Workforce Development Solutions
alextech.edu/customizedtraining
Our relationship with Alexandria Technical & Community College is vital to the success of our business. Central Specialties Inc. relies on ATCC for potential employees and exceptional trainings for our current mechanics. The ease of doing business with ATCC is straightforward and never difficult. We appreciate the flexibility and the open communication between the staff at ATCC. Strong relationships have been formed over the years, and we look forward to continuing those relationships for years to come. The quality of the trainings are always professional.

Central Specialties, Inc.
For over 60 years, delivering:

**TRAINING YOU NEED!**  **WHEN YOU NEED IT!**  **WHERE YOU NEED IT!**

You may have known us as Customized Training. Alexandria Technical & Community College has joined forces with four other partners (Central Lakes College, Minnesota State Community and Technical College, Minnesota State University/Moorhead, and Northland College) to create the Northwest Workforce Development Solutions group. This new synergy, combined with the resources of the Minnesota State System, will help us better meet the needs of business and industry.

Our new name will now be Alexandria Technical & Community College Workforce Development Solutions, and with our new partnership, we offer a significant increase in the training opportunities available to help you with your organization’s training needs. Our staff of seven boasts a combined total of nearly 150 years of service to helping the workforce of West Central Minnesota and beyond become more efficient. Our training staff of over 100 subject matter experts exhibit a quality second to none!

The training we provide can be delivered at your location or on campus. We will work with you to tailor our offerings to meet your specific needs. You will find a number of topics in this view book, but do not limit yourself to this alone. Tell us what you are looking for, and we will work hard to deliver!

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<th>The trainings that Workforce Development Solutions have already customized and delivered to area businesses include:</th>
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### Business Technology Training

Business Technology Trainings, delivered at your site or at our campus, are designed to meet your specific needs and objectives.

- Microsoft Office Suite
  - Access, Excel, Outlook, PowerPoint, Project, Publisher, Word
- QuickBooks for Business
- Social Media (LinkedIn, Facebook, Twitter)
- MS Data Storage/Office 365
- Google Apps
- Adobe Pro/Adobe Forms

### Transportation Training

ATCC is the only Truck Weight Education Program in the State of Minnesota in addition to meeting the training needs of the transportation industry.

- Minnesota Inspection Program/Certification and Recertification
- Truck Weight Education
- Commercial Vehicle/Related Courses
- Electric/Electronic/HVAC Certification Training
- Motorcycle Training/Basic, Intermediate
Fire Related Training

These offerings are delivered primarily to fire and EMS personnel, although some are relevant for industry partners. Hands-on activities that reinforce concepts are a crucial aspect of these trainings.

- Emergency Medical Courses
  - CPR
  - First Aid
  - EMR (First Responder)
- National Fire Academy Courses
- NFPA 1001 Standards for Firefighter Professional Qualifications
- Vehicle Extrication
- Rope Rescue (Low and High Angle)
- Confined Space Rescue
- Water/Ice Rescue
- NFPA 1403 Standard for Live Training Evolutions
  - Structural
  - Car
  - Propane
- And many, many more classes available for fire departments. Give us a call.

Health Training

Health training can be delivered at your site or at our campus. CEUs can be available for health professionals attending trainings.

- Continuing Education for nurses, health professionals
- Training for Medication Administration
- Nurse Assistant Classes/Testing

We have been working with Alexandria Technical & Community College for the last ten years, and it could not be easier. ATCC staff are so friendly and customer-oriented, and are able to work with our tight schedule to train our people on C7 and C15 Caterpillar engines.

Over 200 people have been trained, resulting in an increased proficiency for our technicians and National Guard soldiers. ATCC is an invaluable resource for troubleshooting and repair, and always available to us when we have issues with engines.

Minnesota National Guard
Leadership Development Training

Research has shown that employees generally leave the supervisor, not the organization. In today’s market, organizations are challenged to retain employees. Adding specific leadership and supervisory skills helps to both improve organizational performance and reduce employee turnover.

