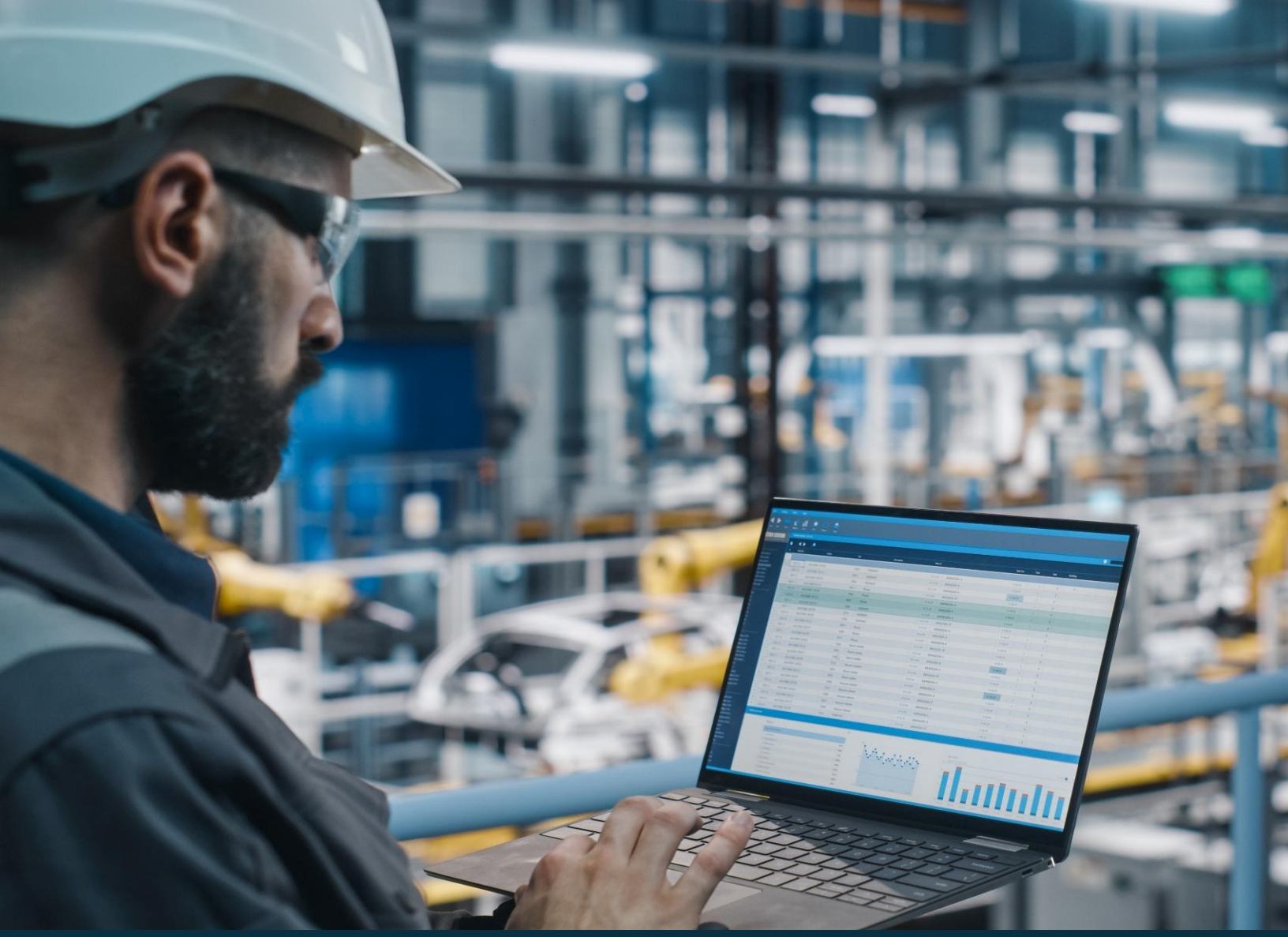


State Fair Community College

The Learning*Force*

Fall Open Enrollment Training Offerings

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Welcome to The LearningForce Open Enrollment Training Catalog

Mission Statement

The LearningForce empowers individuals, strengthens businesses, and advances regional economic vitality through innovative talent development, customized workforce solutions, and strategic partnerships.

Vision Statement

The LearningForce will be recognized as the catalyst for empowering every individual, strengthening every business, and creating a more prosperous region.

Building Skills. Strengthening Teams. Growing Missouri's Workforce.

The Learning*Force*, the workforce development unit of State Fair Community College, partners with businesses, organizations, and individuals to provide short-term, practical, results-driven training that grows new skills, strengthens employees, develops leaders, and supports organizational growth.

Whether you're looking to advance technical expertise, improve leadership skills, ensure workplace safety, or explore emerging technologies like automation and artificial intelligence, SFCC's open enrollment training programs provide accessible, high-quality training opportunities led by experienced training facilitators.

Trainings are designed to deliver practical knowledge that participants can immediately apply in the workplace. Through hands-on learning, real-world applications, interactive discussions, and enforcement through industry best practices, participants leave with skills that improve performance, increase confidence, and create value for their organizations.

What Are Open Enrollment Trainings?

Open enrollment trainings allow individuals from multiple companies and organizations to attend the same course. These trainings provide a cost-effective way for employers to invest in employee development without needing to coordinate a private training event.

Benefits of Open Enrollment Training:

1. Gain practical skills that can be immediately applied on the job
2. Learn alongside professionals from a variety of industries
3. Receive high-quality training without the expense of a private class
4. Earn a certificate of completion
5. Access industry experts and experienced instructors
6. Network with professionals facing similar workplace challenges
7. Industry recognized certification may be included

Open enrollment courses are offered throughout the year and cover a variety of topics including leadership development, industrial maintenance, robotics, workplace safety, business skills, facility management, quality, artificial intelligence for personal and professional development.

Register for Open Enrollment Training

Ready to invest in your professional development?

View upcoming training dates, pricing, and registration information at:
https://connect.sfccmo.edu/portal/tlf

Registration is available online and seats are reserved on a first-come, first-served basis. Early registration is encouraged, as many trainings have limited seating.

Company Group Registrations

Organizations are welcome to register multiple employees for the same training.

To help ensure availability for all participating organizations, companies may register **up to five employees per training** through the online registration system.

If your organization would like to register **more than five employees** for a training, please contact The Learning*Force* office. Additional seats for the same training may be available depending on classroom capacity, instructor requirements, and enrollment levels. If not, the team will work with you to customize a training to your specific needs.

For assistance with registration, group enrollment, or customized training opportunities, contact *The LearningForce* team.

Looking for Training Customized to Your Organization?

Every organization has unique goals, processes, equipment, and workforce challenges. While the open enrollment trainings provide valuable knowledge and skills, many employers choose to partner with The Learning*Force* to develop customized training solutions tailored specifically to their operation.

The team works directly with employers to understand their needs and adapt training content to maximize relevant skills and impact.

Customized training options may include:

Company-Specific Processes

Training content can be modified to reflect:

- Internal procedures and workflows
- Organizational policies and expectations
- Company goals and performance metrics
- Standard operating procedures
- Safety and quality requirements and compliance standards

Equipment-Specific Training

Technical, production, and maintenance courses can be customized using your equipment and systems, including:

- Manufacturing equipment
- Robotics and automation systems
- Electrical and maintenance systems
- Facility equipment and infrastructure
- Industry-specific machinery and technology

Pre and Post Assessments

Written and hand-on to gauge current skill level, identifying training objectives and post skill level. Aids in planning skill development.

Industry-Specific Examples and Applications

Training activities and case studies can be designed around real situations employees encounter within your organization, allowing participants to immediately connect concepts to their daily responsibilities.

Flexible Delivery Options

Customized training can be delivered:

- At your facility
- At a State Fair Community College location
- At another off-site location
- Virtually
- Through a blended learning format

Training schedules can be designed around shift schedules, production demands, and organizational needs.

Workforce Development Partnerships

The Learning*Force* also assists organizations with workforce development planning, leadership development pathways, technical skills training, and identifying potential funding opportunities that may help offset training costs.

Whether you're developing a new supervisor, upskilling maintenance technicians, strengthening workplace safety practices, or preparing for future growth and expansion, our team can help create a training solution that aligns with your organization's goals.

Let's Build Your Workforce Together

From individual professional development to fully customized company training programs, The Learning*Force* is committed to helping organizations develop skilled, engaged, and successful employees.

For information about customized training opportunities, workforce development solutions, or upcoming open enrollment offerings, contact The Learning*Force* at State Fair Community College.

