

SEPTEMBER-DECEMBER 2019

BUSINESS & INDUSTRY

TRAINING CATALOG

PROFESSIONAL
EMPLOYEE
TRAINING &
DEVELOPMENT

FEATURED CLASSES

MICROSOFT® OFFICE 365™ ONLINE

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**HOW TO LEVERAGE AND RANK
ON YOUTUBE**

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**LUNCH & LEARN: DIVERSITY
WITHOUT INCLUSION GOES
NOWHERE**

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[It's a
competitive
world.
Train for it.]



DIVISION FOR WORKFORCE AFFAIRS

TRAINND | APPRENTICESHIPND | SKILLSND

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**North Dakota State
 College of Science**
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 Wahpeton, ND 58076
 800-342-4325, ext. 2206

NDSCS-Fargo
Division for Workforce Affairs
 1305 19th Avenue North
 Fargo, ND 58102
 701-231-6915

 Find us on
Facebook
 /NDSCSWorkforceAffairs

Greetings!

The NDSCS Division for Workforce Affairs provides training that serves business and industry and students who pursue apprenticeship and skills training. Three separate operating units function within the Workforce Affairs Division: TrainND, ApprenticeshipND and SkillsND.

The NDSCS Workforce Affairs team is proud to be a premier workforce solution center for business and industry by providing world class training programs to enhance productivity, improve employee skills and wages that ultimately have a positive impact in our economic region. Hear what three of our partners are experiencing below.

“To facilitate the foundational development of all managers and supervisors at Noridian Healthcare Solutions, we searched for a high quality local management development course. Partnering with Susie Richards Carlson and Mary Beth Burns at NDSCS, we launched a Noridian specific training experience with the Blanchard Management Essentials program. Mary Beth proficiently facilitated the training content, skills application, and coaching tools. The course was engaging and our managers were able to immediately apply their learning to employee situations. Not only did our managers engage in great learning content and interactive skills application, they now have a common reference of coaching tools to build upon.

“As partners in training the rollout of our management development course, Susie and Mary Beth at NDSCS were very helpful, attentive, and responsive. We could not be happier with our training experience at NDSCS and the Blanchard Management Essentials program!” – **Victoria Simonson, Director of Talent For Development at Noridian Healthcare Solutions**

“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**

“Our management team at Superior, Inc. participated in the ‘Management Essentials’ course at NDSCS and the entire team was fully satisfied with their experience. The course delivered a structured and engaging message that provided our team with many tools and practices they are using on the job. I would highly recommend this course to any business, as it provides a value of teamwork and positivity within your company.” – **Doreen K. Brandt, PHR, SHRM-CP, Human Resources Manager at Superior Grain Equipment**



To learn more about our training programs, please give us a call

Thank you.

Tony Grindberg
Vice President for Workforce Affairs
 701-231-6914
 Tony.Grindberg@ndscs.edu

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 offerings 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 MANAGER

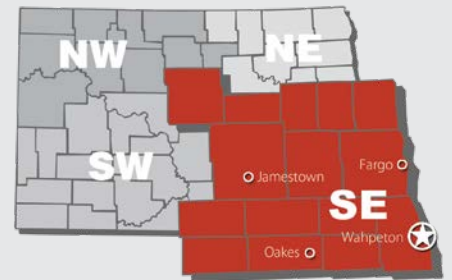


Susie Carlson
*Training Manager/
 Open Enrollment Training*
 701-231-6912
 Susie.Carlson@ndscs.edu

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



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**

Wahpeton: Tuesday, September 24 • 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**

Fargo: Tuesday & Thursday, September 24 & 26 • 8 a.m.-5 p.m.



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**

Tuesday, September 17 • 8 a.m.-5 p.m.

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**

Wednesday, October 2 • 8 a.m.-5 p.m.

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

***MICROSOFT® CLASSES**



Office 2016 8:30 a.m.-4 p.m.

