JANUARY - MARCH 2021

# BUSINESS & INDUSTRY

## TRAINING CATALOG

PROFESSIONAL EMPLOYEE TRAINING & DEVELOPMENT

## FEATURED CLASSES
### BLANCHARD CLASSES

**COACHING ESSENTIALS**
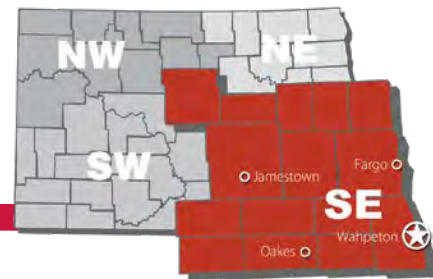PAGE 3

**LEADING VIRTUAL**
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PAGE 7

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

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

# TRAINND

**train ND**
SOUTHEAST
Powered By:
North Dakota State College of Science

## 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.

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 **/NDSCSWorkforceAffairs**

**Division for Workforce Affairs**
**North Dakota State College of Science**
800 6th St. N., Wahpeton, ND 58076
800-342-4325, ext. 2206

**NDSCS-Fargo**
1305 19th Ave. N., Fargo, ND 58102
701-231-6915

## 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.

The North Dakota State College of Science is committed to providing a healthy environment for all stakeholders. For COVID-19 guidelines go to NDSCS.edu/Training.

### TRAINND SOUTHEAST STAFF

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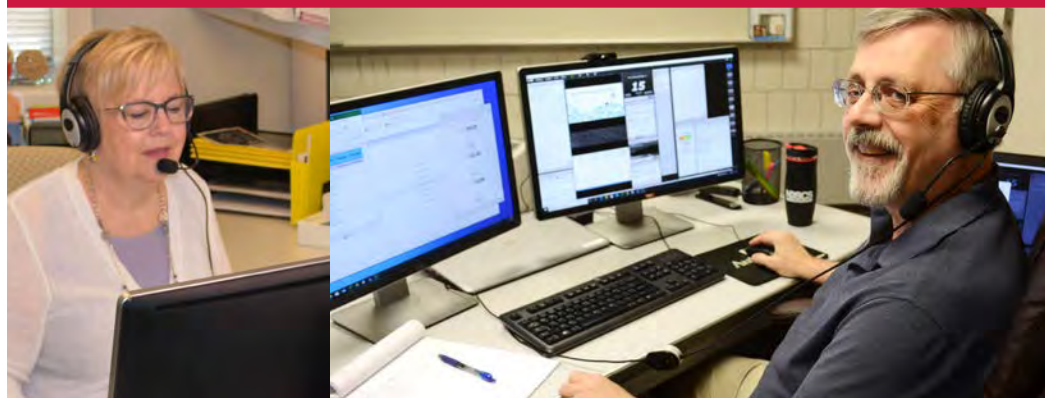*Training Manager*
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# MANAGEMENT & LEADERSHIP

**Mary Beth is conducting a virtual Management Essentials class from her office in Fargo, while Ed is producing the same class from NDSCS in Wahpeton!**

**NEW *VIRTUAL LEADING* BLANCHARD PROGRAM ON THE BACK COVER!**

## BLANCHARD PROGRAMS
*Facilitators: Mary Beth Burns and Ed Cronin*

The**Ken Blanchard**®
COMPANIES

*All Blanchard Classes are available In Person or Virtual – Call for Dates!*

### 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. **$449**

### 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. **$449**

**Tuesday-Thursday, January 26-28 · 10 a.m.-12 p.m.**

### SLII 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. **$299**

**Tuesday & Wednesday, February 2 & 3 · 10 a.m.-12 p.m.**

### SLII Experience *15-hour 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. **$849**

### 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**

**Tuesday-Thursday, March 2-4
10 a.m.-12 p.m.**

# PROFESSIONAL DEVELOPMENT

> " *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.*



## 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. **$149**

**Call to schedule.**

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

## NEW CLASS Improve Your Website!
### *Learn 21 factors that can impact the power of your website.*

Are you frustrated with the results of your website? Do you wish you could sell more or get more leads from your website? Do you want to maximize every dollar you spend on your website?

If so, this workshop is for you.

