cbi center for business + industry
Northampton Community College

Manufacturing Training Template

Center for Business & Industry
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Training Area	Tier I: Production & Warehouse	Tier II: Group Leader/Supervisor	Tier III: Manager & Leader
Computers	Microsoft Software – Beginner, Intermediate, Advanced - Word, PowerPoint, Excel, Access	Microsoft Software – Beginner, Intermediate, Advanced – Word, PowerPoint, Excel, Access	Microsoft Software – Beginner, Intermediate, Advanced – Word, PowerPoint, Excel, Access
	Creating Spreadsheets	Microsoft Project	Microsoft Project
	AutoCAD, SolidWorks	AutoCAD, SolidWorks	AutoCAD, SolidWorks
	Microsoft Conversion 2000 - 2010	Microsoft Conversion 2000 - 2010	Microsoft Conversion 2000 - 2010
	Online Professional Development	Online Management Training	Online Leadership Training
Healthcare	CPR / First Aid / AED	Health Assistance Programming	Accident Free Workplace Planning
	Bloodborne Pathogens	CPR / First Aid / AED	CPR / First Aid / AED
		Bloodborne Pathogens	Bloodborne Pathogens
Safety	Fire Extinguisher Training	Emergency Action Planning	Building a Corporate Safety Culture
	Hazard Identification & Avoidance (Lock out/tag out)	Regulatory Policies & Procedures	Emergency Preparedness Planning & Response
	Safety Committee Training	Safety Committee Training	Managing Risk
	Job Specific Safety	OSHA Compliance & Regulations	Workplace Violence
	OSHA Regulatory Requirements	Workplace Safety Employer Responsibilities	Financial Impact of Regulatory Non-Compliance
	Workplace Safety Employee Responsibilities		
Technical	Forklift Operation & Certification	Continuous Improvement Process	Driving the Culture of Quality
	Commercial Driver (Class A & B)	Quality Costs – Principles & Finances	Risk Management
	Quality Standards	Root Cause Analysis	
	Lean Manufacturing	ISO 9001:2008	
	Industrial Maintenance	Industrial Maintenance Supervision	
	Mechanical Maintenance	Mechanical Maintenance Supervision	
	Electrical Construction & Maintenance	Electrical Construction Supervision	
	HVAC/R	HVAC/R Supervision	
	Welding	Welding Supervision	
Soft Skills & Leadership	Communications - Written & Verbal	Managing Work and People	Strategic Planning, Goal Alignment, & Action Planning
	Problem Solving	Performance Management	Talent Management
	Decision Making	Interviewing, Hiring & Firing	Succession Planning
	Diversity, Harassment, & Team Building	Evaluating Employee Performance	Leadership Practices, Behaviors, & Assessments
	Stress Management	Conflict Resolution & Negotiation	Culture Transformation
		Customer Service	Change Management