ACCESS - \$249

Level 1
Fargo: Wed., Oct. 30

Level 2
Fargo: Thurs., Sept. 19
Fargo: Wed., Nov. 13

EXCEL - \$249

Level 1
Wahpeton: Wed., Sept. 18
Fargo: Tues., Oct. 1
Wahpeton: Tues., Nov. 12
Fargo: Tues., Nov. 19
Wahpeton: Tues., Dec. 17

Level 2
Fargo: Wed., Aug. 21
Fargo: Thurs., Oct. 17
Wahpeton: Thurs., Nov. 21
Fargo: Wed., Dec. 4

Level 3
Fargo: Wed., Sept. 11

EXCEL PIVOT TABLES - \$169

8 a.m.-12 p.m.
Fargo: Fri., Aug. 23
Wahpeton: Fri., Oct. 4
Fargo: Fri., Oct. 25
Wahpeton: Fri., Dec. 6
Fargo: Fri., Dec. 13

ONE NOTE - \$169
8 a.m.-12 p.m.
Wahpeton: Tues., Sept. 17
Fargo: Wed., Sept. 25
Fargo: Wed., Nov. 20

OUTLOOK - \$249
Level 1
Wahpeton: Thurs., Sept. 12
Fargo: Wed., Dec. 11
Level 2
Fargo: Tues., Aug. 20
Wahpeton: Thurs., Sept. 26

POWERPOINT - \$249

Level 1
Fargo: Thurs., Sept. 12
Fargo: Thurs., Nov. 14

Level 2
Fargo: Wed., Oct. 2
Fargo: Wed., Nov. 26

PROJECT - \$289
Level 1
Fargo: Tues., Aug. 20
Wahpeton: Tues., Oct. 8
Fargo: Tues., Nov. 5
Level 2
Fargo: Thurs., Aug. 22
Wahpeton: Thurs., Oct. 10
Fargo: Thurs., Nov. 7

PUBLISHER - \$249
Fargo: Tues., Aug. 27

VISIO - \$249
Wahpeton: Thurs., Sept. 5

WORD - \$249
Level 1
Fargo: Thurs., Oct. 3
Wahpeton: Tues., Dec. 10

Level 2
Fargo: Tues., Oct. 29
Wahpeton: Wed., Dec. 18

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.
Fargo: Tues., Sept. 10 Wed., Nov. 6 **Wahpeton:** Wed., Oct. 16 Thurs., Dec. 12

AutoCAD

AutoCAD 2018 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, October 21-Friday, October 25 (40 hours) • 8 a.m.-5 p.m.

AutoCAD LT 2018 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, October 21-Wednesday, October 23 • 8 a.m.-5 p.m.



ADOBE® CC



***Adobe® Pro DC**
Levels 1 & 2 - \$289



***Adobe Illustrator**
Basic - \$289
Intermediate - \$289



***Adobe InDesign**
Basic - \$349
Intermediate - \$289
Advanced - \$289



***Adobe Photoshop**
Basic - \$289
Intermediate - \$289

***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**

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“Amy’s ease in training and relating to the group. Making sure the topic students wanted were covered were covered.”
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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!

SOCIAL MEDIA

NEW CLASS How to Leverage and Rank on YouTube

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 presentation, you'll learn:

- Why YouTube is so powerful
- How to acquire clients using video on YouTube (yes, it can be done)
- Secrets to get your videos to rank high on YouTube & Google
- Tips to producing high quality, low cost videos
- Workflow – Uploading, titles, descriptions, tags, and thumbnails

Facilitator: Michael Quinn

**Fargo: Tuesday, September 24
1-4 p.m. • \$129**

*Search Engine Domination: How to Outrank Your Competition on Google

In this hands-on workshop, you'll learn the basics to getting your website ranking higher on Google and how to get your business to show up multiple times on the first page of Google – making your business up to 5X more likely to get business and decreasing your competitors' chances. You can do most of this stuff yourself... for FREE! We'll even teach you some tricks to help get your business on the first page of Google quickly (sometimes instantly), and we'll pick some websites to try to rank during our workshop. **\$129**

*Facebook Advertising for Business (Intermediate)

In this 2-day course, learn how to technically and properly create your own Facebook advertising campaign from start to finish. Find out what you're currently doing wrong with Facebook and how to get the most return on your investment. Note: This is not for beginners. You should have a basic to intermediate knowledge of Facebook business pages, including already have an existing Facebook business page and previous experience with boosting posts. **\$149**

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, October 29
8 a.m.-5 p.m. • \$399**



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“Tony’s enthusiasm is contagious! Seeing all the new value – adds was great!”