Office

The Learning*Force* Potter-Ewing Agriculture Building
thelearningforce@sfccmo.edu
(660) 530-5822

Hours
8 a.m. to 5 p.m. Monday-Friday

Fall 2026 Open Enrollment Schedule

Training	Trainer	Training Date(s)	Time	Location	Cost	Registration Deadline
Essentials of Facility Management	Teena Shouse	January 2027 (dates TBD)	4:00 p.m. – 6:30 p.m.	Virtual	$999	TBD
Learn to Lead with True Colors	Nikki Freeman	November 23, 24, December 3, 4, 17, 18	8:00 a.m. – 12:00 p.m.	Sedalia; in-person	$699	11/6/26
Next Level Leadership	Susie Arbo	December 2 and 4	8:00 a.m. – 1:00 p.m.	Sedalia; in-person	$799	11/20/26
Excel Level 1 – Sedalia	Jan House	October 16	8:30 a.m. – 12:30 p.m.	Sedalia; in-person	$249	10/09/26
Excel Level 2 – Sedalia	Jan House	October 16	1:00 p.m. – 5:00 p.m.	Sedalia; in-person	$249	10/09/26
Excel Level 3 – Sedalia	Sherry Coker	November 6	8:30 a.m. – 3:30 p.m.	Sedalia; in-person	$499	10/23/26
Excel Level 1 – Clinton	Jan House	November 18	8:30 a.m. – 12:30 p.m.	Clinton; in-person	$249	11/06/26
Excel Level 2 – Clinton	Jan House	November 18	1:00 p.m. – 5:00 p.m.	Clinton; in-person	$249	11/06/26
Excel Level 3 – Clinton	Sherry Coker	December 4	9:00 a.m. – 4:00 p.m.	Clinton; in-person	$499	11/20/26
5 Dysfunctions of a Team	Nikki Freeman	TBD	8:00 a.m. – 12:00 p.m.	Sedalia; in-person	$149	TBD
7 Habits of Highly Effective People	Susie Arbo	December 15 and 17	8:00 a.m. – 12:00 p.m.	Sedalia; in-person	$699	11/27/26
AI Essentials: First Steps for Work and Everyday Wins	Johnna Richardson	October 15	10:00 a.m. – 12:00 p.m.	Virtual	$149	10/09/26
AI and Project Management	Kennrik Nelson	November 12	9:00 a.m. – 12:00 p.m.	Sedalia; in-person	$149	11/06/26
AI and Problem Solving	Kennrik Nelson	December 10	9:00 a.m. – 12:00 p.m.	Sedalia; in-person	$149	12/04/26
Industrial Electrical Maintenance (IEM) Bootcamp Level 1	Kevin Greene	October 22 and 23	8:00 a.m. – 4:30 p.m.	Sedalia; in-person	$699	10/09/26
4-Day FANUC Robotics	Eric Young	October 6, 7, 8, 9	8:00 a.m. – 4:00 p.m.	Sedalia; in-person	$2,600	09/25/26
NFPA 70E	Jerry Lickteig	December 7 and 8	8:00 a.m. – 4:30 p.m.	Sedalia; in-person	$899	11/27/26
OSHA 10	Mike Morton	October 29, November 3, 5	8:00 a.m. – 12:00 p.m.	Sedalia; in-person	$699	10/23/26
OSHA 30	Mike Morton	January 12, 14, 19, 21	8:00 a.m. – 4:30 p.m.	Sedalia; in-person	$999	01/01/27

*Click the training title to register.



The Learning*Force*

Fall Open Enrollment Training Offerings

Learn to Lead with True Colors

Category: Leadership and Professional Development
Format: In-Person
Duration: 24 Clock Hours (Six 4-Hour Sessions)
Prerequisites: None

Training Description
Learn to Lead with True Colors is an interactive leadership development program designed for emerging leaders, frontline supervisors, team leads, and individuals preparing for future leadership roles. Through a combination of self-assessments, group discussions, practical exercises, and workplace application activities, participants develop the foundational skills needed to lead effectively in today's evolving workplace.

Using the True Colors personality assessment framework, participants gain a deeper understanding of their own communication styles, motivations, and strengths while learning how to build productive relationships with individuals who think and work differently. Throughout the program, participants explore essential leadership topics including communication, teamwork, goal setting, conflict resolution, motivation, coaching, and trust.

Participants will leave the program with practical tools they can immediately apply to improve workplace relationships, increase team effectiveness, and lead with confidence.

Learning Objectives
Upon completion of this training, participants will be able to:

- Describe their True Colors personality type and recognize the strengths and preferences of other personality styles.
- Apply human relations principles to foster positive workplace relationships.
- Develop SMART goals and prioritize work effectively.
- Demonstrate active listening and situational communication techniques.
- Lead productive teams and facilitate effective meetings.
- Utilize decision-making and problem-solving strategies to address workplace challenges.
- Apply conflict management and assertive communication techniques.
- Demonstrate coaching, motivation, and feedback strategies that support employee development.
- Build trust and adapt leadership approaches to meet the needs of diverse teams.

Training Outline

Session 1: Human Relations and Self-Awareness

- The importance of human relations in the workplace
- Building positive workplace relationships
- Developing productive habits
- Understanding workplace stressors and stress management strategies
- Introduction to the True Colors personality assessment
- Exploring personality preferences and workplace interactions

Session 2: Attitude, Values, and Time Management

- Making positive first impressions
- Understanding perception and workplace biases
- Job attitudes and their impact on performance
- Ethical decision-making and personal values
- Planning and prioritization techniques
- Creating SMART goals
- Time management and delegation strategies

Session 3: Communication and Feedback

- The communication process
- Communication channels and common barriers
- Active listening techniques
- Situational communication styles
- Delivering constructive feedback
- Adapting communication based on personality preferences

Session 4: Team Dynamics and Decision-Making

- Characteristics of high-performing teams
- Stages of team development
- Team cooperation and collaboration
- Planning and facilitating effective meetings
- Managing difficult team members
- Decision-making models and creative problem-solving techniques

Session 5: Conflict Resolution and Employee Development

- Assertive, passive, and aggressive communication styles
- Understanding and resolving workplace conflict
- Conflict management approaches
- The XYZ conflict resolution model
- Counseling and coaching techniques
- Effective discipline and employee support strategies
- Leading multi-generational teams

Session 6: Leadership Foundations and Motivation

- Leadership versus management
- Leadership traits and styles
- Building trust and credibility
- Motivating employees and increasing engagement
- Effective coaching and recognition practices
- Embracing diversity in the workplace
- Workforce trends and leadership adaptability
- Personal leadership action planning

Materials Provided

- True Colors personality assessment
- Participant workbook
- Leadership activities
- Goal-setting and action-planning tools
- Certificate of completion

Who Should Attend

This training is ideal for frontline supervisors, team leads, new managers, high-potential employees, and individuals seeking to strengthen their leadership and interpersonal skills.

Next Level Leadership

Category: Leadership and Professional Development
Format: In-Person
Duration: 10 Clock Hours (Two 5-Hour Sessions)
Prerequisites: Completion of Learn to Lead with True Colors or equivalent leadership experience

Training Description
Next Level Leadership is an advanced leadership development program designed for experienced leaders seeking to strengthen their leadership effectiveness, communication skills, and ability to lead people in today's evolving workplace. Building on the foundational concepts introduced in Learn to Lead with True Colors, this interactive program equips participants with practical tools to lead with greater self-awareness, emotional intelligence, and influence.

Through instructor-led discussions, collaborative workshops, peer coaching, and real-world leadership scenarios, participants explore advanced topics including emotional intelligence, stress management, workplace culture, communication, conflict resolution, multigenerational leadership, and leadership effectiveness. Participants will develop actionable strategies to improve employee engagement, strengthen workplace relationships, and create positive organizational cultures.

The program concludes with a personalized leadership action plan designed to support continued growth and accountability within each participant's organization.

Learning Objectives
Upon completion of this training, participants will be able to:

- Apply emotional intelligence strategies to improve self-awareness, resilience, and leadership effectiveness.
- Recognize the impact of stress, burnout, and mental health on workplace performance and implement strategies to promote well-being.
- Foster a positive team culture that supports engagement, accountability, connection, and retention.
- Identify leadership approaches that effectively engage and motivate employees across five generations in today's workforce.
- Utilize communication and conflict resolution techniques to strengthen workplace relationships and improve team collaboration.

- Understand the qualities and behaviors of highly effective leaders and apply them in everyday leadership situations.
- Lead with trust, empathy, and influence to create a healthy and productive work environment.
- Develop an actionable leadership plan to enhance personal and professional growth.

