PROFESSIONAL DEVELOPMENT TRAINING

YOUR SOURCE FOR COUNTLESS SOLUTIONS
Decades of business and industry experience and a powerful network of resources converge at the Center for Business + Industry (CBI), enabling our team experts to design and deliver targeted training and strategic solutions that improve performance, productivity and profits.

Whether delivered at your site or ours, services include leadership development, management and supervisor training, succession planning and human resources, quality and process improvement, IT / computer training, and more for businesses and nonprofits in the Lehigh Valley and beyond.

**TRAINING OPPORTUNITIES**

6 Leadership, Management, & Professional Development

18 IT / Computer

22 Corporate and Public Safety

24 Hospitality

26 Design & Fabrication @ the Fab Lab

All courses available for individual self-improvement, regardless of Certification Program.

CBI WORKSHOP REGISTRATION

Register for CBI Workshops by using our online system. Please visit northampton.edu/noncredit and click on the Center for Business + Industry. For questions, or additional information, contact cbi@northampton.edu 610.332.8678
CBI has been providing high value, high impact customized training to companies in a variety of vertical markets for over 15 years. Our clients range from small privately owned enterprises to worldwide Fortune 500 companies. We realize that every business is unique with its own culture and challenges.

That’s where we can help. Start by telling us about your organization and its culture. In turn, we’ll collaborate with our assessment team to quickly identify opportunities, determine employee skill levels and ultimately create a customized training program that moves your business forward. From leadership development to energy audits, we’ll make the process simple.

Contact us at cbi@northamton.edu or call us at 610-332-8678 to start the conversation.
IMAGINE LIFE AS A LEADER
One overarching philosophy of leadership, customized for two distinct communities.

LOOKING TO ENHANCE LEADERSHIP SKILLS?
CBI’s Leadership Lehigh Valley and Leadership Pocono empower people who actively engage in their own learning and want to learn more about their region and how it operates in terms of Government, Education, Social Services, Culture, and more.

Our programs are unique learning labs for leadership. We commit to develop leadership capability while encouraging participants to apply leadership skills to benefit their communities through service. Leadership and networking opportunities will also benefit the sponsoring organization.

PARTICIPANTS WILL:
● Learn the best practices of effective leaders in order to benefit their organization.
● Develop a deeper understanding of the problems, opportunities and resources existing within their community.
● Identify a field of community involvement for which they can advocate, support and/or serve.

We are projecting a September 2021 start for both programs, and registration is currently open on our websites: northampton.edu/LLV (Lehigh Valley) or northampton.edu/LP (Pocono)

Questions?
Email wstehly@northampton.edu,
call 610-861-5590,
or visit our websites:
northampton.edu/LLV (Lehigh Valley)
northampton.edu/LP (Pocono)
CBI OFFERS PROFESSIONAL COACHING FOR LEADERS AND MANAGERS

On occasion, managers and leaders need the opportunity to gain an outside perspective on their performance and ability to engage employees. At the Center for Business and Industry (CBI), we offer coaching services through our staff members who have extensive experience being the objective voice. We can be the means to validate solid practice, challenge performance and behavior that is counter-productive, and assist managers and leaders in taking their talents to the next level. Coaching plans are created for individuals based upon specific needs and are priced accordingly.

Please contact us at cbi@northampton.edu for more information.
Content is research–based and current best practices are presented. Instructional methods are experiential, individualized, and participatory.

**MANAGEMENT CERTIFICATE PROGRAM**

Employees are often promoted from within the organization without any formalized developmental training that teaches them how to manage work and other people to produce results for the organization. And, it is impractical to send employees off for weeks at a time to acquire the necessary knowledge, skills, and techniques they need to apply them to their new role with the company. For this reason, the Management Certificate program was built to serve all employers who want Supervisors, Managers, and High Potential Employees to be equipped with the skills they need to be successful in a leadership role.