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: Wednesday, December 4
8 a.m.-5 p.m. • \$599**

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

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



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.

Examples of Available Classes:

Microsoft Delivered via Online LIVE System through New Horizons

- Planning and Administering SharePoint 2016
- Microsoft SharePoint Server 2016 for the Site Owner/Power User
- SharePoint 2016 Site Collections and Site Owner Administration
- Querying Data with Transact SQL
- Developing SQL Databases
- Installation, Storage, and Compute with Windows Server 2016
- Networking with Windows Server 2016
- Administering Microsoft Exchange Server 2016
- Designing and Deploying Microsoft Exchange Server 2016
- Analyzing Data with Power BI
- Azure Fundamentals

Cisco® Classes

- Cisco® Interconnecting Cisco® Networking Devices Part 1 v3.0 (ICND1)
- Cisco® Interconnecting Cisco® Networking Devices Part 2 v3.0 (ICND2)
- Cisco® Interconnecting Cisco® Networking Devices Accelerated v3.0 (CCNAX)
- Cisco-Implementing Cisco Unified Wireless Networking Essentials – IUWNE
- CCNA Routing and Switching Bootcamp v3.0 Exam 200-125 Preparation Class

CompTIA

- CompTIA A+ Certification
- CompTIA Network+ Certification
- CompTIA® Security+ Certification
- CompTIA® Server+ Certification

If you don't see what you are looking for, please contact us.

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

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



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.

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

***Financial Intelligence-The Ten Accounting Instruments Every Professional Should Know**

Take this class to:

- Identify the advantages of analyzing financial information.
- Understand the purpose and benefits of budgets.
- Differentiate among various financial instruments.
- Conduct horizontal and vertical analyses using your organization’s financial information.
- Recognize which ratios are most important to your organization.

Facilitator: Jaime Johnson • \$149

Fargo: Thursday, October 10 • 1-4 p.m.

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

September 25-26, October 15-16, November 4-5, December 11-12 • 4-8 p.m.

Real COLORS® Personality Training-Understanding and Communicating to all Four Temperaments

Real Colors® is a dynamic workshop experience using a personality type test. The goal is to provide participants with the skills to:

- Understand human behavior
- Improve communication with others
- Uncover motivators specific to each temperament

The basis of this workshop is the Real Colors® Personality Type Test: a user-friendly, intuitive tool that identifies four personality types common to all people—Gold, Green, Blue, and Orange.

Facilitator: Ann Dolence • \$149

Tiny Habits® Method for Professional and Personal Success

This course will instruct you in a new method for behavior change called Tiny Habits®. Tiny Habits® is a research based way to create habits in your life. This method is a breakthrough because you will learn how to succeed without relying on willpower or motivation. You will be able to immediately add the Tiny Habits® method to accomplish any professional or personal goals that you want in your life. The most powerful aspect of the Tiny Habits® method is the “success momentum” that develops from the use of Tiny Habits®. The Tiny Habits® method is developed by Sanford University Behavioral Scientist, Dr. BJ Fogg and all facets of the course will focus on his research-based approach to behavior change.

Facilitator: Ann Dolence • \$149

Transforming Workplace Relationships with R.E.A.L. Communication

Effective communication is a crucial element of leadership success, both at work and at home. From one-on-one dialogues to group presentations and facilitations, transforming workplace relationships with R.E.A.L. Communication teaches managers, supervisors, and workplace leaders the foundation upon which to build a strong culture where everyone has the opportunity to succeed at the highest level.

When leaders and collaborators share a strong bond of trust and open communication, there is no limit to what the organization can achieve, produce, and become.

Facilitator: Jodee Bock • \$349

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.”

