



KELLOGG COMMUNITY COLLEGE | FALL 2020 CATALOG

WORKFORCE SOLUTIONS

MAKING BUSINESS AND INDUSTRY MORE COMPETITIVE
THROUGH INNOVATIVE LEARNING AND WORKFORCE
DEVELOPMENT SOLUTIONS.

**MANUFACTURING
SAFETY
COMPUTER AND SOFTWARE
HEALTHCARE
LEADERSHIP AND MANAGEMENT
QUALITY AND LEAN SIX SIGMA
ASSESSMENTS
ONLINE LEARNING**

WORKFORCE SOLUTIONS

PARTNERSHIP

UP-SKILLING, TECHNICAL TRAINING, AND CUSTOMIZED LEARNING SOLUTIONS FOR *YOUR* WORKFORCE

The Workforce Solutions department is the business, industry, and job-training arm of Kellogg Community College (KCC). The department serves the business and industry community by developing and delivering cost-effective, high-quality, and flexible learning solutions specifically customized to meet the unique learning objectives and needs of employers.

If you are an employer in need of employee up-skilling, technical training, or customized learning solutions, contact Workforce Solutions today. Our team has the resources to assess your training needs then design and deliver customized coursework tailored to your schedule and training objectives, saving you time and money. Workforce Solutions instructors are experienced professionals and experts in their fields.

Workforce Solutions can provide training at any of KCC's campus locations, at your facility, or at a location designated by you. We can also provide laptop computers for small class sizes delivered off-site of campus facilities.

INDUSTRIES SERVED

- BUSINESS AND SERVICE • GAMING AND ENTERTAINMENT
- GOVERNMENT AND PUBLIC AGENCIES • HEALTHCARE • MANUFACTURING

“Our employees have benefited greatly from the customized training that Workforce Solutions has provided for Rosler. Working with the instructors to develop the content that is relevant and applicable for our needs has made the training more engaging for the students. Our employees learn the skills they can apply in their daily work and help our company deliver better products to our customers.”

— **BERNIE KERSCHBAUM** *CEO OF ROSLER METAL FINISHING USA, L.L.C.*

WORKFORCE SOLUTIONS

ASSESSMENTS

CONTRACTED SERVICES

NEEDS ASSESSMENT

Comprehensive needs assessments align training outcomes to organizational training goals and objectives.

COURSE DESIGN AND DEVELOPMENT

Instructors are subject-matter experts and maintain a broad spectrum of real-world business, industry, and professional knowledge to assist with course design and delivery.

CONTEXTUALIZED CURRICULUM AND CONTENT

Customized training material and learning resources, incorporating employer specific examples, processes, forms, and a schedule tailored to meet specific delivery requirements.

FACILITATION AND CONSULTATION

One-on-one project assistance or highly-specialized technical support in these areas:

- Leadership development
- Meeting facilitation
- Strategic planning
- Strategy deployment and execution
- Train-the-trainer

ASSESSMENT TOOLS

A variety of assessment tools are available to help organizations with pre-employment, training, and development screening and selection.

ONLINE LEARNING

Learn anytime, anywhere with more than 750 online individual learning course options.

Workforce Solutions can provide assessment tools to identify future top performers, while removing costs from the recruiting, hiring, and training process. These assessments can be delivered over the internet 24 hours a day, 7 days a week. Workforce Solutions has access to more than 1,000 assessments from 50 of the world's leading test publishers.

BENEFITS

- Consistently measure knowledge, skills, and abilities
- Objective, valid, and reliable
- Pre-screening before hiring or selection into training programs
- Post-assessments to measure training program effectiveness
- Career, promotional, and leadership development
- Administered online 24/7 with available tech support
- Quick delivery of assessment results

PRE-EMPLOYMENT, TRAINING, AND DEVELOPMENT

ASSESSMENTS AVAILABLE

Coaching/Leadership	Job Analysis
Management Selection	Pre-Employment Screening
360 Multi-Rater Feedback	Team Development
Personality/Personal Skills	Self-Development
Organizational	Information Technology
Mechanical/Technical	Career/Vocational Exploration

INDUSTRIES AND OCCUPATIONS SERVED

Architecture/Engineering	Athletics/Coaching
Food Service Related	Healthcare Practice
Healthcare Support	Information Technology
Legal	Maintenance/Repair
Management	Office/Administrative
Production/Manufacturing	Protective Service
Office/Administration	Sales/Customer Service