**THIS CERTIFICATE PROGRAM TEACHES EMPLOYEES HOW TO:**
- Transition from worker to supervisor / manager of other workers
- Manage work and people
- Plan for achievement of results
- Align individual performance goals with the company’s goals
- Coach employees’ performance to achieve company goals and objectives
- Become self–aware in order to effectively communicate with different personality types
- Learn how to flex your management style to the needs of your individual team members
- Resolve conflicts in order to focus on results and promote teamwork
Administrative Professional Certificate Program

Experience the excitement of achieving personal and professional success while earning college-level certification. Expand your knowledge of the skills necessary to provide effective administrative support by exploring the latest best practices in the field. Understand what it takes to be an effective administrative professional and why this is essential to increasing performance, productivity and profitability — individually, as a team and organizationally. Gain practical experience by attending the highly interactive, competency-based workshops highlighted in the Administrative Professional Certificate Program.

This Certificate Program Teaches Employees How To:
- Acquire the skills necessary to provide effective administrative support
- Receive professional training from qualified instructors with solid industry experience
- Learn the latest office practices applicable to a wide range of settings
- Increase productivity and effectiveness
- Improve competitiveness within your organization
- Increase skill sets and professional value

5 REQUIRED WORKSHOPS to earn the Administrative Professional Certificate with 4.0 Continuing Education Units (CEUs).

REQUIRED WORKSHOPS:
- Effective Interactions
- Achieving Personal Effectiveness
- Problem Solving Techniques
- Better Business Writing
- Introduction to Project Management

Successful completion awards employees the credentials valued by professionals in all industries.
This program is a unique opportunity for professionals seeking to expand their skills and earn credentials in the customer service profession.

CUSTOMER SERVICE CERTIFICATE

Experience the excitement of achieving personal and professional success while earning credentials in the growing field of Exceptional Customer Service. Understand why building a culture of service is essential to increasing performance, productivity and profitability — individually, as a team, and organizationally. Exceed customer expectations, and your own, by attending the highly interactive, competency-based workshops highlighted in the Customer Service Certificate Program.

THIS CERTIFICATE PROGRAM TEACHES EMPLOYEES HOW TO:

- Learn the latest customer service techniques applicable to a wide range of settings
- Receive professional training from qualified instructors with solid industry experience
- Achieve advanced professional skills
- Increase productivity and effectiveness
- Improve competitiveness within your organization
- Increase skill sets and professional value
The last year has taught us that good leaders are essential to the success of both the business and the humans working at a business. Great leaders connect people to their work, respond to whatever comes and pro-act at the first inclination that things are changing. Leading others is a daunting task in that we acknowledge our responsibility for the lives and well-being of those we lead. Everywhere we look, we may find a book or article that suggests it holds the key to help us be the ultimate leader.

What we know is that strong leadership requires hard work around understanding yourself, your organization, the world around you, and those you lead and serve. A comprehensive approach in response to the multi-faceted role of a leader is necessary to fully address the challenges associated with leading others.

**LEADERSHIP CERTIFICATE PROGRAM**

7 REQUIRED WORKSHOPS to earn the Leadership Certificate with 6.4 Continuing Education Units (CEUs).

**REQUIRED WORKSHOPS:**
The Leadership Challenge (Two day program)
Authentic Leadership
Leading in a DEI Culture
The Entrepreneurial Leader
Balancing Management with Leadership
Engaging Others to Lead
Continuous Improvement for Leaders

64 INSTRUCTIONAL HOURS

LEAD CHALLENGE INSPIRE

LEADERSHIP

CBI • CENTER FOR BUSINESS + INDUSTRY

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LEADERSHIP
LEADERSHIP, MANAGEMENT, AND PROFESSIONAL DEVELOPMENT

All courses available for individual self-improvement, or as part of Certificate.

One aspect you value most in our facilitated sessions is the social learning that happens when class members discuss their plans, successes, and struggles.

We are eager to help meet your development needs in the manner you desire, based upon current regulations and best-practices in managing the pandemic.

We have on ground and online options for many of our workshops. On ground workshops may move to virtual depending on the pandemic.

For the latest information check our online catalog or email cbi@northampton.edu.
ACHIEVING PERSONAL EFFECTIVENESS

High-performing organizations have focused employees who effectively manage their work and are resilient in the face of everyday challenges. In this interactive workshop, you’ll explore professional and personal skills to help you function at your very best. This includes how to focus on what’s important in your daily activities and self-care skills to manage stress and demands. You’ll also be provided time to identify and practice skills: how to set goals, prioritize, manage activities and time, communicate with people, and find meaning in your work each day.