Great Service Over the Phone

Every time an employee answers your business phones, your company’s business 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**

Business Writing

This class is designed to teach you the basics you need to become a better writer and to become more confident in your ability to express yourself clearly. Exercises and discussion will enhance your writing skills and offer practical solutions to writing challenges in the workplace. **\$249**

Creative Problem Solving

Learn how to identify roadblocks that prevent creative thinking and learn how to develop creative attitudes and to see that all problems have opportunities. **\$199**

Critical Thinking Skills

This course will help you to identify and adopt the characteristics of critical thinking to implement the critical thinking process in business situations. **\$149**

Navigating Difficult Conversations

Difficult conversations are inevitable in any workplace. Those conversations can create unhappiness, stress, and tension. They can also impair and even destroy relationships. When handled poorly, they are likely to result in serious problems that interfere with productivity and leave everyone involved feeling frustrated and dissatisfied.

You can't avoid these kinds of conversations, but you can learn how to handle them more effectively. Developing the ability to handle these challenges will pay off in terms of reduced stress, increased confidence, improved relationships, increased trust, fewer problems, better teamwork, higher productivity, and better career opportunities. **\$149**

Minimum and maximum enrollment required for all classes.

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

Wednesday, October 30 or December 4 • 9 a.m.-12 p.m.

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

NEW CLASS Managing Conflicts in Groups

Conflict in groups is inevitable. Learn various strategies to deal with conflict and to work effectively in groups where one does not necessarily agree with or enjoy working with everyone.

- Gain a better understanding of team dynamics
- Learn the various degrees of agreement
- Learn various conflict management tools
- Understand what the major contributors are that lead to conflict

Facilitator: Jodi Bruns • \$69

NEW CLASS Dealing with Difficult People

We encounter difficult or challenging people every day. Participants will:

- Learn to recognize the various difficult personality types
- Understand the best technique to deal with each one.
- Have a greater understanding of where those difficult people are coming from and whether or not you have to engage.
- Learn various communication techniques to empower you in these difficult situations

Facilitator: Jodi Bruns • \$49

SHRM CERTIFICATION PREP COURSE

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

**Thursdays: September 12-November 21
6-9 p.m.**

**\$799 FMHRA members
\$849 Non-members**

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

“I was able to apply knowledge from class the very next day at work.”

NEW SERIES: SELLING ESSENTIALS

Even the best products and services don't sell themselves. The ability of your sales team has a profound effect on your clients' satisfaction. With ongoing sales training, you'll be able to better grow your customer base, hold onto talent, and otherwise support the success of not only your business, but also the businesses that work with you.

Facilitator: Jaime Johnson

Understanding the Sales Cycle

Whether you are working with fresh faces or seasoned pros, there are usually gaps between where salespeople are in their development and where they should be. That's why it's a good idea to assess skill levels from time to time, establish a baseline, and always have an action plan for improvement. The results are beneficial to the bottom line – for both the individual and the organization. **\$149**

Opening the Sales Call

You never get a second chance to make a first impression. Ten seconds or less – that's how long the window of opportunity is open for your salespeople to grab a client's attention. That's why it's vitally important to arm them with the tools that enable them to be confident, sincere, engaging, and successful. With the proper knowledge and preparation, your salespeople can establish themselves as experts, think on their feet, adapt to client expectations, and capture lifetime clients. **\$149**

What to Ask and How to Listen

They've mastered prospecting, scoped out hot leads, and succeeded in getting their foot in the door. So far, your salespeople are off to a great start. Now they're sitting face-to-face with a new customer and after an engaging opening, they stop and think, "now what?". It's time to shift the focus to the customer, so position your salespeople to know how to keep the customer engaged, uncover their needs, learn their decision-making strategies, and know what not to say. **\$149**

Developing Clients for Life

Whether you are working with fresh faces or seasoned pros, there are usually gaps between where salespeople are in their development and where they should be. That's why it's a good idea to assess skill levels from time to time, establish a baseline, and always have an action plan for improvement. The results are beneficial to the bottom line – for both the individual and the organization. This training focuses on the skills salespeople need to cultivate relationships based on mutual trust and loyalty. **\$149**

Coaching for Performance

Creating a coaching culture will fundamentally change the way business is done. It will enable your organization to develop the potential of its sales team, retain its top performers, and multiply sales. Understand the importance of effective coaching and feedback, and what the term "coaching" means in a professional setting. **\$149**

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“Reinforce of good soft skills that heavily contribute to a happy workplace.”