Training Outline

Module 1: Emotional Intelligence and Self-Leadership

- Emotional intelligence and leadership effectiveness
- Building self-awareness and emotional regulation
- Resilience and adaptability in leadership
- Managing reactions versus responding intentionally
- Leading with empathy and strengthening relationships

Module 2: Stress Management and Mental Health in the Workplace

- Understanding workplace stress and burnout
- Recognizing signs of mental health challenges in employees
- Strategies to promote resilience and well-being
- Creating psychologically safe workplaces
- Supporting employees while maintaining healthy boundaries
- Practical tools for managing stress and preventing burnout

Module 3: Team Culture and Workplace Connection

- Building a positive and engaged workplace culture
- The leader's role in shaping culture
- Trust, accountability, and team engagement
- Understanding workplace motivation
- Love Languages in the Workplace
- Appreciating and connecting with different personality styles
- Creating a culture of recognition and belonging

Module 4: Advanced Communication and Conflict Resolution

- Effective communication strategies for leaders
- Active listening and communication barriers
- Difficult conversations and constructive feedback
- Conflict management and resolution techniques
- Leading through change and uncertainty
- Building stronger workplace relationships

Module 5: Leading Five Generations in the Workplace

- Understanding the five generations at work today
- Generational strengths and challenges
- Communication preferences across generations
- Reducing generational conflict and misconceptions
- Creating collaboration and engagement among diverse age groups
- Leading a multigenerational workforce effectively

Module 6: Qualities of Highly Effective Leaders

- Characteristics of exceptional leaders
- Trust, credibility, and integrity
- Emotional intelligence and self-awareness
- Accountability and consistency
- Vision, influence, and decision-making
- Servant leadership principles
- Leading by example

Module 7: Leadership Action Planning and Growth

- Translating leadership concepts into workplace practice
- Identifying personal leadership strengths and growth areas
- Creating measurable leadership goals
- Developing a personal leadership growth plan
- Accountability and continuous improvement
- Commitment to action

Instructional Methods

- Instructor-led presentations with interactive handouts
- Individual reflection activities
- Small-group workshops and case studies
- Peer coaching and facilitated discussions
- Real-world leadership scenarios and exercises
- Leadership action planning

Materials Provided

- Participant workbook and handouts
- Leadership assessments and reflection tools
- Action-planning templates
- Case studies and workshop materials
- Certificate of completion

Who Should Attend

This training is designed for experienced supervisors, managers, team leads, department heads, and leaders seeking to advance their leadership capabilities, strengthen communication skills, and increase their impact within their organizations.

Essentials of Facility Management

Category: Business and Operations
Format: Virtual Instructor-Led
Duration: 21 Clock Hours (Nine Sessions)
Prerequisites: None

Training Description
Essentials of Facility Management provides participants with a comprehensive introduction to the core functions and responsibilities of modern facility management. Designed for current and aspiring facility managers, maintenance supervisors, operations professionals, and individuals responsible for managing buildings or physical assets, this course explores the knowledge and skills needed to maintain safe, efficient, and sustainable facilities.

Through student workbook curriculum, interactive discussions, practical examples, and real-world applications, participants will gain a foundational understanding of facility operations, maintenance planning, financial management, regulatory compliance, risk mitigation, and leadership strategies. Participants will leave the course with new knowledge, practical tools, and resources that can be immediately applied to improve facility performance and support organizational goals. For many program graduates, this could even mean a promotion or a new position within the FM industry.

Learning Objectives
Upon completion of this training, participants will be able to:

- Explain the roles and responsibilities of facility management professionals.
- Identify key components of effective facility operations and maintenance programs.
- Apply preventive and predictive maintenance strategies to improve asset performance.
- Understand facility budgeting, financial planning, and resource allocation principles.
- Recognize applicable safety, regulatory, and compliance requirements.
- Evaluate risk management and emergency preparedness practices.
- Incorporate sustainability and energy management strategies into facility operations.
- Utilize communication and leadership techniques to manage internal and external stakeholders.
- Develop an action plan to improve facility performance within their organization.

Training Outline

Course Orientation and Program Overview (1 Hour)

- Welcome and participant introductions
- Introduction to IFMA and facility management competencies
- Course expectations and learning outcomes
- Review of course materials and resources
- Current trends in facility management
- Participant goals and workplace applications

Module 1: Introduction to Facility Management

- Overview of the facility management profession
- Roles and responsibilities of facility managers
- Core competencies and industry standards
- Strategic importance of facilities within organizations

Module 2: Introduction to Operations and Maintenance

- Maintenance strategies and planning
- Preventive, predictive, and corrective maintenance
- Asset management fundamentals
- Work order systems and maintenance scheduling

Module 3: The Basics of Building Systems

- Structural systems
- Building envelope systems
- Mechanical systems
- Electrical systems
- Plumbing systems
- Building system interactions and opportunities to improve systems performance

Module 4: The Application of Technology

- Building automation systems
- Computerized Maintenance Management Systems (CMMS)
- Facility management technology tools
- Data-driven decision making
- Emerging technology trends

Module 5: The Implications of Health and Safety in Managing Buildings

- Workplace safety responsibilities
- Regulatory compliance requirements
- Risk identification and mitigation
- Emergency preparedness and response planning

Module 6: Supervisory Roles in Facility Work Management

- Leadership fundamentals
- Team communication and coordination
- Workforce planning and scheduling
- Performance management basics

Module 7: Applying Work Management to Building Systems

- Maintenance planning and prioritization

- Resource allocation
- Work order management
- Applying maintenance strategies to facility systems

Module 8: Work Management Tools in Facility Management

- Planning and scheduling tools
- Documentation and recordkeeping
- Performance metrics and reporting
- Continuous improvement practices

Module 9: Managing Contractors in Facility Management

- Contractor selection and procurement
- Scope development and contract administration
- Monitoring contractor performance
- Risk management and compliance considerations

Module 10: Managing and Tracking Customer Relations in Facility Management

- Customer service principles
- Managing service requests
- Stakeholder communication strategies
- Measuring customer satisfaction
- Building long-term stakeholder relationships
- Course review and workplace application
- Individual action planning and next steps

Instructional Methods

- Instructor-led presentations
- Group discussions and peer learning
- Case studies and practical examples
- Interactive exercises and reflection activities
- Action planning

Materials Provided

- Digital participant workbook
- Course resources and templates
- Facility management assessment tools
- Reference materials and supplemental resources
- Certificate of completion

Who Should Attend

This training is designed for facility managers, maintenance supervisors, operations managers, building managers, plant managers, and professionals responsible for overseeing facilities, physical assets, or workplace environments.



The Learning*Force*

Fall Open Enrollment Training Offerings

7 Habits of Highly Effective People

Category: Workplace Skills and Professional Development
Format: In-Person
Duration: 8 Clock Hours (Two 4-Hour Sessions)
Prerequisites: None

Training Description
Based on the principles outlined in Stephen R. Covey's bestselling book, *The 7 Habits of Highly Effective People*, this interactive program provides participants with a practical framework for improving personal effectiveness, strengthening relationships, and achieving meaningful results.

Participants will explore the seven habits that support long-term success in both professional and personal settings. Through self-assessments, guided discussions, practical exercises, and real-world applications, participants will learn how to take initiative, align their actions with their priorities, build stronger relationships, communicate more effectively, and foster continuous growth.

The course emphasizes a principle-centered approach to leadership and personal development, helping participants increase their influence, improve collaboration, and create sustainable habits that drive individual and organizational success.

Learning Objectives
Upon completion of this training, participants will be able to:

- Apply the principles of the seven habits to improve personal and professional effectiveness.
- Take greater ownership and accountability for their actions and decisions.
- Align daily activities with personal and organizational priorities.
- Strengthen communication and interpersonal relationships.
- Foster collaboration and build trust within teams.
- Identify opportunities to create mutually beneficial outcomes.
- Develop strategies for continuous learning and personal renewal.
- Create an action plan to implement the habits in their workplace.

Training Outline

Session 1: Private Victory – Leading Self

Habit 1: Be Proactive®

- Taking responsibility for choices and actions
- Focusing on the Circle of Influence
- Developing a proactive mindset

Habit 2: Begin with the End in Mind®

- Clarifying personal and professional goals
- Identifying values and guiding principles
- Creating a vision for success

Habit 3: Put First Things First®

- Prioritizing high-value activities
- Managing time and competing demands
- Aligning actions with goals and priorities

Reflection and Application

- Assessing current habits and behaviors
- Identifying opportunities for improvement

Session 2: Public Victory – Working with Others

Habit 4: Think Win-Win®

- Building mutually beneficial relationships
- Creating a mindset of abundance
- Strengthening trust and collaboration

Habit 5: Seek First to Understand, Then to Be Understood®

- Practicing empathetic listening
- Improving communication effectiveness
- Understanding diverse perspectives

Habit 6: Synergize®

- Leveraging differences to achieve better results
- Fostering creativity and innovation through collaboration
- Building high-performing teams

Habit 7: Sharpen the Saw®

- Maintaining continuous personal and professional growth
- Balancing physical, mental, emotional, and social well-being
- Developing a plan for ongoing improvement

Action Planning and Commitment

- Applying the seven habits to workplace challenges
- Establishing personal goals and accountability measures

Instructional Methods

- Instructor-led presentations
- Individual reflection exercises
- Group discussions and activities
- Case studies and workplace scenarios
- Peer learning and collaboration
- Personal action planning

Materials Provided

- Participant workbook and handouts
- Self-assessment tools
- Action-planning templates
- Course resources and reference materials
- Certificate of completion

Who Should Attend

This training is designed for professionals at all levels who want to improve their effectiveness, strengthen relationships, increase productivity, and develop leadership skills. It is especially beneficial for supervisors, managers, team leads, and individuals seeking to enhance their personal and professional impact.