In this five-hour workshop, we will cover 21 "Front end" aspects of having a strong website. This workshop will not be covering technical aspects of your website, such as Search Engine Optimization (SEO) or XML files, but will be covering "front end" aspects such as copy, design, Opt-ins and CTAs. Armed with this knowledge, you will be able to easily make changes to your website to see better results and build your business. **$299**

*Facilitator: Stephanie Manesis* **Call to schedule.**

## NEW CLASS Identify Your "Secret Sauce"

Most of today's successful entrepreneurs have proven that the key to an effective business strategy is being able to provide your goods and services with some special sort of twist that nobody else seems to be doing quite as well as you do. Then, by learning best practices for talking about that unique angle, you'll position yourself as the leader in your marketplace. After attending this power-packed training session, you'll have the tools in your toolbox for ramping up to the next level in your measurable sales and service results. **$149**

*Facilitator: Laura Lobo* **Call to schedule.**

*Minimum and maximum enrollment required for all classes.*

## NEW CLASS Voice Pizazz Blogging and Authorship Booster

It's no secret that either authoring a book or developing an online following through blogging are smart moves for both entrepreneurs and executive leaders. When you take career matters like these into your own hands, you set yourself apart. Practices like these demonstrate the character qualities and values that command higher salaries and pave the way to opportunities otherwise saved for the upper echelons. Don't waste another day at your current level. Step up your game with other like-minded high achievers by signing up today to become the best version of your professional self. For a three month duration, (12 online 2-hour sessions) this online course will involve a weekly 2-hour session tailored to the individual needs and goals of the participants. Prior to acceptance in this program, participants must complete an application to determine minimum qualifications and set up suitable matches with group teammates. **$799**

*Facilitator: Laura Lobo* Call to schedule.

## NEW CLASS Grow Your Emotional Intelligence

In today's fast-paced world of competitive workplaces, each of us is searching for effective tools that can help us become better leaders. It is no secret emotional intelligence (EQ) is key to your success. Everything DiSC® Agile EQ™ is a personalized learning experience that teaches you to read the emotional and interpersonal needs of a situation and respond accordingly. By combining the personalized insights of DiSC® with active emotional intelligence development, you'll discover an agile approach to workplace interactions and learn to navigate outside your comfort zone, empowering you to meet the demands of any situation. In this training, you will discover your EQ strengths, recognize your EQ potential, and commit to customized strategies for building agility. All participants will complete an Everything DiSC® Agile EQ™ assessment. **$169 plus $130 for materials.**

*Facilitator: Lindsey Cernik* Call to schedule.

## NEW CLASS Stress Busters (Self Awareness and Emotional Regulation)

In today's fast-paced world, high performers in all jobs will improve their capacity for long term results and career stamina when self-care strategies are put in place. If someone you know is at risk for workplace burn out, tell them about this course to ensure they'll be able to effectively stick around for the long haul. If that person is you, bring along a friend or coworker and hold each other accountable for these essential best practices that set both of you up for a rewarding and impactful lifetime of service in your unique and valuable areas of expertise! **$149**

*Facilitator: Laura Lobo* Call to schedule.

## NEW CLASS DIY Video-Making Basics

Make great videos featuring the most natural, authentic version of yourself. Once video making becomes part of your routine, just watch how effectively your business reaches and impacts your target market. Making authentic videos is a smart strategy, but it's not as easy as it looks. Get confidence-building tips and save yourself from unnecessary struggles in this value-packed full-day crash course. You'll be amazed at the transformation of both your mindset and your skill set! **$449**

*Facilitator: Laura Lobo* Call to schedule.

## Protect and Respect our Elders

Elder abuse refers to any intentional or negligent act by a caregiver that causes harm, or serious risk of harm, to a vulnerable adult. The victims are usually vulnerable and depend on others because they cannot help themselves. Abusers are often caregivers or well trusted individuals, such as family members, friends, or acquaintances.

In this two-hour session learn about the Types of Elder Abuse, Warning Signs and How to Prevent Elder Abuse. **$99**

"To care for those that once cared for us is one of the highest honors." – Tia Walker

*Facilitator: Leo Rognlin* Call to schedule.

> "I loved how much detail there was — both from the book and Mary Beth. I feel prepared to bring this to others in my organization.