- 5S Training
- Behavioral Expectations & Interviewing
- Coaching: Bringing Out the Best in Others
- Completing Performance Evaluations
- Customer Service
- Diversity Training
- Emotional Behavior in the Workplace
- Generations in the Workplace
- Harassment and Bullying in the Workplace
- Healthcare Leadership Academy
- Lean Facilitation Training
- Myers-Briggs Type Indicator
- Process Improvement
- Root Cause Analysis & Problem Solving Process
- Strategic Planning
- StrengthFinder/Strengths Based Leadership
- Train-the-Trainer
- QBQ – Personal Accountability

ATCC instructors challenge traditional thinking related to manufacturing systems and encouraged completely new ways of doing things. I believe this will be recognized as a significant step in our journey to becoming a quick response gear manufacturer.

Brian Schultz
President
Great Lakes Industry, Inc.

Mechanical/Technical Training

Mechanical/technical training is customized to address the specific skills needed in your organization.

- AutoCad/2D Modeling
- Basic Mechanical
- Blueprint Reading
- Hydraulics/Pneumatics
- Industrial Automation and Control – PLCs
- Industrial Maintenance
- Introduction to Machine Operator
- Machining for Manufacturing
- Mechanical, Electrical & Hydraulics Troubleshooting
- Mill & Lathe Basic Instruction
- Solidworks/3D Modeling
- Steam Plant Engineering (Boiler) – Low/High Pressure
- Welding
Safety and Compliance Training

Safety and compliance training can be customized to meet the specific needs in your organization.

- Bloodborne Pathogens/Right-to-Know
- Confined Space Entry – Permit Required & Refresher
- CPR/AED/First Aid
- Fire Extinguisher Training – Hands on Bullex Simulation
- Forklift Operator & Forklift Train-the-Trainer
- HazMat: Awareness, Operator and Technician
- HazWoper – Initial & Refresher
- OSHA 10 and 30 Hour General Industry and Construction
- Respiratory Protection & Qualitative Fit Testing
- Permit to Carry – Initial/Refresher

The Customized Process

STEP 1
WDS conducts a needs assessment to ask:
- What are you looking for?
- What are your business goals?
- What results and outcomes do you expect?

STEP 2
WDS staff select an instructor with the background experience and teaching style that fits your organization.

STEP 3
Customized content is designed to fit your needs. Course materials include examples you provide and discussions of industry-specific situations faced by your team.

STEP 4
Classes are delivered where you want them and when you want them. Your organization works 24/7, and so do we!

STEP 5
Evaluations are conducted and summaries provided. There may be a follow-up conversation regarding the training experience and whether subsequent steps are needed.

STEP 6
Certificates of completion are available for all courses. Continuing education units may be awarded if appropriate.
Electrical Training

Experience and research show that adult learners learn more when hands-on skills are used to reinforce concepts, so most electrical training includes a hands-on component. Training partner policies and procedures such as safety policies can be included and reinforced as part of the curriculum.

- Basic Electrical
- Electrical Application & Troubleshooting Concepts
- Electrical Safety – Affected, Qualified and Refresher
- Electrical Theory and Safety
- Lock Out/Tag Out

For more information about Workforce Development Solutions at Alexandria Technical & Community College, contact:

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The instructors chosen to teach this course are extremely knowledgeable with QRM and are able to answer any questions that may arise. Along with that they also bring their enthusiasm for this program in each and every session, which is every bit contiguous and leads you to want to learn more and be a part of the daily activities presented.

We have and will continue to share about Alexandria Technical & Community College as a go to for this QRM simulation training.

Dave Barrett
Corporate EHS / Training Manager
Dowding Industries
Let Workforce Development Solutions design a course to meet your specific training needs.

Workforce Development Solutions
A member of the Northwest Minnesota Workforce Development Solutions
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