5 Dysfunctions of a Team

Category: Workplace Skills and Professional Development
Format: In-Person
Duration: 4 Clock Hours
Prerequisites: None

Training Description
Based on Patrick Lencioni's bestselling book *The Five Dysfunctions of a Team*, this interactive workshop helps participants identify and overcome the common barriers that prevent teams from achieving high performance. Through practical discussions, self-reflection, group activities, and real-world applications, participants explore the five interconnected dysfunctions that can undermine trust, collaboration, accountability, and results.

Participants will learn strategies to build stronger relationships, foster productive conflict, increase commitment, establish accountability, and create a results-driven culture. By understanding the impact of team dynamics on organizational success, participants will leave with actionable tools to improve communication, strengthen collaboration, and enhance overall team effectiveness.

Learning Objectives
Upon completion of this training, participants will be able to:

- Identify the five dysfunctions that commonly hinder team performance.
- Assess how trust impacts communication, collaboration, and team effectiveness.
- Facilitate healthy conflict and encourage open dialogue among team members.
- Build commitment through clear communication and shared decision-making.
- Foster accountability and ownership within teams.
- Align team goals and individual actions to achieve collective results.
- Develop strategies to strengthen team relationships and improve performance.

Training Outline

Building Trust: Overcoming the Absence of Trust

- Understanding vulnerability-based trust
- Recognizing behaviors that build or erode trust
- Creating psychological safety within teams
- Increasing openness and authenticity

Encouraging Healthy Conflict: Overcoming the Fear of Conflict

- Distinguishing productive conflict from destructive conflict
- Addressing disagreements constructively
- Encouraging diverse perspectives and honest dialogue
- Managing conflict to improve decision-making

Driving Commitment: Overcoming the Lack of Commitment

- Establishing clarity around goals and expectations
- Creating buy-in and shared ownership
- Improving decision-making processes
- Building alignment within teams

Creating Accountability: Overcoming the Avoidance of Accountability

- Encouraging peer-to-peer accountability
- Providing constructive feedback
- Setting clear expectations and performance standards
- Addressing performance issues effectively

Achieving Results: Overcoming Inattention to Results

- Focusing on collective goals over individual priorities
- Measuring team success and performance
- Aligning actions with organizational objectives
- Celebrating team achievements and continuous improvement

Action Planning and Application

- Assessing current team dynamics
- Identifying opportunities for improvement
- Developing strategies to address team challenges
- Creating an action plan for continued team development

Instructional Methods

- Instructor-led presentations
- Individual reflection activities
- Team assessments and discussions
- Small-group exercises
- Real-world case studies
- Action planning

Materials Provided

- Participant handouts
- Team assessment tools
- Action-planning templates
- Course resources and reference materials
- Certificate of completion

Who Should Attend

This training is designed for supervisors, managers, team leads, project managers, and team members who want to improve collaboration, strengthen communication, and build higher-performing teams.

Microsoft Excel Level 1

Category: Business and Operations
Format: In-Person
Duration: 4 Clock Hours
Prerequisites: Basic computer skills, including the ability to use a keyboard and mouse.

Training Description
Microsoft Excel Level 1 is designed for individuals who are new to Excel or want to strengthen their foundational spreadsheet skills. Through hands-on exercises and practical workplace scenarios, participants will learn how to create, organize, format, and manage worksheets efficiently.

Participants will develop confidence using essential Excel tools, including formulas, functions, charts, tables, sorting and filtering, and print settings. By the end of the course, participants will be able to create professional spreadsheets that support day-to-day business tasks and improve productivity.

Learning Objectives
Upon completion of this training, participants will be able to:

- Navigate the Excel interface and manage workbooks and worksheets.
- Create, save, and organize Excel files.
- Format cells, rows, columns, and worksheets for improved readability.
- Apply basic formulas and functions to analyze data.
- Create charts and visualizations to communicate information effectively.
- Use sorting, filtering, and conditional formatting tools.
- Prepare worksheets for printing and sharing.
- Utilize tables, workbook views, and other productivity features.

Training Outline

- Understanding the Excel interface and workbook structure
- Creating, saving, and organizing files and folders
- Navigating worksheets and adjusting views
- Formatting text, numbers, rows, and columns
- Using Autofill and Format Painter tools
- Creating formulas using order of operations
- Applying basic functions, including SUM, AVERAGE, MIN, and MAX
- Understanding relative and absolute cell references
- Using Quick Analysis and conditional formatting
- Sorting and filtering data
- Creating and formatting tables
- Building and formatting charts
- Applying workbook themes and views
- Preparing worksheets for printing, including page setup, headers, footers, and print areas
- Working with hyperlinks, text boxes, and worksheet organization features

Instructional Methods

- Instructor-led demonstrations
- Guided hands-on exercises
- Individual practice activities
- Real-world business scenarios

Materials Provided

- Practice files and exercises on USB drive
- Quick reference guide
- Certificate of completion

Who Should Attend

This training is designed for individuals with little to no Excel experience who want to build foundational spreadsheet skills for personal or professional use.

Microsoft Excel Level 2

Category: Business and Operations
Format: In-Person
Duration: 4 Clock Hours
Prerequisites: Completion of Microsoft Excel Level 1 or equivalent experience using formulas, formatting, and basic Excel functions.

Training Description
Microsoft Excel Level 2 builds on foundational Excel skills and introduces participants to more advanced data analysis, automation, and reporting tools. This hands-on course is designed for individuals who regularly work with spreadsheets and want to improve efficiency, accuracy, and decision-making.

Participants will learn to use advanced functions, data management tools, lookup formulas, PivotTables, PivotCharts, and Power Query to organize and analyze information. Through practical exercises and real-world examples, participants will gain the skills needed to manage larger datasets and create more dynamic reports.

Learning Objectives
Upon completion of this training, participants will be able to:

- Apply advanced sorting, filtering, and conditional formatting techniques.
- Create and manage tables, PivotTables, and PivotCharts.
- Use logical and lookup functions to analyze data.
- Reference data across multiple worksheets and workbooks.
- Utilize named ranges and data validation tools.
- Apply Power Query to import, transform, and refresh data.
- Create summary reports and visualizations.
- Protect formulas and improve workbook usability.

Training Outline

- Inspecting workbook properties and accessibility features
- Applying advanced sorting and filtering techniques
- Creating conditional formatting rules with formulas
- Working with tables, slicers, and total rows
- Building PivotTables and PivotCharts
- Summarizing and outlining data with subtotals
- Removing duplicate records
- Creating and editing formulas
- Using IF, SUMIF, AVERAGEIF, and COUNTIF functions
- Working with VLOOKUP and XLOOKUP functions
- Creating drop-down lists and named ranges
- Referencing data across multiple worksheets and workbooks
- Using PMT and Goal Seek functions
- Combining and transforming text data
- Importing, transforming, and refreshing data using Power Query
- Building dynamic reports and dashboards

Instructional Methods

- Instructor-led demonstrations
- Guided hands-on exercises
- Individual practice activities
- Real-world business scenarios

Materials Provided

- Practice files and exercises on USB drive
- Quick reference guide
- Certificate of completion

Who Should Attend

This training is designed for professionals who regularly work with spreadsheets and want to improve their data analysis, reporting, and productivity skills using more advanced Excel features.

Microsoft Excel Level 3

Category: Business and Operations
Format: In-Person
Duration: 7 Clock Hours
Prerequisites: Completion of Microsoft Excel Level 2 or equivalent experience using formulas, PivotTables, lookup functions, and data analysis tools.

Training Description
Microsoft Excel Level 3 is an advanced, hands-on course designed for professionals who work extensively with data and are ready to maximize Excel's analytical and automation capabilities. Participants will build upon foundational and intermediate Excel skills to create dynamic reports, automate repetitive tasks, and manage complex datasets efficiently.

Through practical exercises and real-world business scenarios, participants will learn to use advanced tools such as structured references, PivotTables, PivotCharts, macros, data consolidation, and advanced functions. The course also explores data import techniques, workbook protection, accessibility features, and best practices for maintaining accurate and secure workbooks.

By the end of the course, participants will be able to leverage Excel's advanced features to improve productivity, streamline reporting processes, and support data-driven decision-making.

Learning Objectives
Upon completion of this training, participants will be able to:

- Organize and manage data using Excel tables and structured references.
- Create and apply advanced filters to analyze data effectively.
- Build, customize, and analyze PivotTables and PivotCharts.
- Create calculated fields and interactive dashboards using slicers.
- Record, run, and manage macros to automate repetitive tasks.
- Import and consolidate data from multiple sources.
- Apply advanced formulas and functions for data analysis and decision-making.
- Create reusable chart templates and visualize trends effectively.
- Improve workbook accessibility, navigation, and usability.
- Protect workbooks and inspect files for security and compliance issues.