Prospecting and Territory Management

Ask any sales professional about prospecting and most will tell you it's their least favorite thing to do. From figuring out how to develop a territory to finding qualified leads and making cold calls, prospecting is the vital first step in the sales cycle and the key to success is preparation, practice, and confidence. This training will give salespeople at all levels the know-how to tackle prospecting, maintain a healthy pipeline, and grow their business. **\$149**

Presenting Solutions, Overcoming Objections, and Closing the Sale

It's true. Preparation is key, especially when it comes to selling. From mastering product knowledge to understanding what the client wants and figuring out how to clinch the sale, successful salespeople always do their homework. Knowing what to prepare and how to prepare can't be left to trial and error. Developing the ability to see through the client's eyes, pinpoint their needs, think outside of the box, and deliver a convincing presentation takes time, training, practice, and then more practice. Prepare your sales force to approach each sales call with the skill, confidence, and know-how to achieve results. **\$149**

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

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

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

FLEXIBLE / ON-DEMAND SCHEDULING





MANAGEMENT & LEADERSHIP

****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 I \$999

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

Additional Classes

- Building an Environment of Trust **\$199**
- Developing Others **\$199**
- Getting Started as a New Leader **\$199**
- Influential Leadership **\$199**
- Interaction Skills for Success **\$199**
- Rapid Decision Making **\$199**
- Reaching Agreement **\$199**
- Your Leadership Journey **\$199**

Classes for Individual Contributors

- Interaction Management: Exceptional Performers: Communicating with Impact **\$199**
- Interaction Management: Exceptional Performers: Embracing Change **\$199**
- Interaction Management: Exceptional Performers: High-Impact Feedback and Listening **\$199**
- Interaction Management: Exceptional Performers: Navigating Beyond Conflict **\$199**
- Interaction Management: Exceptional Performers: Networking for Enhanced Collaboration **\$199**
- Interaction Management: Exceptional Performers: Taking the HEAT **\$199**
- Interaction Management: Exceptional Performers: Valuing Differences **\$199**
- Interaction Management: Exceptional Performers: Working as a High-Performing Team **\$199**



Call us for a list of other DDI classes and customizable options.

Minimum and maximum enrollment required for all classes.

WHAT EMPLOYERS MUST DO ASAP

Establish clear, consistent expectations so that people know where they stand and how to be successful in their jobs every day. Train supervisors and executives and coach them to be good leaders. (Remember, people join companies and leave bosses.) Make sure people know where they stand with their immediate supervisors on a daily basis, through performance feedback and/or software that facilitates these relationships.

Source: *The Herman Trend Alert August 1, 2018*

**BLANCHARD PROGRAM



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.

Facilitator: Mary Beth Burns • \$399

Fargo: Wednesday, September 25 or Wednesday, November 13, 2019 • 9 a.m.-4 p.m.

First-Time Managers

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: Wednesday, October 16, 2019 • 9 a.m.- 4 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."

Facilitator: Mary Beth Burns • \$699

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.

Facilitator: Mary Beth Burns • \$299

Fargo: Thursday, October 24, 2019 • 8 a.m.-12 p.m.

***Training hours applicable, materials excluded.*

MANAGEMENT

**Management/Supervisory Training

This five 4-hour series of classes (20 hours total) focuses on the fundamental skills of managing and supervising employees. Intended for new, prospective and experienced managers, and small business owners

Facilitator: Mary Beth Burns • \$649

8 Competencies of Managerial Leadership

The people you are leading want certain things from you as a leader – but what they want during day-to-day routine operations can be different from what they want in crisis situations. This class uses data collected from for-profit organizations, not-for-profit organization, IT specialists, and the military which identifies appropriate leadership behaviors in both routine and crisis situations. Intended for managers and leaders from business, industry, not-for-profits and education.

Facilitator: Tim Peterson

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“Our management team at Superior, Inc. participated in the ‘Management Essentials’ course at NDSCS and the entire team was fully satisfied with their experience. The course delivered a structured and engaging message that provided our team with many tools and practices they are using on the job. I would highly recommend this course to any business, as it provides a value of teamwork and positivity within your company.”