ONLINE
Wed – Thu, Dec 15 & 16, 8AM – 12PM  LDRWK100.31
Fee $279

AUTHENTIC LEADERSHIP

Transform relationships at all levels by knowing yourself, defining your purpose, creating transparency, and balancing interests. This session supports communicating a clear, consistent vision, using storytelling to inform and engage, and applying the power of targeted communication.

ON GROUND
Tue, Oct 26, 8AM – 4PM  LDRWK142.2
Fee $349

BASIC MANAGEMENT SKILLS

Your company is counting on you to help the business thrive and grow. To do this, you must master certain basic management skills, including planning, organizing human capital and work, meeting management deadlines, delegating, communicating effectively, and aligning your departmental and company goals. This program provides an overview of the fundamentals and will bolster your ability to lead employees and manage work.

ON GROUND
Wed, Sep 22, 8AM – 4PM  LDRWK101.53

ONLINE
Mon – Tue, Nov 8 & 9, 8AM – 12PM  LDRWK101.54
Fee $279

BETTER BUSINESS WRITING

Writing is a key means of communicating and demonstrating professionalism on the job. This highly interactive program is designed to help the business communicator improve writing skills. Topics include preparing and organizing ideas, understanding the needs of the reader, avoiding common grammar and spelling mistakes, and editing. Participants have the opportunity to create and edit their own documents.

ONLINE
Wed – Thu, Sep 15 & 16, 8AM – 12PM  LDRWK102.21
Fee $279

BUILDING_professional_strength

Organizations strive to present, promote and encourage professional behavior in their business dealings. Unless these concepts are defined and reinforced, employees can be unaware of the expectations desired by their organization. This program seeks to define those concepts and promote professional behavior. It will relate professionalism to all aspects of an employee’s work experiences.

ONLINE
Wed – Thu, Oct 6 & 7, 8AM – 12PM  LDRWK103.14
Fee $279

COACHING FOR IMPROVED PERFORMANCE

Employees enter the workplace with diverse skill sets and levels of engagement and interest concerning work. Factor in the “do more with less” pressure supervisors and managers face daily, and the question becomes how do you motivate employees and encourage excellence in an increasingly difficult environment? Coaching is the answer. In this interactive workshop, learn how to help employees rise to the higher level of performance that a rapidly changing environment demands while creating successors in key positions so the organization is constantly preparing the next generation of leaders.

ONLINE
Wed – Thu, Jul 21 & 22, 8AM – 12PM  LDRWK103.45

ON GROUND
Wed, Nov 10, 8AM – 4PM  LDRWK103.46
Fee $279
CONFLICT RESOLUTION STRATEGIES
While workplace conflicts are often inevitable, this one-day, interactive workshop provides tools to identify needs in conflict situations, manage stress, and promote conflict resolution. The program focuses on how communication styles affect conflict, the benefits of conflict, and five conflict styles to solve problems. Explore your own preferred styles, practice how to use skills, and apply a conflict resolution model for your workplace.

ONLINE
Wed – Thu, Oct 27 & 28, 8AM – 12PM LDRWK104.(42)
Fee $279

EFFECTIVE INTERACTIONS
In the workplace, effective interaction skills are critical to building strong relationships, engaging people, and solving problems. This one-day interactive workshop focuses on two core skills: listening and assertive communication. You will self-assess and practice skills, explore the power of listening effectively and being direct, and plan for productive ways to engage people and get results.

ON GROUND
Tue, Oct 5, 8AM – 4PM LDRWK105.(43)
ONLINE
Thu – Fri, Dec 9 & 10, 8AM – 12PM LDRWK105.(44)
Fee $279

EXCELLENCE IN PUBLIC SPEAKING, PRESENTATION AND FACILITATION
Effective public speaking, presenting & facilitation skills are essential to the development of anyone in the workforce today. Join us and delve into techniques to engage others while maintaining focus; examine the role of the facilitator in presenting and public speaking engagements; explore how to engage diverse personalities and styles within meetings to reduce frustration and produce results. By completing this two day workshop, individuals will have the skills & confidence to speak in front of any group, in any situation.

