cbi center for business + industry
Northampton Community College

Food & Beverage 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
	Auto Cad, SolidWorks	Auto Cad, SolidWorks	Auto Cad, SolidWorks
	Microsoft Conversion 2000 - 2010	Microsoft Conversion 2000 - 2010	Microsoft Conversion 2000 - 2010
	Online Professional Development	Online Professional Development	Online Leadership Development
Healthcare	CPR / First Aid / AED	CPR / First Aid / AED	CPR / First Aid / AED
	Food/Beverage Handling Sanitation	Food/Beverage Handling Sanitation	Food/Beverage Handling Sanitation
	Bloodborne Pathogens	Bloodborne Pathogens	Bloodborne Pathogens
Safety	Emergency Preparedness	Emergency Preparedness	Building a Corporate Safety Culture
	Hazard Identification and Avoidance	Regulatory Policies and Procedures	Emergency Preparedness Planning and Response
	Job Specific Safety Practices	OSHA Regulatory Requirements	Managing Risk
	Workplace Safety Employee Responsibilities	Safety Committee Organization & Planning	Financial Impact of Regulatory Non-Compliance
	OSHA Regulatory Requirements		Workplace Violence & Safety
Technical	Forklift Operation & Certification	Continuous Improvement Processes	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 Series	
	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 Reduction	Conflict Resolution & Negotiation	Culture Transformation
	Customer Service	Customer Service	Change Management