivering products and services. According to a Harvard Business Review survey, over 70 percent of organizations are practicing Agile in some form within their business functions.

Agile Adoption can and should be an incremental and learning-oriented process. The role of leadership is critical for the Agile-mindset to take roots within the organization.

**At this lunch session, you will learn:**

◆ How Agile-Scrum can lend efficiency and transparency to your organizational processes

◆ Allow your organization to deliver value incrementally but faster

◆ Provide organizational agility to maneuver sudden market changes

*For more information, please visit: www.infonero.com/agile-training*