ON GROUND
Thu – Fri, Sept 30 & Oct 1, 8AM – 4PM LDRWK122.(23)
Fee $510

EXCEPTIONAL CUSTOMER SERVICE
Every interaction with a customer is a chance to provide exceptional customer service. When customers aren’t satisfied with products or services, the costs to the organization are high. In this interactive workshop, you’ll explore strategies needed for customer service excellence, internally and externally. Emphasis is on identifying goals for your organization and job, how to defuse stressful interactions, and ways to provide the very best experience for every customer.

ONLINE
Wed – Thu, Nov 17 & 18, 8AM – 12PM LDRWK107.(21)
Fee $279

INTRODUCTION TO PROJECT MANAGEMENT
This exciting introductory program explores the basic skills necessary to become an effective project manager, including meeting management/leadership concepts. Working within the Project Life Cycle (Initiation, Planning, Execution, and Closure), you’ll learn and apply tools that support successful execution.

ONLINE
Tue – Wed, Jul 13 & 14, 8AM – 12PM LDRWK109.(19)
Fee $279

LEADING IN A DEI CULTURE
As a leader, you are charged with creating both personal practice and a model of behavior that supports equity in an inclusive, diverse community. This session provides clear definition of the terms and challenge of creating / maintaining a productive, desirable workplace.

ON GROUND
Wed, Dec 1, 8AM – 4PM LDRWK143.(2)
Fee $349
EVOlVE  REINVEST  MODERNIZE

EFFECTIVE  PROVEN  POWERFUL

RESULTS

Take charge of your employees’ or your own professional development.

cbi@northampton.edu
We have transitioned quality classes from open enrollment classwork to customized contract training and consulting engagements. As you are seeking to upskill your workforce or gain support from quality professionals for your unique challenges, please inquire and speak with us about the learning and consulting opportunities we can customize to your environment and culture. We look forward to serving you in this more targeted manner in the future!

CONTENT INCLUDES BUT IS NOT LIMITED TO:

● Lean / Six Sigma
● Continuous Improvement Process and Tools
● Quality Theory and Practice
● Root Cause Analysis
● Baldrige Criteria for Excellence
● Assessment / Dashboards / Data Utilization
● Supply Chain Management
● Quality Leadership / Culture of Quality
MANAGING THE PERFORMANCE OF OTHERS
Performance appraisals and annual reviews are among the most dreaded management tasks. In this session, learn how to shift the focus from yearly performance appraisals and annual reviews to the broad spectrum of performance management. Among the topics explored: professional employee development, personal development training goals, cross-training, challenging assignments, and regular performance feedback.

ONLINE
Tue – Wed, Aug 10 & 11, 8AM – 12PM  LDRWK112.(45)

ON GROUND
Mon, Dec 6, 8AM – 4PM  LDRWK112.(46)
Fee $279

PRESENTING WITH CONFIDENCE
Many people say that giving a presentation is high on their list of stressful activities. In this half-day session, you will learn more about your natural strengths and ways to increase your confidence while enhancing your skills to connect clearly and meaningfully with your audience. Learn more about what makes an effective presenter and the importance of body language in communication. We’ll focus on how to plan, organize, and present information. Discover ways to most effectively assess and engage your audience for greatest impact and connection.

ONLINE
Thu, Nov 4, 8AM – 12PM  LDRWK114.(21)
Fee $145

PROBLEM SOLVING TECHNIQUES
Solving a problem is a process: Define the issue, sort symptoms from causes, generate ideas, make sound decisions, implement the solution, and monitor outcomes to ensure success. This one-day workshop provides a critical-thinking framework to approach problems and decisions in systematic and creative ways. Learn when to solve a problem on your own or benefit from group problem-solving. In this interactive program, you will practice and identify practical ways to apply skills every day in the workplace.

ONLINE
Mon – Tue, Oct 18 & 19, 8AM – 12PM  LDRWK115.(22)
Fee $279

PROVIDING OUTSTANDING CUSTOMER SERVICE IN TIMES OF CHANGE AND CHALLENGE
Our current reality dealing with the pandemic, social unrest, and economic struggles can often lead to both confusion and frustration. Most of us have a need for a certain level of control, and in these times of constantly navigating uncharted territory, we can often feel the emotions that go along with that lack of control: fear, anxiety, anger, frustration, pressure, confusion, and more. We know that our customers as well as our employees are experiencing these emotions, and communication can be strained as we work through solutions to both long-standing challenges and emerging problems. As an organization, how are you supporting your front-line customer service professionals? This session will help learners refresh both skills and mindset around customer service during these trying times.