Training Outline

Data Management and Analysis

- Managing data using tables
- Creating custom filters
- Naming tables
- Using structured references in formulas
- Creating sparklines to visualize trends
- Creating data series using multiple methods

PivotTables and PivotCharts

- Creating PivotTables
- Modifying and formatting PivotTables
- Applying filters to PivotTables
- Using slicers for interactive analysis
- Creating calculated fields
- Building and customizing PivotCharts

Automation and Productivity Tools

- Understanding macro security settings
- Recording and running macros
- Creating macro buttons for quick access
- Automating repetitive tasks

Advanced Data Integration

- Importing data from multiple sources
- Consolidating data from multiple worksheets
- Managing linked data and workbook connections

Advanced Functions and Visualization

- Applying advanced lookup and logical functions
- Charting trends and creating chart templates
- Creating hyperlinks for workbook navigation

Workbook Management and Protection

- Inserting comments and notes
- Adding alternative text to objects
- Inspecting workbooks for hidden information and accessibility issues
- Creating forms for data collection
- Protecting worksheets and workbooks

Instructional Methods

- Instructor-led demonstrations
- Guided hands-on exercises

- Individual practice activities
- Real-world business scenarios
- Interactive problem-solving exercises

Materials Provided

- Participant workbook
- Practice files and exercises
- Quick reference guide
- Digital resources
- Certificate of completion

Who Should Attend

This training is designed for professionals who regularly work with large datasets, create reports or dashboards, manage business information, or want to automate routine tasks using advanced Excel features. It is ideal for analysts, administrative professionals, project managers, accountants, supervisors, and operations personnel.



The Learning*Force*

Fall Open Enrollment Training Offerings

Industrial Electrical Maintenance (IEM) Level 1

Category: Industrial and Technical Training
Format: In-Person
Duration: 16 Clock Hours (Two 8-Hour Sessions)
Prerequisites: None

Training Description
Industrial Electrical Maintenance Level 1 provides participants with a foundational understanding of industrial electrical principles, safety practices, and circuit operation. Designed for maintenance technicians, operators, and individuals entering industrial maintenance roles, this hands-on course introduces the core concepts required to safely work around electrical systems and prepare for more advanced troubleshooting.

Participants will explore electrical theory, including voltage, current, resistance, magnetism, and power relationships, while gaining practical experience interpreting electrical diagrams and using digital multimeters (DMMs). Through instructor-led demonstrations, calculations, and hands-on activities, participants will develop the skills needed to understand basic control circuits and electrical components commonly found in industrial environments.

Learning Objectives
Upon completion of this training, participants will be able to:

- Identify common electrical hazards and apply safe work practices.
- Recognize and interpret electrical symbols and diagrams.
- Explain the relationships between voltage, current, resistance, and power.
- Apply Ohm's Law and Watt's Law to solve electrical calculations.
- Differentiate between series and parallel circuits.
- Use a digital multimeter to measure voltage, current, and resistance.
- Calculate voltage divider and current divider values.
- Explain the principles of magnetism and current flow.
- Demonstrate how logic gates influence control circuits.

Training Outline

Session 1: Electrical Fundamentals and Safety

- Electrical safety protocols and best practices
- Common electrical hazards and hazard recognition
- Electrical symbols and terminology
- Understanding voltage, current, resistance, and power
- Introduction to magnetism and current flow
- Applying Ohm's Law and Watt's Law
- Electrical calculations and problem-solving exercises

Session 2: Circuits, Measurements, and Control Logic

- Series and parallel circuit operation
- Voltage divider and current divider calculations
- Digital multimeter functions and proper use
- Measuring voltage, current, and resistance
- Introduction to logic gates and control circuits
- Reading and interpreting schematic, wiring, line, and pictorial diagrams
- Hands-on circuit-building and measurement exercises

Instructional Methods

- Instructor-led presentations
- Hands-on laboratory exercises
- Guided calculations and problem-solving activities
- Equipment demonstrations
- Interactive discussions

Materials Provided

- Hands-on training equipment and components
- Ugly’s Electrical Reference
- Certificate of completion

Who Should Attend

This training is designed for maintenance technicians, machine operators, production employees, apprentices, and individuals seeking to develop foundational industrial electrical maintenance skills.

Industrial Electrical Maintenance (IEM) Level 2 *(Will be offered in the spring)*

Category: Industrial and Technical Training
Format: In-Person
Duration: 16 Clock Hours (Two 8-Hour Sessions)
Prerequisites: Completion of Industrial Electrical Maintenance Level 1 or equivalent knowledge and experience.

Training Description
Industrial Electrical Maintenance Level 2 builds upon foundational electrical concepts and introduces participants to the essential skills required to troubleshoot industrial electrical systems. This hands-on course focuses on diagnosing control circuit issues, understanding motor control applications, and applying electrical troubleshooting techniques in an industrial environment.

Participants will learn to identify and isolate electrical faults through voltage tracing, component testing, and systematic troubleshooting methods. The course also explores motor starters, contactors, timing circuits, harmonics, and applicable National Electrical Code (NEC) requirements. Through practical exercises and real-world scenarios, participants will develop the confidence and technical skills necessary to maintain and troubleshoot industrial electrical systems safely and effectively.

Learning Objectives
Upon completion of this training, participants will be able to:

- Apply systematic troubleshooting methods to industrial electrical systems.
- Test electrical components and trace voltage in control circuits.
- Troubleshoot motor-related issues using insulation resistance testing techniques.
- Identify and isolate common power distribution problems, including harmonics.
- Apply National Electrical Code (NEC) requirements related to motor circuits.
- Explain the functions and applications of contactors and motor starters.
- Build, operate, and troubleshoot motor starter and control circuits.
- Differentiate between retentive and non-retentive timing circuits.
- Apply TON and TOF timing functions within control systems.

Training Outline

Electrical Troubleshooting and Motor Control Fundamentals

- Systematic troubleshooting processes and methodologies
- Testing electrical components and tracing voltage
- Introduction to control circuit troubleshooting
- Motor operation and common failure modes
- Insulation resistance testing techniques
- Identifying and isolating power distribution issues
- Understanding harmonics and their effects on equipment

Motor Starters, Control Circuits, and Timing Functions

- National Electrical Code requirements for motor circuits
- Sizing motor starters, disconnecting means, and overload relays
- Applications for contactors and motor starters
- Building and troubleshooting motor starter circuits
- Hands-on control circuit exercises
- Retentive and non-retentive timing circuits
- Applying timing relays using TON and TOF functions
- Troubleshooting timed control sequences

Instructional Methods

- Instructor-led presentations
- Hands-on laboratory exercises
- Equipment demonstrations
- Troubleshooting scenarios
- Guided problem-solving activities

Materials Provided

- Hands-on training equipment and components
- Ugly's Electrical Reference
- Certificate of completion

Who Should Attend

This training is designed for maintenance technicians, industrial electricians, maintenance supervisors, and individuals responsible for maintaining or troubleshooting industrial electrical equipment and control systems.

4-Day FANUC Robotics: HandlingTool Operations and Programming

Category: Industrial and Technical Training
Format: In-Person
Duration: 32 Clock Hours (Four 8-Hour Sessions)
Prerequisites: None

Training Description
The 4-Day FANUC Robotics: HandlingTool Operations and Programming course provides participants with the foundational knowledge and hands-on experience required to safely operate and program FANUC industrial robots used in material handling applications. Through a combination of instructor-led demonstrations, guided practice, and hands-on lab activities, participants will learn the essential skills needed to interact with, program, and troubleshoot FANUC robotic systems.

Participants will gain experience using the FANUC iPendant, navigating robot coordinate systems, creating and editing robot programs, managing robot files, and applying input/output (I/O) operations. The course also introduces participants to fault recovery procedures, frames, macros, and position register offsets commonly used in industrial automation environments.

Learning Objectives
Upon completion of this training, participants will be able to:

- Demonstrate safe work practices when operating and programming industrial robots.
- Identify the key components of a FANUC robotic system and explain their functions.
- Operate the FANUC iPendant and navigate system menus.
- Jog a robot using multiple coordinate systems and speed settings.
- Diagnose and recover from common robot alarms and faults.
- Save, restore, and manage robot files and backups.
- Configure and apply user, tool, and world frames.
- Create, edit, and modify robot programs.
- Apply input/output (I/O) instructions within robot programs.
- Utilize branching logic, macros, and position register offsets.
- Complete the FANUC HandlingTool Operations and Programming Micro-Credential assessment and earn the FANUC Micro-Credential upon successful completion.

