



Menu for Success:

HCC Business & Industry Training

*Affordable * Quality * Customized*

This list is not complete – call to inquire about our training solutions – Today!

Professional Development

Basics of Non-Profit Fundraising	Meetings that Get Results
Coaching & Mentoring Employees	Combating Workplace Negativity
Communication Skills: Listening, Feedback & More	Train the Trainer
Effective Group Decision Making	Facilitation Skills
Maximizing Diversity	Skills for the Successful Supervisor - Series
Sexual Harassment Prevention	Motivating Employees
Strategic Goals/Goal Setting	Change Management
Orientation for New/Renewed Teams	Performance Evaluations
Business Writing	Presentation Skills
Project Management	Discipline in the Workplace
Leadership Development	Stress Management
Consultation & Mediation Services	Planning & Time Management
Using Data	Handling Delegation
Team Building	Conflict Management
Customer Service	Nursing Leadership
Managing the Problem Employee	Problem Solving with a New Perspective
APICS, PMP	Workplace Spanish

Computer Classes

Windows	Access
PowerPoint	Outlook
Publisher	Vista
Excel	SharePoint
Microsoft Office	Dreamweaver
Word	QuickBooks
Business Promotion with Twitter & Facebook	Microsoft Updates
Using E-bay for Business	SolidWorks

Safety-Health-Environment

OSHA 10 & 30 Hour General Industry	10-Hour Construction Course
10-Hour Highway Builders Course	OSHA Plus
OSHA Record Keeping Requirements	Accident Investigation
HAZ COM	Introduction to OSHA
Ergonomics	How OSHA Conducts Audits
8-Hour Annual HAZWOPER Refresher	Safety Audits
DOT Required Hazardous Material Training	Confined Space Awareness
Employee Safety Orientation & Annual Refresher	Emergency Response Operations
Emergency Response to Hazardous Substance Spill	Adult CPR/AED/BBP
First Aid	ARC Flash, NFPA 70E
Hazardous Waste Site Operations and Emergency Response	Forklift Operation Safety
Lock-out/Tag-out	Walking Working Surfaces
Personal Protective Equipment	MSHA Section 46, vendor certification
Machine Guarding	

Technical

Auto CAD	Print Reading
CNC Programming	Geometric Dimensioning & Tolerancing
Machining	Soldering & Welding
Programmable Logic Controller	GIS for Agriculture
Introduction to GPS & GIS	Shop Math

Quality & Lean

ISO Certification & Auditor Training	Lean Manufacturing Overview
Manufacture Classes	AIAG core tools, PPAP, FMEA
Value Stream Mapping	5 S/Workplace Organization
Quick Changeover	Cellular/Flow Manufacturing
Pull/Kanban Systems	Total Productive Maintenance
Lean Culture/Building and Sustaining	SERVQUAL
Six Sigma	Green Belt Training
Continuous Process Improvement	Lean Yellow Belt
Lean Implementation Kaizen	Set-up Reduction Kaizen
Flow Principles	SPC Theory & Implementation

Your HCC contacts are:

Rebecca Anderson Ph: 815-546-7171
Email: rebecca.anderson@highland.edu

Claire Brinkmeier Ph: 815-599-3677
Email: claire.brinkmeier@highland.edu

www.hccbusinessinstitute.com