ONLINE
Wed – Thu, Aug 25 & 26, 8AM – 12PM  LDRWK140.(3)
Fee $279

THE LEADERSHIP CHALLENGE
In this two-day session participants use self-reflection coupled with stakeholder feedback to design their courses to exemplary leadership. This newly redesigned format from Kouzes and Posner uses the Leadership Practices Inventory to examine the frequency with which leaders demonstrate the most powerful behaviors in engaging colleagues and team members: Model the Way, Inspire a Shared Vision, Challenge the Process, Enable Others to Act, and Encourage the Heart. Within this leadership framework, participants create a plan to incorporate the practices of successful leaders into the execution of their roles in order to realize their full leadership potential.

ON GROUND
Thu – Fri, Sep 16 & 17, 8AM – 4PM  LDRWK141.(2)
Fee $875
WILL YOUR TEAM BE READY TO COME BACK WHEN IT’S TIME?

TEAM BUILDING
Experiential learning is a great way to get your team to higher levels of performance. This approach blends serious learning and fun to help build communication, trust, morale and a shared vision of purpose. NCC offers a set of unique opportunities to help you build your team.

FAB LAB
Come to our newly expanded Fab Lab at the Fowler Family Southside Center and take advantage of our technologies to do team projects with wood, metal, resin, 3-D printers, laser cutters and more. Based on group size and interest, our Fab Lab team will help design a custom program that will allow for learning and for all participants to complete a project to take home.

OPEN COOKING LAB
The Fowler Family Southside Center houses our newly renovated demo kitchen, complete with six new cooking stations. Come prep, cook and enjoy a meal with your co-workers. We will help you craft a menu and provide all that you need from soup to nuts.

Contact cbi@northamton.edu for more information.
RESPONSIVE LEADERSHIP
While managers routinely search for the “best” style of leadership, research clearly indicates that no single, all-purpose leadership style exists. Instead, successful leaders learn to adapt their behavior to respond to the dynamics and demands of each unique situation and use a diagnostic approach that encourage creative thought and flexibility to optimize outcomes. Case studies, instruments, and group discussions will be engaged to help identify your own style and how to use it more effectively.

ONLINE
Tue – Wed, Sep 14 & 15, 8AM – 12PM  LDRWK116.(48)
Fee $279

WORKING WITH TEAMS
In order to actively engage the talent of each individual in the workplace, teams are often formed to create a basic working unit. These collaborative environments require interaction, open communication, and the ability to function effectively as a member of a working group. This program focuses on the roles and responsibilities of a team and its members, the actions of a successful unit, stages of team development, and strategies to effectively manage individual differences within the group.

ONLINE
Wed – Thu, Nov 17 & 18, 8AM – 12PM  LDRWK121.(23)
Fee $279

UNDERSTANDING YOURSELF:
A VOYAGE OF SELF-DISCOVERY
How do you present your strengths and use your personality to its greatest benefit for you and your organization? This class uses two instruments to assist participants in identifying and leveraging their personal attributes and strengths both professionally and personally. Gain insight into your unique style and preferences through Gallup’s Strengthsfinder and the Myers-Briggs Temperament sorter.

ONLINE
Tue – Wed, Jul 27 & 28, 8AM – 12PM  LDRWK119.(12)
Fee $279

“I think the course gave me a different perspective for certain situations, and a different way to analyze and work through issues.”

Participant in Coaching for Improved Performance, March 2021
MICROSOFT EXCEL
BEGINNING – ONLINE
Designed for those looking to gain skills such as: how to perform calculations, how to modify and format a worksheet, print workbook contents, as well as manage larger workbooks.

ONLINE
Wed – Thu, Jul 7 & 8, 8AM – 12PM  EXBEGOL100.(3)
ONLINE
Mon – Tue, Nov 8 & 9, 8AM – 12PM  EXBEGOL100.(4)
Fee $259

MICROSOFT EXCEL
BEGINNING SEMINAR
Learn how to perform calculations, modify and format a worksheet, print workbook contents, as well as manage larger workbooks. Windows knowledge required.