## NEW CLASS 7 Ways to Strengthen Your Company's Online Reputation in Virtual Meetings

Because your company's online reputation will affect customer retention metrics, great leaders must raise the bar!

**In this class you will learn:**

- To project a professional image always bring your best game.
- To prevent classic blunders by anticipating technical issues.
- An appropriate energy level keeps Attention without being distracting.
- How practicing consistency builds lasting trust.
- How to maximize impact by using superior listening skills.
- To gather feedback for continuous self-improvement.
- To reflect and add polish to your image of success.

**$149**

*Facilitator: Laura Lobo* Call to schedule.

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

# COMPUTER TRAINING

> " *Instructor was easy to listen to. They did a very good presentation.*

> " *Ed has an easy way of explaining information so I could understand it.*

**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*
701-231-6912
Susie.Carlson@ndscs.edu

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

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. **$499 •** *Facilitator: Tony Ambrose and Taylor Pope*

## 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. **$649**

*Facilitator: Tony Ambrose, Senior Director of Strategic Solutions, Nexus Innovations*

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

## ACCOUNTING

### Get Going with QuickBooks® 2020 for Windows

First-time QuickBooks users will learn the basic features of the software. Experienced QuickBooks users will quickly learn the new features and functional **$349**

**Fargo: Tuesday, January 26 · 8 a.m.-5 p.m.**

### Keep Going with QuickBooks® 2020 for Windows
**$349**

**Fargo: Thursday, January 28 · 8 a.m.-5 p.m.**

*QuickBooks trial licenses are free to students of for these classes!*

## AutoCAD

### AutoCAD 2020 Fundamentals

The objective of AutoCAD 2020 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. **$1,899** (40 hours)

### AutoCAD LT 2020 Essentials

The objective of this 24-hour, AutoCAD/AutoCAD LT 2020 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. **$1,199**

## SECURITY

*Also available online - self study format.*

**CyberSec First Responder: Threat Detection and Response** 40 hours

**EC-Council Certified Ethical Hacker (CEH) v9.0** 40 hours

**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. ***Facilitator: Nick Lindhag***

### NEW CLASS
**Data Analysis and Visualization with Microsoft® Excel® (D.A.V.E.)**

This course is designed for students who already have foundational knowledge and skills in Excel and who wish to perform robust and advanced data and statistical analysis with Microsoft Excel using PivotTables, use tools such as Power Pivot and the Data Analysis ToolPak to analyze data, and visualize data and insights using advanced visualizations in charts and dashboards in Excel. **$499**

*" I learned new things about a program I use often.*

## WE CAN ACCOMMODATE THAT!
**Some of our classes only need a minimum of two people to attend, so please let us know and we can work with you to deliver the training!**

## MICROSOFT® CLASSES

*Classes offer In Person or Virtual. Call for more information.*

**Office 2016**

**ACCESS - $249**
Level 1 & Level 2

**EXCEL - $249**
**Level 1**
Fargo: Thursday, January 7, 2021
Fargo: Thursday, March 11, 2021

**Level 2**
Fargo: Thursday, January 14, 2021
Fargo: Thursday, March 18, 2021

**EXCEL PIVOT TABLES - $169**

**OUTLOOK - $249**

**PROJECT - $289**
Part 1 & Part 2

**ONE NOTE - $169**

**VISIO - $249**

**WORD - $249**
Level 1 & Level 2

**Office 2019**
**EXCEL - $249**
**WORD - $249**

**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. **$249**

## ADOBE® CC 2020

**Adobe® Acrobat Pro DC**
Level 1 & Level 2 – $349

**Adobe Illustrator**
Level 1 & Level 2 – $349

**Adobe InDesign**
Level 1 - $549 **NOW 12 HOURS**
Level 2 - $349

**Adobe Photoshop**
Level 1 & Level 2 – $349

*" The instructor was very informative, and he was easy to follow along.*

# PROFESSIONAL CDL



> " This program was a great experience. The one on one teaching I received was extremely helpful in setting me up for success. All my questions were answered, and I really felt prepared going into my CDL Skills test.
>
> -Thomas Hanson

## CDL TESTING INFORMATION

**LOCATION:** NDSCS-Fargo
1305 19th Ave. N., Fargo

**HOURS:** By Appointment Only
Fridays 8 a.m., 10 a.m. & 12 p.m.

**COST: $375** (Paid in full prior to testing)

**SCHEDULE APPOINTMENT:**
Call 701-231-6922

### What to Bring

- All individuals registered for a CDL test must have a vehicle in proper working order with a current inspection sticker for the tractor and trailer. **Testers must provide their own vehicle for their road test.**
- The driver must have a valid driver's license from North Dakota and a commercial learner's permit that has been held for at least two weeks prior to taking the test.
- The driver must be in possession of a valid medical card and a current certificate of insurance for the vehicle used for testing.