*– Doreen K. Brandt
PHR, SHRM-CP, Human Resources
Manager at Superior Grain
Equipment*

.....

NEW CLASS**Introduction to Continuous Improvement - The 8 Wastes****MIPRO**

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

Tuesday, October 29 • 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.

Who Should Attend:

- Any employee in any business venture, including government, private sector, non-profits and volunteer agencies.
- Leaders considering creating a Continuous Improvement culture within their organization.
- Managers and Supervisors who want to learn about continuous improvement.
- Teams of employees who are tasked with improving a process.
- New employees to take advantage of their “fresh eyes.”
- Any level of employee within any discipline.
- Anyone who wants to learn a Continuous Improvement Tool that can be applied immediately to any process.

What is Covered:

- Continuous Improvement Principles
- Plan-Do-Check-Act Cycle
- 8 Wastes
- Problem-Solving
- Simulation Exercise
- Identification of Waste
- A Specific Action Plan to Address Waste in Your Workplace

**NEW CLASS SERIES:
MAXWELL FRIDAYS**

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.

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.

Facilitator: Brian Fuder • \$169

Friday, September 6 • 9 a.m.-4 p.m.

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.

Facilitator: Brian Fuder • \$169

Friday, September 13 • 9 a.m.-4 p.m.

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.

Facilitator: Brian Fuder • \$169

Friday, September 20 • 9 a.m.-4 p.m.

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.

Facilitator: Brian Fuder • \$169

Friday, September 27 • 9 a.m.-4 p.m.

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.

Facilitator: Brian Fuder • \$169

Friday, October 4 • 9 a.m.-4 p.m.

NEW CLASS SERIES: EFFECTIVE FRIDAYS

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.

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.

Facilitator: Brian Fuder • \$149

Friday, October 11 • 1-5 p.m.

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.

Facilitator: Brian Fuder • \$149

Friday, October 18 • 1-5 p.m.

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.

Facilitator: Brian Fuder • \$149

Friday, October 25 • 1-5 p.m.

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.

Facilitator: Brian Fuder • \$149

Friday, Novembmer 1 • 1-5 p.m.

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.

Facilitator: Brian Fuder • \$149

Friday, November 8 • 1-5 p.m.

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.

Facilitator: Brian Fuder • \$149

Friday, November 15 • 1-5 p.m.

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.

Facilitator: Brian Fuder • \$149

Friday, November 22 • 1-5 p.m.

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.

Facilitator: Brian Fuder • \$149

Friday, December 6 • 1-5 p.m.

.....
“Brian was very engaging and knowledgeable. These topics are all new to me so I learned a lot!”



.....

“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

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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

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

OSHA

OSHA 10-hour

OSHA 30-hour



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, 2020

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.

Lecture and hands-on exercises for these classes. Contact Joe Schreiner for more information, descriptions and pricing at Joe.Schreiner@ndscs.edu or 701-671-2721.

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:

- 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

Students are responsible for bringing their own meters.

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

Tuesday-Wednesday, January 7-8, 2020 • 8 a.m.-5 p.m. • \$599

Minimum and maximum enrollment required for all classes.

PRINT READING

Welding Print Reading

Customized - Basic to Advanced

- Machining
- Mechanical

.....
“Instructor was clear, well explained.”

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.”

Unless the employer tells an employee that they are not allowed to use fire extinguishers, it is reasonable to assume that an employee could pick up a portable fire extinguisher hanging in their work area and try to use it to extinguish a fire.

NOTE: This course can be taught to manufacturing and industrial companies, and the trailer also has a child's bedroom simulator that can be used to teach at elementary schools, day care facilities, or special events for children. (Children will be shown proper procedures in case of a fire in their home.)

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“Simulation trailer/presenter made the class fun.”

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

Friday, December 13 • 9 a.m.-3 p.m.