ON GROUND
Wed, Sep 1, 8AM – 4PM  EXBEG100.(9)
Fee $259

MICROSOFT EXCEL
INTERMEDIATE – ONLINE
Advance your skills with Microsoft Excel in an online class format. Topics included are: advanced formulas, lookup functions, organizing worksheet data with tables, utilizing charts, PivotTables, slicers and PivotCharts.

ONLINE
Wed – Thu, Aug 11 & 12, 8AM – 12PM  EXINTOL100.(3)
ONLINE
Wed – Thu, Dec 8 & 9, 8AM – 12PM  EXINTOL100.(4)
Fee $259

MICROSOFT EXCEL
INTERMEDIATE SEMINAR
Advance your skills in Microsoft Excel. Topics covered include advanced formulas, lookup functions, organizing worksheet data with tables, utilizing charts, PivotTables, slicers and PivotCharts. Prerequisite: Excel Beginner Seminar (EXBEG100) or equivalent knowledge.

ON GROUND
Wed, Oct 13, 8AM – 4PM  EXINT100.(9)
Fee $259

MICROSOFT WORD
BEGINNING – ONLINE
Learn basic Microsoft Word Skills in a convenient 2 day format. Discover how to create, edit, and format documents, how to insert simple tables and create lists, and how to use a variety of techniques to improve the appearance and accuracy of document content.

ONLINE
Wed, Aug 25, 8AM – 12PM  WDBEGOL100.(3)
Fee $259

MICROSOFT WORD
BEGINNING SEMINAR
Learn basic Microsoft Word skills, such as creating, editing, and formatting documents; inserting simple tables and creating lists; and employing a variety of techniques for improving the appearance and accuracy of document content. Windows knowledge is required.

ON GROUND
Wed, Oct 20, 8AM – 4PM  WDBEG100.(15)
Fee $259
“Although I do work with Excel on a daily basis, this workshop has enabled me to perform these tasks more easily and efficiently. I also learned new things that will be very helpful. Glad I took the course.”

Participant in Excel Beginning, April 2021

MICROSOFT WORD INTERMEDIATE – ONLINE
Advance your skills with Microsoft Word in an online class format. Topics include creating and modifying complex documents and using tools that allow customization of these documents. Prerequisite: Word Beginning Seminar or equivalent knowledge.

ONLINE
Wed – Thu, Sep 8 & 9, 8AM – 12PM  WDINTOL100.(3)
Fee $259

MICROSOFT WORD INTERMEDIATE SEMINAR
Advance your Microsoft Word skills. Learn to create and modify complex documents and use tools that allow you to customize these documents. Prerequisite: Word Beginner Seminar (WDBEG100) or equivalent knowledge.

ON GROUND
Wed, Nov 3, 8AM – 4PM  WDINT100.(15)
Fee $259

E bothers your BUSINESS WITH SOCIAL MEDIA
Join us for this short course on how to maximize marketing efforts for your business. Instagram, Facebook, Snapchat, and Pinterest will be discussed. We will also explore various free marketing tools as well as the logistics of automated text messaging and billboard advertising. Discover how technology can streamline your processes, uphold your reputation in business and develop a timeline for success. Participants MUST have a personal Facebook and Instagram account created prior to attending class.

ONLINE
Mon, Sep 27, 9AM – 12PM  PCWEB302(28)
ONLINE
Thu, Dec 2, 9AM – 12PM  PCWEB302(29)
Fee $99
Ed2Go TRAINING CENTER

In these challenging times, when we are required to be physically distanced, there remains an opportunity to learn new skills or enhance your existing ones and also have an opportunity to interact with your peers in a safe environment.

For questions, please email: ed2go@northampton.edu
Courses run for six weeks, and new sessions start monthly with no minimum enrollment requirements. These instructor-facilitated courses are engaging and highly interactive with a new lesson delivered each Wednesday and Friday.

On average, students complete each lesson in two hours or less, for a total of 20-24 hours of instruction time.

Additionally, companies that offer e-learning courses report a 42 percent increase in revenue and employee engagement increases up to 18 percent (papersowl.com).

To view courses, please visit: www.ed2go.com/ncc-pro/
OSHA 10 HOUR
CONSTRUCTION INDUSTRY
The 10-Hour Construction Outreach Program is to provide entry level construction workers a broad awareness on recognizing and preventing hazards on a construction worksite. The training covers a variety of safety and health hazards which a worker may encounter at a construction worksite.