## CDL/TRUCK DRIVING
### 40-HOUR CLASS (OFFERED DURING COVID-19)

The CDL/Truck Driving 40-hour class 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 and third-party employment agencies.

**COVID-19 Considerations:** To help limit exposure to COVID-19, NDSCS is taking additional precautions during CDL classes. Class will be one-on-one training with instructor to maintain social distancing guidelines and truck will be sanitized between students. When social distancing is not possible, NDSCS employees will be wearing face coverings — students are required to do the same.

## FOR MORE INFORMATION OR TO REGISTER

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

## CLASS SESSION DATES

**Classes Monday-Thursday only.** No classes on Fridays, Saturdays or Sundays.

- January 11-26
- January 18-February 2
- February 8-23
- February 15-March 2
- March 1-16
- March 15-30
- March 22-April 6

**Time:** Choose one of our time slot options listed below.

- 6-10 a.m.
- 10 a.m.-2 p.m.
- 2-6 p.m.

### COST: $3,995

**DEPOSIT: $500**
(Deposit required at registration and applied towards total cost.)

**For additional class session dates, please visit: NDSCS.edu/CDLtraining**



**Shannon Herman**
*Operations Specialist*
701-231-6922
Shannon.M.Herman@ndscs.edu



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

# INDUSTRIAL / MANUFACTURING



> *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*

## MANUFACTURING & INDUSTRIAL CLASSES

- Air Carbon Arc Gouge/Cut
- Blueprint Reading
- Basic Metallurgy
- Plasma Arc Cutting
- Press Brake and Shear Operation
- Flux Core Arc Welding
- Industrial Maintenance
- Programmable Logic Controls
- Snap-On Torque Certification
- Fanuc Robotics-Basic Programming and Operation
- Basic Mechanical Drives and Maintenance
- Fire Extinguisher Training
- Silica Safety Training
- HAWOPER (Hazardous Waster Operation and Emergency Response)

## MANUAL LATHE & MILL

### Manual Mill Introduction
This 24-hour class covers the basics of manual mill, checking the machine for proper set up, setting up the part, operating the controls, types of tooling used, calculation of cutting speed and feeds, and performing common operations to create a part on the mill.

### Manual Lathe Introduction
This 24-hour class covers engine lathe, setting up the part, operating the controls, types of tools, calculation of cutting speed and feeds, and performing common operations to create a part on the lathe.

## OSHA

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

## 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. **$599**

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

## WELDING

**Introduction to Welding**
Evening class dates coming soon–call for availability.

**ATF Weld Testing** Call for pricing.

**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**

**Arch Welding**
Gas Tungsten, Metal, Shielded Metal

# APPRENTICESHIP**ND**



> *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.*

## THE PATHWAY TOWARDS SUCCESS
REGISTERED APPRENTICESHIP PROGRAMS AT NDSCS

### What is a Registered Apprenticeship?
A registered apprenticeship is a proven workforce development opportunity designed to meet the challenges that many of today's employers are facing.

### 5 CORE COMPONENTS OF REGISTERED APPRENTICESHIP:

**Employers Assist with the Development of Programs**
The need of the employer is foundational to the development of the Registered Apprenticeship.

**On-The-Job Learning**
The employer identifies a mentor to assist in training the apprentice.
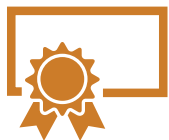
**Related Technical Instruction**
NDSCS provides along with employer and industry recognized subject matter experts, the educational materials for each program.

**Rewards for Skills Obtained**
Apprentices receive wage progressions, at least annually to recognize the increased skills the apprentice has obtained.

**Nationally Recognized Credentials are Earned**
Registered Apprenticeship Programs result in a nationally recognized credential that is a guarantee to employers that apprentices are fully qualified for their chosen occupation.

