Harassment in the Workplace

This session will show you how to recognize harassment and the different ways that it can look, how to handle harassment when you recognize it, how to create and implement a harassment policy, and enforcing the harassment policy.

Tuesday, January 28, 2020
11:45 am to 1:00 pm
ATCC Room 209
Kevin Schutz, Presenter
Fee: $15
Includes box lunch

Ergonomics:
Office and Repetitive Actions

Common movement injuries and cumulative trauma disorders, actions (or inactions) that contribute to injuries, how to set up your workstation to minimize stress, and common exercises to help prevent motion injuries will be covered in this session.

Tuesday, February 18, 2020
11:45 am to 1:00 pm
ATCC Room 211
Kevin Schutz, Presenter Fee: $15
Includes box lunch

KEVIN SCHUTZ

Kevin is the Environmental Health and Safety Advisor for Zimny Insurance Agency in Alexandria, MN. He got his start in the safety world serving as the Hazardous Material Handler for his Army unit during the first Gulf War. After his military service he attended college at NDSCS and UMM studying English, Psychology and Education. He moved to the Alexandria area working at a local manufacturing facility serving on the Safety Committee for a number of years before be tasked with starting up a proactive safety program. In 2008, he began his real work in the safety world as a Safety Consultant with a firm out of the Twin Cities. Here he serviced dozens of companies in all aspects of OSHA Compliance including training, program development, OSHA assistance, accident investigation, loss control, environmental testing, and hazard assessment audits.

He is currently certified through the Board of Certified Safety Professionals as an Occupational Hygiene and Safety Technician and is on track to be a Certified Instructional Trainer by this Spring as well as an OSHA Outreach Trainer for Construction.

Also, he has studied, trained, and taught the martial art of Taekwondo for over 35 years. This includes teaching Self Defense at beginner and advanced levels, which includes learning how to recognize, react, and avoid the levels of violent behaviors in and out of the workplace.
RUN HIDE OR FIGHT: Active Shooter Situations

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation. This course will prepare you to make your best determination of what is occurring at that moment and which options will provide the greatest degree of security using the “RUN, HIDE, or FIGHT” protocol.

Tuesday, April 21, 2020
11:45 am to 1:00 pm
ATCC Room 209
Presented by a representative of Alexandria Police Department
Fee: $15
Includes box lunch

Dealing with Difficult People in the Workplace

This session will provide tips on how to engage and diffuse volatile people in the workplace. You will learn:

1. Tips on how to engage and diffuse volatile people in the workplace. The basics of this is customer service and learning from positive and negative interactions. Scott will share tips from a law enforcement perspective and lead discussion on best practices.

2. What to look for to make your office setting a safer place. Learn how and where to place people within an office to maximize security.

Tuesday, May 5, 2020
9:00 to 11:00 am
ATCC Auditorium 205
Scott Kent, Alexandria Police Department
Fee: $20
Includes morning break items and refreshments

SCOTT KENT

Scott Kent is the Captain of the Alexandria Police Department (APD) and has served in that capacity since the fall of 2006. Prior to this position, Scott was assigned to the investigative unit of the APD where he conducted investigations on a variety of crimes and worked closely with victims. Prior to accepting a patrol officer position with the Alexandria Police, Scott served with the Wahpeton North Dakota Police Department where he was assigned to the areas of patrol, teaching in the schools, investigations, and assisting the local drug task force.

Scott has been an active member on several community task forces and is passionate about serving the people of his community. He is a graduate of Moorhead State University, an alumnus of the Federal Bureau of Investigations (FBI) National Academy receiving a graduate certificate from the University of Virginia, and has completed multiple leadership programs.
Registration Form

Please register me for:

Date:

Please PRINT name as it should appear on a certificate of completion and/or on your transcript.

First Name

MI

Last Name

Home Address

Daytime Phone ( ) __ __ __ - __ __ __

City

State

Zip Code

Email Address:

We are collecting your email address for communication, class confirmation notices, and marketing purposes. Email addresses are not distributed.

Birth Date

*Providing this information is voluntary. It assists us in maintaining accurate records. Data will remain confidential.

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Email Addresses – Providing your email address will allow CTC staff to communicate with you via email. If appropriate, your email address may also be placed on a targeted email marketing list to profile upcoming classes, trainings, events, etc. offered by the Customized Training Department at Alexandria Technical & Community College. Email addresses are not distributed.

Cancellations – Class cancellations must be done three full business days before the class start date. No refunds for cancellations of less than three full business days.

Missed Classes – Refunds will not be issued for any missed class, full class fees are due.

Late Arrivals – ATCC reserves the right to reschedule anyone arriving late. In most cases, 100% attendance is required to successfully complete training sessions.

No Shows – A no call, no show is an absence from the class without notifying the Customized Training Center. Refunds will not be issued for anyone registered for a class and does not show or attend.

Accommodations and Dietary Restrictions - Please submit requests prior to class to the Customized Training Center via email at atcc-customized@alextech.edu or call 320-762-4510 or toll free 888-234-1313.