ON GROUND
Mon – Tue, Oct 18 & 19, 8AM – 2:30PM
Fee: $150

OSHA 30 HOUR
CONSTRUCTION INDUSTRY
The 30-Hour Construction Outreach Training Program is to provide people with some safety responsibility broad awareness on recognizing and preventing hazards on a construction worksite. This course will provide an orientation and expansion of information as it relates to occupational safety and health. Participants will be made aware that workers must receive additional training on hazards specific to their job. The training covers a variety of safety and health hazards which a worker may encounter at a construction site with an emphasis on OSHA’s Focused Four Hazards.

ON GROUND
Mon – Fri, Oct 18 – 22, 8AM – end time varies
Fee: $450
WHY SAFETY TRAINING MATTERS

Create a culture of safety
Have a positive impact on insurance costs
Raise awareness in your facility
FOOD SERVICE SANITATION
The NRA ServSafe Manager Certificate is a combination of home-study and review in-class, giving students the opportunity to take the ServSafe certification exam. Required reading prior to class: ServSafe Manager Book Stand alone 7th Edition ISBN 978-0134812359 – read upon receipt!

ON GROUND
Wed & Fri, Jul 21 & 23, 9AM – 1PM FDBWK100.(56)
ON GROUND
Mon, Aug 2, 9AM – 5PM FDBWK100.(57)
ON GROUND
Tue & Fri, Aug 3 & 6, 9AM – 1PM FDBWK100.(58)
Fee $155
NEW COMMAND SPANISH

Learn a basic understanding of the Spanish language useful in a variety of careers and workplaces.

TOPICS INCLUDE SPANISH FOR:
Nursing; Law Enforcement Officers; First Responders; Paramedics and EMTs; Construction sites; Industry, Manufacturing, and Warehousing; and Physician’s Offices.

Emphasis will be placed on understanding Spanish, learning common vocabulary and phrases, and speaking in work-specific situations for a more efficient and safe workplace. Course length is flexible, 12-20 hours

For more information, please visit:
northampton.edu/language

Contact Jane McCarthy, jmccarthy@northampton.edu to customize a class for your organization.
DESIGN & FABRICATION @ THE FAB LAB

ALL CLASSES ON GROUND

INTRO TO FUSION
Learn the basics of Fusion 360. Cloud computing has opened up the market for open source software that is becoming very sophisticated and easy to use. Easily transfer your ideas into three-dimensional drawings and take that to the 3D Printers or one of our CNC machines. It all starts with a 3D drawing!

Mon, Sep 20, 27 & Oct 4
6:30PM – 9:30PM  FAB3D302.(10)
Mon, Nov 15-29
6:30PM – 9:30PM  FAB3D302.(11)
Fee $297

ADVANCED FUSION
Advance Fusion 360 3D design takes your knowledge from earlier classes and gives you some advanced methods of creating odd and challenging 3 dimensional objects. This skill will open doors for you to 3D print or CNC whatever idea comes to you. Advanced 3D drawing is challenging. Practice will insure that you hone your skills. Fusion 360 can be downloaded at home for free.

Mon & Wed, Aug 23, 25 & 30
6:30PM – 9:30PM  FAB3D303.(4)
Mon & Wed, Dec 6, 8, & 13
6:30PM – 9:30PM  FAB3D303.(5)
Fee $297

INTRO TO ADOBE ILLUSTRATOR
Interested in becoming a graphic artist? Or are you a business owner looking for a fresh logo? The Fab Lab’s Intro to Adobe Illustrator will teach you the basics of vector art and design. Learn how to create images that can be used for company logos, promotional uses or even personal work, both in print and digital form.

Tue & Thu, Oct 7, 12 & 14
6:30PM – 9:30PM  FAB3D400.(11)
Fee $299

INTRO TO AUTOCAO
Sketch parts or ideas easily with Auto Cad. Whether you are building a deck, addition, woodworking project, or any item where you need accurate drawings, this course will get you there. Learn methods to be able to draw front, top, and side views, as well as, create accurate vector drawings to laser or CNC (Computer Numerical Control). There are hundreds of applications for this skill in woodworking, metal working, laser art, guitar building and more. Put this skill in your back pocket—you will be glad you did.