### Benefits for Employers
Registered Apprenticeship Programs help employers develop highly skilled employees. These programs can also greatly reduce turnover rates, recruiting and onboarding costs all while increasing satisfaction, productivity, safety and loyalty. Additionally, knowledge and experience of current employees is perpetuated in the new apprentice's development.

- Tailored Training Programs
- Knowledge Retention
- Registered Apprenticeship Programs
- Cost Savings
- Greater Loyalty from Employees

### Benefits for Apprentices
Apprenticeship is a career pathway, training and guiding an apprentice through the first few years on the job. By the end of the program, apprentices are well equipped and valuable assets to their employer.

- Employment Guarantee
- Affordable
- Pathway to an Associated Degree
- Industry Supported Education
- Flexible Schedules and Self-Paced

## GETTING STARTED

### Apprentices

**STEP 1:** Learn more by visiting **NDSCS.edu/ApprenticeshipND**

**STEP 2:** Apply to ApprenticeshipND

**STEP 3:** Set up appointment for screening

This process is designed to help you determine what will best fit you and your goals and how we at ApprenticeshipND can help you become more successful in today's workforce.

### Employers

A Registered Apprenticeship Program is a tried and true approach that is beneficial in preparing workers for jobs and meeting the needs of businesses for a workforce that is highly skilled and ready to perform.

### ApprenticeshipND will assist you in:

- Exploring your specific needs
- Identifying key players
- Building the core components of a Registered Apprenticeship Program
- Launching your program to get employees working in the areas you need them.

Contact ApprenticeshipND to get started on exploring an apprenticeship strategy to meet your needs for highly skilled workers.

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

## RELATED TECHNICAL INSTRUCTION

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!

### Currently available programs of study:

- Electrical
- Plumbing/Pipefitting
- HVAC
- Carpentry
- Fiber Optics/Cabling
- Machine Tooling
- Sheet Metal

◆ **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**

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

**Renee Essig**
*Administrative Assistant*
701-671-2787
Renee.Essig@ndscs.edu

## 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.

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.

**Christine Schiltz**
*ApprenticeshipND Project Specialist*
701-671-6927
Christine.Schiltz@ndscs.edu

# SKILLSND PROGRAM

> *"It really helped me to have confidence in myself and for job interviews.*



> *"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



**We're taking on new challenges at SkillsND including pre-apprenticeship programs for healthcare, manufacturing, construction and more. Classes are now offered as modules which allows for students to pick up the skills they need.**

## SKILLED TRADES | PRE-SKILLED TRADES CONSTRUCTION & MANUFACTURING

**Pre-Skills:** February 16-March 12 • 8:30 a.m.-1 p.m.
**Skilled Trades:** March 15-April 9 • 8:30 a.m.-1 p.m.

### Pre-skilled Trades Modules
- Basic Math Review for Workplace
- Safety and Tools
- Communication for the Workplace
- Skilled Trades Job Search Skills

### Skilled Trades Modules
- Construction Math/Print Reading Skills
- Power and Hand Tools
- OSHA/Forklift Safety
- Communication Skills/Job Search

## CNA/HEALTHCARE

SkillsND's goal is to develop a comprehensive pathway for people entering the healthcare field. Knowledge and skills gained through Certified Nurse Assistant (CNA) training and work in long-term care is a strong healthcare foundation.

Pre-CNA and CNA classes are sequenced so that anyone who needs additional time or study can take Pre-CNA modules. Small class sizes help Pre-CNA students establish study strategies and skills, build self-confidence and increase critical thinking skills.

### Healthcare Pre-CNA Modules

- Healthcare Concepts and Medical Vocabulary
- CNA Job Search – Computers for Work, Job Search Skills

Generous Pre-CNA scholarships are available for income-eligible people.

### CLASS SCHEDULE
**Healthcare/Pre-CNA Day Class – Fargo**
January 5-February 4, 2021 • 8:30 a.m. -1 p.m.
March 22-April 15, 2021 • 8:30 a.m.-2 p.m.
June 7-July 1, 2021 • 8:30 a.m.-2 p.m.

## CNA

- 75-hour class meets the requirements of the ND Health Department.
- Emphasis is placed on working with clients in long-term care settings.
- The class includes lecture and skills instruction.
- Classes typically meet 3 times per week – a schedule that is geared for working people and to allow time for adequate study.