Training Outline

Robot Safety and System Fundamentals

- Industrial robot safety procedures and best practices
- Introduction to FANUC robotic systems
- Components and functions of the robot system
- Overview of the robot controller and iPendant
- Navigating menus and system features
- Pre-assessment
- Manual operation and jogging fundamentals

Robot Operation and File Management

- Coordinate systems and jogging techniques
- Managing robot speed and movement
- File management and backup procedures
- Saving, restoring, and manipulating robot files
- Initial setup procedures
- Axis limits and payload configuration
- Alarm identification and fault recovery

Programming Fundamentals

- Understanding user, tool, and world frames
- Creating new robot programs
- Motion instructions and program structure
- Editing and modifying programs
- Position registers and offsets
- Program testing and validation

Advanced Programming and Applications

- Input/output (I/O) concepts and applications
- Branching and conditional logic
- Creating and assigning macros
- Applying miscellaneous instructions
- Troubleshooting programmed operations
- Program optimization and best practices
- Post-assessment

Instructional Methods

- Hands-on laboratory exercises
- Guided programming activities
- Equipment demonstrations
- Troubleshooting scenarios
- Individual and team-based exercises

Materials Provided

- Participant workbook and reference materials
- Hands-on access to FANUC robotic systems
- Certificate of completion

Who Should Attend

This training is designed for maintenance technicians, manufacturing engineers, automation specialists, operators, programmers, and individuals responsible for operating, programming, or maintaining FANUC robotic systems.



The Learning*Force*

Fall Open Enrollment Training Offerings

OSHA 10-Hour General Industry

Category: Safety and Compliance
Format: In-Person
Location: State Fair Community College | Sedalia campus
Prerequisites: None

Training Description
OSHA 10-Hour General Industry provides workers with an introduction to workplace safety and health principles designed to reduce injuries, illnesses, and fatalities in general industry environments. Participants will gain an understanding of common workplace hazards, employee rights and employer responsibilities under OSHA, and practical strategies for identifying, avoiding, and controlling hazards.

Through instructor-led discussions, real-world examples, and interactive activities, participants will explore topics including hazard communication, personal protective equipment, machine guarding, electrical safety, walking-working surfaces, lockout/tagout, ergonomics, health hazards, and emergency preparedness. Participants who successfully complete the course will receive an OSHA 10-Hour General Industry course completion card.

Learning Objectives
Upon completion of this training, participants will be able to:

- Explain OSHA's mission, worker rights, and employer responsibilities.
- Recognize common workplace hazards and methods for hazard prevention.
- Identify hazards associated with walking-working surfaces and fall prevention.
- Understand hazard communication requirements and the use of Safety Data Sheets (SDSs).
- Select and properly use personal protective equipment (PPE).
- Recognize electrical hazards and safe work practices.
- Identify machine guarding requirements and common machine hazards.
- Understand lockout/tagout principles for controlling hazardous energy.
- Recognize common health hazards, including chemical, physical, and ergonomic risks.
- Describe emergency action plans, fire prevention practices, and evacuation procedures.

Training Outline

Module 1: Introduction to OSHA and Worker Rights (2 Hours)

- OSHA history, mission, and purpose
- Worker rights and protections
- Employer responsibilities
- OSHA standards and inspections
- Reporting hazards and injuries
- Accessing OSHA resources

Module 2: Walking-Working Surfaces and Fall Prevention (2 Hours)

- Slips, trips, and falls
- Housekeeping requirements
- Walking-working surface hazards
- Floor openings and guarding requirements
- Stairways, ladders, and aisles
- Hazard identification and prevention

Module 3: Hazard Communication (2 Hours)

- Hazard Communication Standard (HazCom)
- Globally Harmonized System (GHS)
- Chemical labeling requirements
- Safety Data Sheets (SDSs)
- Employee rights and responsibilities
- Hazard communication programs

Module 4: Personal Protective Equipment (PPE) (1 Hour)

- PPE requirements and employer responsibilities
- Selecting appropriate PPE
- PPE limitations and inspection
- Proper use, maintenance, and storage
- Eye, face, hearing, hand, foot, and respiratory protection

Module 5: Electrical Safety Awareness (1 Hour)

- Basic electrical concepts
- Electrical hazards and injury prevention
- Safe work practices for affected employees
- Recognizing energized equipment
- Electrical hazard controls

Module 6: Machine Guarding and Hazardous Energy Control (2 Hours)

- Machine guarding principles
- Common machine hazards
- Safeguard requirements

- Lockout/Tagout (LOTO) fundamentals
- Energy isolation procedures
- Authorized versus affected employees

Module 7: Health Hazards and Ergonomics (2 Hours)

- Chemical, physical, and biological hazards
- Routes of exposure
- Air contaminants and respiratory hazards
- Ergonomic risk factors
- Musculoskeletal disorder prevention
- Workplace wellness and injury prevention

Module 8: Emergency Action Plans, Fire Prevention, and Course Review (2 Hours)

- Exit routes and evacuation procedures
- Emergency Action Plans (EAPs)
- Fire prevention and fire protection
- Workplace emergency response
- Hazard recognition review
- OSHA 10 course summary and assessment

Instructional Methods

- Instructor-led presentations
- Interactive discussions
- Workplace hazard recognition activities
- Case studies and real-world examples
- Group exercises
- Knowledge checks and review activities

Materials Provided

- OSHA 10-Hour General Industry training materials
- Participant handouts and resources
- Hazard recognition exercises
- OSHA reference materials
- OSHA 10-Hour General Industry completion card (upon successful completion)

Who Should Attend

This training is designed for employees, supervisors, maintenance personnel, production workers, warehouse personnel, and individuals working in general industry environments who want to strengthen their understanding of workplace safety and OSHA requirements.

OSHA 30-Hour General Industry

Category: Safety and Compliance
Format: In-Person
Duration: 32 Clock Hours (Four 8-Hour Sessions)
Prerequisites: None

Training Description
OSHA 30-Hour General Industry is an advanced workplace safety and health program designed for supervisors, managers, safety committee members, maintenance personnel, and employees with safety responsibilities. The course provides a comprehensive understanding of OSHA regulations, hazard recognition, risk assessment, and safety management practices used to create safer workplaces.

Participants will explore a broad range of occupational safety and health topics, including OSHA standards, electrical safety, lockout/tagout, machine guarding, hazard communication, ergonomics, industrial hygiene, fire prevention, fall protection, accident investigation, job hazard analysis, and safety management systems. Through practical examples, discussions, and real-world applications, participants will gain the knowledge needed to identify hazards, improve compliance, and strengthen workplace safety programs.

Participants who successfully complete the course will receive an OSHA 30-Hour General Industry course completion card.

Learning Objectives
Upon completion of this training, participants will be able to:

- Explain OSHA's mission, standards, and enforcement processes.
- Recognize worker rights and employer responsibilities under OSHA.
- Identify and control common workplace hazards.
- Apply OSHA regulations to improve workplace safety and compliance.
- Evaluate electrical, machine, ergonomic, and chemical hazards.
- Implement effective lockout/tagout procedures.
- Develop strategies to reduce injuries and illnesses.
- Conduct job hazard analyses and accident investigations.
- Understand industrial hygiene principles and exposure controls.
- Strengthen organizational safety and health management systems.

Training Outline

Module 1: Introduction to OSHA and Regulatory Requirements (3 Hours)

- OSHA history, mission, and purpose
- Worker rights and employer responsibilities
- OSHA standards and regulatory framework
- OSHA inspections and citations
- OSHA recordkeeping requirements
- OSHA inspection preparation and compliance strategies

Module 2: Walking-Working Surfaces and Fall Protection (4 Hours)

- Slips, trips, and falls
- Walking-working surface requirements
- Ladder and stairway safety
- Fall hazards and prevention
- Fall protection systems
- Hazard recognition and control methods

Module 3: Electrical Safety and Hazardous Energy Control (4 Hours)

- Electrical hazard recognition
- Electrical safety fundamentals
- Safe work practices
- Arc flash awareness
- Lockout/Tagout principles
- Energy isolation and verification procedures

Module 4: Personal Protective Equipment (PPE) and Industrial Hygiene Fundamentals (3 Hours)

- PPE requirements and selection
- Hearing conservation
- Occupational noise exposure
- Health hazard recognition
- Exposure prevention strategies
- Respiratory hazard awareness

Module 5: Hazard Communication and Safety Data Sheets (3 Hours)

- Hazard Communication Standard (HazCom)
- Globally Harmonized System (GHS)
- Chemical labeling requirements
- Safety Data Sheets (SDSs)
- Chemical hazard recognition
- Employee rights and responsibilities

Module 6: Ergonomics and Workplace Health Hazards (3 Hours)

- Ergonomic principles
- Musculoskeletal disorders
- Repetitive motion injuries
- Workplace design considerations
- Heat stress awareness
- Exposure prevention and worker wellness

Module 7: Machine Guarding and Material Handling Safety (4 Hours)

- Machine guarding requirements
- Point-of-operation hazards
- Power transmission hazards
- Safe material handling practices
- Powered equipment hazards
- Hazard prevention strategies

Module 8: Fire Prevention, Emergency Preparedness, and Egress (3 Hours)

- Fire prevention practices
- Emergency Action Plans (EAPs)
- Exit routes and evacuation procedures
- Fire protection systems
- Emergency response responsibilities
- Workplace preparedness

Module 9: Managing Safety and Health Programs (2.5 Hours)

- Safety leadership and accountability
- Building a positive safety culture
- Employee involvement
- Safety program elements
- Continuous improvement strategies

Module 10: Job Hazard Analysis (JHA) and Accident Investigation (2.5 Hours)

- Conducting Job Hazard Analyses
- Identifying root causes of incidents
- Accident investigation techniques
- Corrective and preventive actions
- Documentation and reporting
- Applying lessons learned

Instructional Methods

- Instructor-led presentations
- Interactive discussions
- Workplace hazard recognition exercises
- Case studies and real-world examples
- Group activities and problem-solving exercises
- OSHA compliance reviews

Materials Provided

- OSHA 30-Hour General Industry training materials
- Participant workbook and handouts
- OSHA reference resources
- Hazard recognition exercises
- OSHA 30-Hour General Industry completion card (upon successful completion)

Who Should Attend

This training is designed for supervisors, managers, team leads, safety committee members, maintenance personnel, human resource professionals, and employees responsible for workplace safety, regulatory compliance, or safety program administration.