Tue & Thu, Jul 13, 15 & 20
6:30PM – 9:30PM  FAB2D101.(3)
Mon, Oct 11 – 25
6:30PM – 9:30PM  FAB2D101.(4)
Fee $262

INTRO TO REVIT
Revit is the high end, 3D technology from Autodesk that integrates the design and drafting aspects of the building industry. It is a BIM (Building Information Modeling) software application. It is used by architects, MEP (Mechanical, Electrical, Plumbing) engineers and structural engineers. The FAB LAB offers an introductory course in Revit Architecture. Students will learn how to create plans, elevations, sections, door schedules and renderings with this amazing software.

Tues & Thu, Sep 14-23
6:30PM – 9:30PM  FAB3D401.(8)
Fee $189
Specialty work and/or consultation services are also available. One-on-one instruction with our skilled instructors are available by appointment.

**CNC WOOD ROUTER**
Get hands on experience with our Legacy Maverick 4X8 CNC router. This is a follow up class to the VCarve For the CNC Router (FAB3D402) where we will make the items we designed. The VCarve Software class is not required but is suggested if you have not done any design work in a similar program. Students who haven’t taken the class are encouraged to bring files for items to make. Instructor will determine if the item is appropriate for this class. VCarve Software Class (FAB3D402) is a prerequisite.

**Tues & Thu, Aug 10 & 12**  
6:30PM – 9:30PM  
Fee $169  
FABWD209.(6)

**V-CARVE SOFTWARE FOR CNC ROUTER**
Whether you are thinking of buying a CNC router for your home shop or already have one, you will need to design the items you want to make in V-Carve. Learn to draw with VCarve Pro, one of the most popular programs for CNC wood routers. This class will cover making cabinet parts, 2D wooden items, engraving and sign making. Don’t have your own CNC router yet? You can use our Legacy Maverick to cut out your items. Sign up for FABWD209 for hands on experience with CNC.

**Tues & Thu, Aug 3 & 5**  
6:30PM – 9:30PM  
Fee $169  
FAB3D402.(7)

**WOODWORKING BASICS**
Woodworking is fun and rewarding making beautiful things. Learn the proper use of basic hand tools and machinery as you complete your project from rough lumber to finished product. The Woodworking Basics class will give you the knowledge to work safely and methodically so you can move to the next step with confidence. No prerequisites required.

**Wed, Aug 25 – Sept 29**  
6:30PM – 9:30PM  
Fee $289  
FABWD100.(32)
From welding to CNC machining, our metals and woodshop gives you access to the tools and techniques used in modern machine shops. Send employees to be trained in welding, Plasma cutting, CNC machining, 3D printing and more. Learn CAD/CAM and V Carve from our expert instructors, build/enhance prototypes or utilize our design consultation services.

Call 610.332.8665 for a private tour and to learn about our business membership opportunities.
NCC IS ONE OF 26 OTI EDUCATION CENTERS IN THE COUNTRY

OTI Ed Centers provide OSHA training to improve the awareness of and promote behavior change for public and private sector workers, supervisors and employers. Together with Chesapeake Region Safety Council, NCC makes up Mid Atlantic OSHA Training Institute Education Center serving Pennsylvania, Virginia, Maryland and Delaware.

To enroll and view a comprehensive schedule of classes, please visit Northampton.edu/MAOTIEC. For questions or on-site delivery, please call 610.332.6596 or email maotiec@northampton.edu.
Participants who attend the OSHA 511 & OSHA 501 (General Industry) or OSHA 510 & OSHA 500 (Construction) will be certified as an OSHA 10 & 30 Hour Outreach instructor, enabling companies to save hundreds of dollars on on-site training.

OSHA CLASSES

OSHA 510 Occupational Safety & Health Standards for Construction

OSHA 500 Trainer Course in OSHA for Construction

OSHA 511 Occupational Safety & Health Standards for General Industry

OSHA 501 Trainer Course in OSHA for General Industry
Our Center for Innovation and Entrepreneurship, and greatly expanded. Fab Lab provides students, community members and employers a dynamic, state-of-the-art space for education and training related to developing an entrepreneurial mindset — supplying tools and the support required to launch new businesses and expand professional opportunities.

From brainstorming an idea to prototyping a product, learning the entrepreneurial skillset to solve business challenges — there is something for everyone.

Check northampton.edu/cie for more information.