**Cost:** $559 | **CNA Test:** $185

### CLASS SCHEDULE
**CNA Day Class – Fargo**
February 8-March 9, 2021 • 8:30 a.m.-2:30 p.m.
April 19-May 25, 2021 • 9 a.m.-2:30 p.m.
July 7-August 10, 2012 • 9 a.m.-2 p.m.

**CNA Night Class – Fargo**
January 4-February 9, 2021 • 5-10 p.m.
June 1-June 29, 2021 • 5-10 p.m.

**CNA Day Class – Jamestown**
September 21-October 3, 2020 • 10:30 a.m.-7:30 p.m.
January 19-February 6, 2021 • 11 a.m.-8 p.m.
March15-27, 2021 • 11 a.m.-8 p.m.
June 7-19, 2021 • 11 a.m.-8 p.m.

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### PRE-CNA & CNA CLASS REGISTRATION
**NDSCS.edu/CNAregistration**

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### PRE-CNA & CNA CLASS QUESTIONS?
**Online** NDSCS.edu/CNA
**Email** NDSCS.CNA@ndscs.edu
**Call** 701-231-6930



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



### INTERESTED IN A FULFILLING TEACHING OR VOLUNTEER ROLE?

SkillsND is looking for people committed to helping adults move into successful jobs and careers.

**Contact us today.**

# ONLINE CLASSES

**UGotClass**
Online Certificates and Courses

**NDSCS.edu/OnlineTraining**

## UGOTCLASS TOP TEN CERTIFICATE PROGRAMS

**#1** **Certificate In Data Analysis**

**#2** **Certificate In Project Management**

**#3** **Social Media For Business Certificate**

**#4** **Digital Marketing Certificate**

**#5** **Accounting And Finance For Non-Financial Managers Certificate**

*Self Study Available In The Above Courses/ Certificates*

**#6** **Management Certificate**

**#7** **Supervisory Leadership Certificate**

**#8** **Six Sigma Green Belt Certificate**

**#9** **Spanish For Medical Professionals**

**#10** **Certificate In Business Writing**

### TRENDING UP!
**WordPress Certificate**

### NEW! HOT!
**Coding Certificate**

**Bookkeeping Certificate**

**Graphic Design Software Essentials Certificate**

### NEW FOR 2020!
**SQL Certificate**
(Structured Query Language)

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

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

**Sample Categories Include:**
- CPC Medical Billing / Coding
- Optician Certification
- Human Resource Professional
- CompTIA Certification
- 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

## SHARE YOUR KNOWLEDGE
### JOIN OUR **TRAINER ALLIANCE** 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





> **"** NDSCS frequently provides WCCO Belting with a variety of rooms for classes, meetings or breakout sessions for large groups or small. The staff is professional to work with and attentive to all the details necessary to make it a successful event for us, including room configuration, IT needs, and catering! During the recent COVID-19 pandemic, we feel confident that this is a safe location for our employees to gather.
>
> *- Kay Braun*
> *WCCO Belting Inc.*

## NOW BOOKING ROOM RENTALS!

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.

The North Dakota State College of Science is committed to providing a healthy environment for all renters and guests. For COVID-19 guidelines go to NDSCS.edu/Rentals.

### 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
◆ 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)

### 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



## FARGO & WAHPETON FACILITY RENTAL CONTACT



**Shannon Herman**
*Operations Specialist*
701-231-6922
Shannon.M.Herman@ndscs.edu

# NDSCS

## DIVISION FOR WORKFORCE AFFAIRS

TRAIN**ND** | APPRENTICESHIP**ND** | SKILLS**ND**

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

# LEADING VIRTUALLY
### Tuesday-Thursday, March 16-18 • 10 a.m.-12 p.m.

## KenBlanchard® COMPANIES

*The true test of a leader is what happens when you are not there. And for virtual leaders, that's all the time!*

*—Ken Blanchard*

Based on almost 20 years of helping managers lead virtually, this program focuses on three key practices proven to boost manager effectiveness in a virtual environment.

Managers first learn how to Be Present and Mindful by communicating intentionally with remote team members, structuring conversations for maximum impact, and honoring each other's work preferences.