Advanced Math for Construction

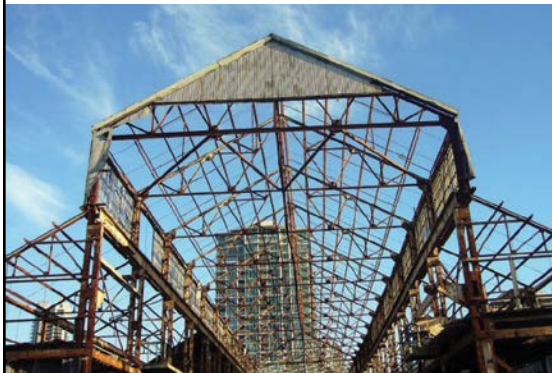
This class is intended for personnel needing a higher level of understanding of geometric, trigonometric and vector operations. It is expected that all participants have completed the Construction Math class or equivalent.

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

Friday, December 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

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



Classes Start in February 2020!



TRUCK DRIVING

CDL/TRUCK DRIVING NOW 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.

CDL/Truck Driving - \$5,500

Fargo: Monday-Thursday • 7 a.m.-6 p.m.

Class Sessions

September 30-October 31, 2019

November 4-December 19, 2019

.....
“Outstanding trainer and good driving practice.”



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

.....
“Really liked the hands-on and the level of commitment Brian provided to make sure we learned and was able to grasp what he was teaching.”

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

September 16-October 14, 2019

Clinicals: October 17-19, 2019

Monday, Wednesday & Thursday

5-10 p.m.

ENROLL ONLINE:

<https://registration.xenegrade.com/ndscs/search.cfm> or call Jane at 701-231-6915.

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

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“Great learning environment and our instructor was amazing.”



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

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

SKILLSND PROGRAM



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

Developed to help unemployed, underemployed and New Americans with or without a GED who will benefit from small class size. Courses 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.

Pre-Skilled Trades – Construction and Manufacturing Skilled Trades

Participants learn the proper use and operation of hand and power tools used in the construction and manufacturing industry. Training also includes print reading, calipers and micrometer reading. Pre-skilled trades focuses on English and Math proficiency needed for the Skilled Trades class.

Pre-Certified Nursing Assistant

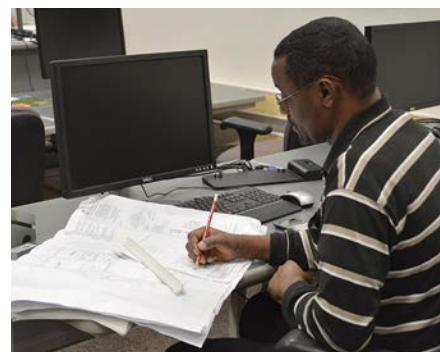
Pre-CNA is the study of medical terminology including body systems, ethics in health care, infection control, human growth and development, respiratory, skeletal and muscular systems, patient’s personal needs, digestive system and nutrition.

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

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.

.....
“Priceless information. Everyone should have this class.”



Above: Skilled Trades print reading



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

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

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

.....

“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 Dyr Dahl, Lead Sales Coordinator - RDO Equipment Co.

.....



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



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

APPRENTICESHIPND

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.
- ◆ 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.

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“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..”

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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
- ◆ Counting Tablets
- ◆ Labeling Bottles
- ◆ Stocking Shelves
- ◆ Operating Cash Registers
- ◆ Administrative Duties
- ◆ Answering 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

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“The apprenticeship program has worked well for me. Having the ability to balance work life and family while also continuing my education has been very rewarding.”

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



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



TRAINND | APPRENTICESHIPND | SKILLSND

North Dakota State College of Science

800 Sixth Street North
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Tuesday, October 8
11:30 a.m.-1 p.m.

FREE for Workforce Partner Members
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REGISTRATION

Call: 701-231-6915

Email: Jane.Cornell@ndscs.edu

Online: NDSCS.edu/Workforce-Affairs

Diversity Without Inclusion Goes Nowhere

Instructor: Tim Peterson, Professor of Management, College of Business Management and Marketing, NDSU

Recently the head of the Society for Human Resource Management (SHRM) announced that diversity without inclusion is meaningless. We can mandate diversity. We can set quotas. We can pass laws. But until everyone feels welcome, respected, and valued, they do not feel that they belong. Until people feel that they belong, they will not be their best selves at work, at home, and in our community.

Come to this lunchtime session to learn about and discuss the cultural shift from “just diversity” to “diversity with inclusion.”