NFPA 70E: Standard for Electrical Safety in the Workplace

Category: Safety and Compliance
Format: In-Person
Duration: 16 Clock Hours (Two 8-Hour Sessions)
Prerequisites: None

Training Description
NFPA 70E: Standard for Electrical Safety in the Workplace provides participants with the knowledge and practical skills needed to recognize, evaluate, and control electrical hazards in industrial and commercial environments. Based on the latest edition of NFPA 70E, this comprehensive training emphasizes electrical safety principles, hazard identification, risk assessment, safe work practices, and OSHA compliance.

Participants will learn how to protect themselves and others from electrical hazards by applying proper planning, establishing electrically safe work conditions, selecting appropriate personal protective equipment (PPE), understanding arc flash and shock hazards, and implementing lockout/tagout procedures. Through instructor-led discussions, case studies, and practical examples, participants will gain the confidence to make safer decisions while working on or around energized electrical equipment.

Upon successful completion, participants will understand the responsibilities of employers and employees under NFPA 70E and be prepared to contribute to a safer workplace.

Learning Objectives
Upon completion of this training, participants will be able to:

- Explain the purpose and scope of NFPA 70E and its relationship to OSHA regulations.
- Recognize common electrical hazards, including shock, arc flash, and arc blast hazards.
- Apply electrical hazard risk assessment procedures.
- Establish an Electrically Safe Work Condition (ESWC).
- Identify when energized work is permitted and understand required documentation.
- Select and inspect appropriate arc-rated personal protective equipment (PPE).
- Interpret arc flash labels and equipment markings.
- Apply lockout/tagout procedures to control hazardous energy.

- Understand approach boundaries and shock protection requirements.
- Develop safe work practices that reduce electrical incidents and injuries.

Training Outline

Day 1 (8 Hours)

Module 1: Introduction to Electrical Safety

- OSHA electrical safety requirements
- Purpose and scope of NFPA 70E
- Employer and employee responsibilities
- Why electrical safety matters
- Recent electrical incident case studies

Module 2: Understanding Electrical Hazards

- Shock hazards
- Arc flash hazards
- Arc blast hazards
- Burns and secondary injuries
- Incident energy concepts
- Human body response to electricity
- Common causes of electrical accidents

Module 3: Risk Assessment Procedures

- Identifying electrical hazards
- Risk assessment process
- Hazard elimination hierarchy
- Risk control methods
- Determining likelihood and severity
- Job Safety Planning
- Job Briefings

Module 4: Establishing an Electrically Safe Work Condition (ESWC)

- Lockout/Tagout review
- Verifying absence of voltage
- Temporary protective grounding
- Releasing stored energy
- Safe isolation procedures
- Practical demonstrations
- Hands-on discussions

Day 2 (8 Hours)

Module 5: Personal Protective Equipment (PPE)

- Arc-rated clothing

- Voltage-rated gloves
- Face shields
- Eye protection
- Hearing protection
- Foot protection
- PPE inspection
- PPE care and maintenance

Module 6: Shock and Arc Flash Protection Boundaries

- Limited Approach Boundary
- Restricted Approach Boundary
- Arc Flash Boundary
- Reading equipment labels
- Incident energy analysis
- PPE Category method
- Practical examples

Module 7: Safe Electrical Work Practices

- Energized Electrical Work Permits
- Working on energized equipment
- Test instruments
- Portable electrical equipment
- Extension cords
- Temporary wiring
- Ground Fault Circuit Interrupters (GFCIs)
- Housekeeping around electrical equipment

Module 8: Applying NFPA 70E in the Workplace

- Electrical safety programs
- Responsibilities of qualified persons
- Responsibilities of unqualified persons
- Contractor safety considerations
- Documentation and recordkeeping
- Incident investigations
- Best practices for maintaining compliance
- Course review
- Final knowledge assessment
- Questions and discussion

Instructional Methods

- Instructor-led presentations

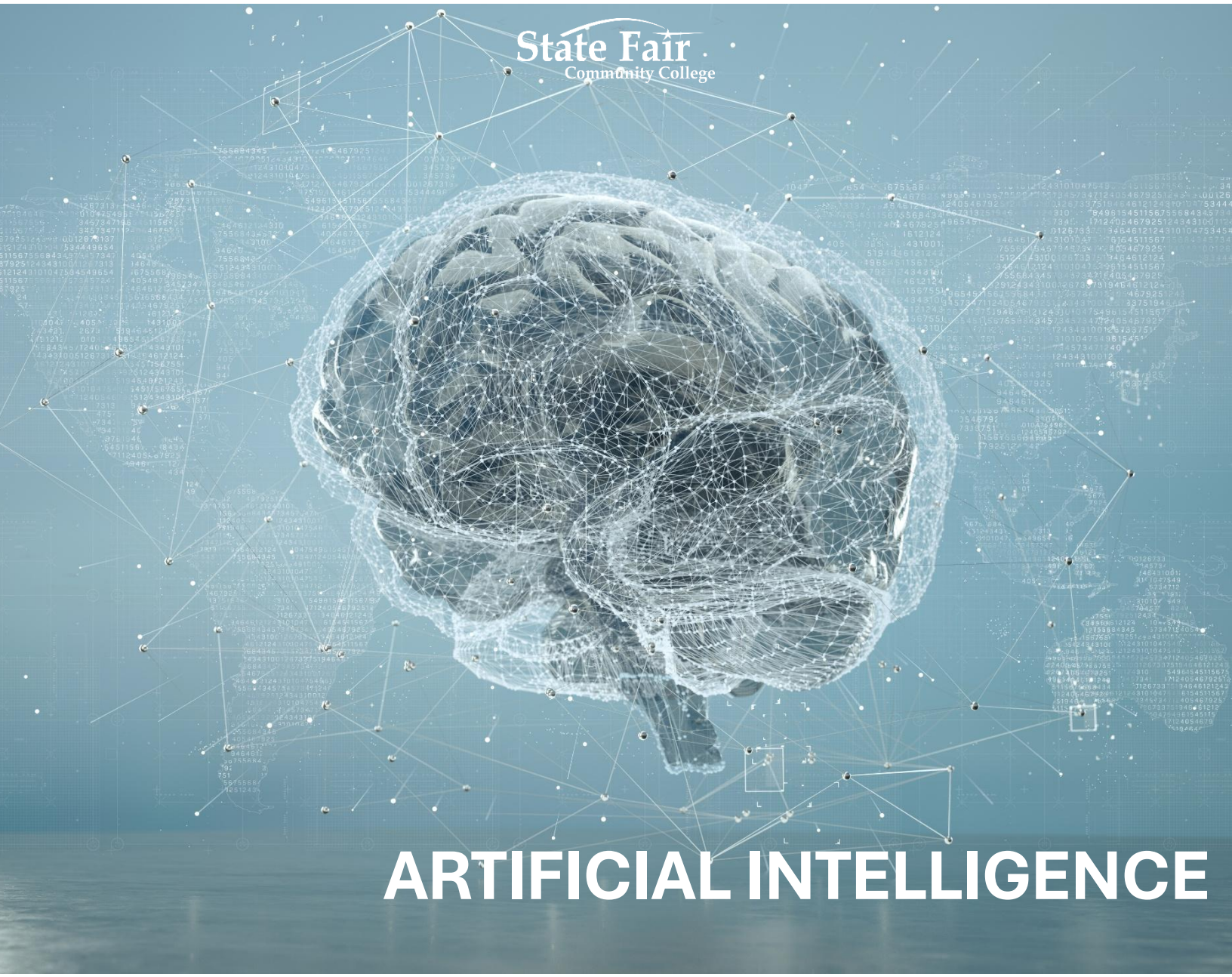
- Real-world electrical incident case studies
- Interactive classroom discussions
- Knowledge checks
- Final assessment

Materials Provided

- Electrical safety reference materials
- Hazard assessment worksheets
- Certificate of completion

Who Should Attend

This training is designed for electricians, industrial maintenance technicians, controls technicians, engineers, maintenance supervisors, production supervisors, safety professionals, contractors, and any employee who works on or around energized electrical equipment or is responsible for electrical safety within their organization.



The Learning*Force*

Fall Open Enrollment Training Offerings

AI Essentials: First Steps for Work and Everyday Wins

Category: Technology and Professional Development
Format: Virtual
Duration: 2 Clock Hours
Prerequisites: None. No prior AI experience is required.

Training Description
Artificial intelligence is transforming the way we work, communicate, and solve problems. AI Essentials: First Steps for Work and Everyday Wins is a beginner-friendly course designed to introduce participants to ChatGPT and other generative AI tools in a practical, approachable way.

Whether you're looking to save time on everyday tasks, improve communication, generate ideas, or simply understand what AI can do, this interactive training provides the knowledge and confidence to get started. Participants will explore real-world workplace applications, learn how to write effective prompts, discover advanced features such as Projects and Custom GPTs, and gain practical strategies for using AI responsibly.
No technical background or previous AI experience is required.

Learning Objectives
Upon completion of this training, participants will be able to:

- Explain what ChatGPT is and how generative AI works.
- Navigate the ChatGPT platform with confidence.
- Write effective prompts that generate useful, relevant responses.
- Apply ChatGPT to improve productivity in everyday work and personal tasks.
- Utilize Projects to organize conversations and maintain context.
- Discover and use Custom GPTs designed for specific tasks and industries.
- Recognize the importance of responsible and ethical AI use.
- Develop confidence in incorporating AI into daily workflows.

Training Outline

Module 1: Introduction to AI and ChatGPT

- What is artificial intelligence?
- Understanding generative AI in plain language
- What ChatGPT can—and cannot—do
- Common workplace uses for AI
- Benefits, limitations, and expectations

Module 2: Getting Started with ChatGPT

- Creating and navigating your ChatGPT account
- Understanding the interface and core features
- Writing prompts that produce better results
- Tips for improving AI responses
- Hands-on prompting demonstrations

Module 3: Practical AI for Work and Everyday Life

- Drafting emails and professional communications
- Brainstorming ideas and solving problems
- Summarizing documents and meeting notes
- Planning projects and organizing information
- Everyday personal productivity examples

Module 4: Beyond the Basics

- Understanding Custom GPTs
- Finding GPTs designed for specific needs
- Using Projects to organize conversations
- Responsible AI use and protecting confidential information
- Practical next steps for continued learning

Instructional Methods

- Instructor-led demonstrations
- Interactive discussions
- Guided hands-on exercises
- Real-world workplace examples
- Prompt-building activities

Materials Provided

- Participant workbook
- AI prompt guide
- Practical AI use-case examples
- AI resource toolkit
- Certificate of completion

Who Should Attend

This course is designed for professionals, business owners, supervisors, administrative staff, educators, frontline employees, and anyone interested in learning how artificial intelligence can improve productivity and simplify everyday work. No previous AI experience is required.

AI and Project Management

Category: Technology and Professional Development
Format: In-Person
Duration: 4 Clock Hours
Prerequisites: Basic understanding of project management principles. No prior AI experience is required.

Training Description
Artificial intelligence is becoming a valuable tool for project managers, helping teams organize work, improve communication, identify risks, and make more informed decisions. AI and Project Management introduces participants to practical ways AI can support project planning and execution while emphasizing that successful project management still relies on human expertise, judgment, and decision-making.

Through demonstrations, real-world examples, and hands-on exercises, participants will learn how to use AI to organize project information, develop project plans, identify and prioritize risks, improve stakeholder communications, and streamline routine project management tasks. Participants will also explore structured prompting techniques and best practices for verifying AI-generated content to ensure accuracy and reliability.

By the end of the course, participants will have a practical framework for incorporating AI into their project management workflows while maintaining quality, compliance, and accountability.

Learning Objectives
Upon completion of this training, participants will be able to:

- Distinguish between appropriate and inappropriate uses of AI in project management.
- Apply structured prompting techniques to generate reliable project outputs.
- Organize project requests into clear work packages, tasks, and deliverables.
- Identify, evaluate, and prioritize project risks using AI-assisted analysis.
- Develop stakeholder communications tailored to different audiences.
- Verify AI-generated recommendations using human judgment and organizational requirements.
- Create a practical 30/60/90-day roadmap for integrating AI into project management workflows.

Training Outline

Module 1: AI Fundamentals for Project Managers

- Understanding generative AI and its capabilities
- AI as a project management copilot—not an autopilot
- Safe versus unsafe uses of AI
- Human review and decision-making responsibilities
- Protecting confidential and organizational information

Module 2: Prompting for Better Project Outcomes

- Writing effective prompts using the C.O.R.E. framework
- Applying the R.E.A.L. verification process
- Refining AI responses for greater accuracy
- Prompt templates for common project management tasks
- Hands-on prompt-building exercises

Module 3: Planning, Organizing, and Managing Projects with AI

- Organizing project requests and intake
- Creating work packages and task lists
- Identifying project dependencies
- Developing acceptance criteria
- Improving resource planning and project documentation

Module 4: Risk Management and Stakeholder Communication

- Building AI-assisted risk registers
- Prioritizing project risks
- Developing mitigation and contingency plans
- Creating stakeholder updates for executives, project teams, customers, and leadership
- Tailoring communications for different audiences

Module 5: Building Your AI Project Management Roadmap

- Identifying high-value AI opportunities
- Selecting repeatable workflows
- Measuring success and productivity improvements
- Creating reusable prompt templates
- Developing a 30/60/90-day AI adoption plan

Instructional Methods

- Instructor-led demonstrations
- Guided hands-on activities
- Interactive discussions
- Real-world project management scenarios

- Prompt-building exercises
- Individual action planning

Materials Provided

- Certificate of completion

Who Should Attend

This training is designed for project managers, project coordinators, team leads, engineers, operations professionals, supervisors, and business professionals responsible for planning, coordinating, or managing projects. It is especially valuable for individuals looking to leverage AI to improve project efficiency, communication, and decision-making.

AI and Problem Solving

Category: Technology and Professional Development
Format: In-Person
Duration: 4 Clock Hours
Prerequisites: None. No prior AI experience is required.

Training Description
Problem-solving is one of the most valuable skills in today's workplace, and artificial intelligence is becoming a powerful tool for helping teams analyze information, identify root causes, generate solutions, and improve decision-making. AI and Problem Solving introduces participants to practical methods for combining AI with structured problem-solving techniques to address workplace challenges more efficiently and effectively.

Through real-world examples, demonstrations, and hands-on exercises, participants will learn how to use AI to frame problems, organize information, explore potential root causes, evaluate solutions, and develop implementation plans. The course emphasizes that AI should enhance—not replace—critical thinking, professional expertise, and evidence-based decision-making.

Participants will leave with a repeatable framework for using AI to support continuous improvement, operational excellence, and informed decision-making within their organizations.

Learning Objectives
Upon completion of this training, participants will be able to:

- Define workplace problems using structured, measurable problem statements.
- Use AI to generate and organize root-cause hypotheses.
- Apply the R.E.A.L. verification process to validate AI-generated recommendations.
- Generate multiple solution options using AI while evaluating feasibility and risk.
- Develop implementation plans that include ownership, timelines, and risk mitigation.
- Create concise communications that support informed decision-making across teams.
- Apply a repeatable AI-assisted problem-solving workflow to continuous improvement initiatives.

Training Outline

Module 1: Framing Problems for Better AI Results

- Why clearly defined problems produce better AI outcomes
- Converting vague challenges into measurable problem statements
- Defining objectives, constraints, and success metrics
- Organizing available information before prompting AI
- Common mistakes when using AI for problem-solving

Module 2: Root Cause Analysis with AI

- Using AI to generate root-cause hypotheses
- Organizing causes using structured thinking
- Supporting traditional methods such as:
    - Five Whys
    - Fishbone (Ishikawa) Diagrams
    - Pareto Analysis
    - Continuous Improvement frameworks
- Testing assumptions with evidence

Module 3: Evaluating Solutions and Managing Risk

- Applying the R.E.A.L. verification process
- Identifying assumptions and uncertainty
- Generating multiple solution alternatives
- Evaluating risks, trade-offs, and implementation challenges
- Avoiding overreliance on AI recommendations

Module 4: Turning Analysis into Action

- Building implementation plans
- Creating RACI matrices and assigning ownership
- Developing risk registers and contingency plans
- Communicating findings to leaders, teams, and stakeholders
- Building a repeatable AI-assisted problem-solving workflow
- Developing a personal action plan for workplace application

Instructional Methods

- Instructor-led demonstrations
- Guided hands-on AI exercises
- Interactive discussions
- Real-world workplace scenarios
- Prompt-building activities
- Individual and group problem-solving exercises

Materials Provided

- Participant workbook
- AI prompt library for problem solving
- Problem statement templates
- Root cause analysis worksheets
- AI implementation planning guide
- Certificate of completion

Who Should Attend

This training is designed for supervisors, managers, engineers, quality professionals, maintenance personnel, project managers, continuous improvement teams, business owners, and anyone responsible for identifying problems, improving processes, or making operational decisions. It is especially valuable for professionals interested in using AI to support Lean, Six Sigma, root cause analysis, corrective actions, and continuous improvement initiatives.