LET WORKFORCE SOLUTIONS HELP YOUR ORGANIZATION USE ASSESSMENTS

- *Establish hiring and promotion processes with demonstrated validity*
- *Identify and retain top talent*
- *Deliver positive business results and improve organizational performance*



COURSES

WORKFORCE SOLUTIONS

MANUFACTURING & INDUSTRIAL

- Arc Flash
- Basic Metallurgy
- Blueprint Reading
- CNC (*computer numerical control*) Programming & Set-up
- Electrical Circuits Training
- Fire Protection (NFPA)
- Fluid Power
- Forklift Certification
- Fundamental Machining Skills
- Gas Metal Arc Welding (*GMAW*)
- Gas Tungsten Arc Welding (*GTAW*)
- GD&T (*basic and advanced*)
- Grinding
- HVAC-R
- Hydraulics & Pneumatics
- Infrared Thermographer Level I & II Certification
- Mastercam
- Metrology
- Motor Controls, Drives, VFDs
- Overhead Crane
- Panel View & HMIs
- Pipefitting & Bending
- Plasma Cutting
- PLC Programming Software (*Allen-Bradley, Siemens*)
- Precision Measurement
- Process Instrumentation & Control (*flow, level, temp, measurement*)
- Production Assembly & Simulation
- Programmable Logic Controllers (*Allen-Bradley, Siemens*)
- Rigging
- Robotic Operations & Programming (*Denso, ABB, Motoman, Fanuc*)
- Robotic Troubleshooting & Maintenance
- Shielded Metal Arc Welding (*SMAW*)
- Shop Math
- Soldering & Brazing
- Tool & Die
- Vertical/Horizontal Milling
- Welding Processes & Fabrication
- Work Instructions

SAFETY

- Electrical Safety
- Fire Extinguisher
- HVAC-R Safety
- Lifting & Tool Safety
- Lock-out/Tag-out
- Machine Tool Safety
- OSHA 10 & 30 General Industry
- Pipefitting Safety
- Welding Safety

COMPUTER & SOFTWARE

- AutoCAD 15LC
- Basic Access 2010
- Basic Computer Operations
- CorelDRAW®
- Crystal Reports
- Data Modeling
- Micro Pivot Tables
- Microsoft® Office Excel
- Microsoft® Office PowerPoint
- Microsoft® Office Project
- Microsoft® Office Word
- Microsoft® Outlook Level 1&2
- Microsoft® Access Level 1&2
- SAP Crystal Reports for Data
- Solidworks®

HEALTHCARE

- Basic Life Support for Healthcare Providers
- Certified Nursing Assistant (CNA)
- First Aid with CPR & AED
- Medical First Responder (MFR)

BUSINESS LEADERSHIP & MANAGEMENT

- Building Performance-Driven Teams

- Business Process Mapping
- Championing a Lean Six Sigma Organization
- Communication Skills Training
- Conflict Management
- Customer Service
- Lean Fundamentals for Administrative & Service Operations
- Managing Multiple Priorities
- Principles of Supervision
- Project Management & Planning
- Sexual Harassment
- Standard Practice of Workplace Organization in Office Environment
- Strategy Development & Execution
- StrengthsFinder
- Stress Management
- Synchronizing Organizational Focus with Performance Metrics
- Time Management
- Voice-of-the-Customer

QUALITY & LEAN SIX SIGMA

- 8D Problem Solving
- IATF 16949:2016 Standard
- ISO 9001 Standard
- Nonconformance & Corrective Action Plans
- Quality Assurance Control Planning

• QUALITY CORE TOOLS

- *Advance Product Quality Planning (APQP)*
- *Failure Mode & Effects Analysis (FMEA)*
- *Measurement System Analysis (MSA)*

- *Production Part Approval Process (PPAP)*
- *Statistical Process Control (SPC)*
- *Process Failure Mode Effect Analysis (PFMEA)*

• LEAN & SIX SIGMA

- *5S Workshop*
- *A3 Problem Solving*
- *Gage Repeatability & Reproducibility (Gage R&R)*
- *Internal Audit: ISO9001-2015/ IATF 16949:2016*
- *Kaizen & Continuous Improvement*
- *Kanban*
- *Lean Fundamentals*
- *Process Mapping*
- *Replenishment Systems*
- *Root Cause Analysis*
- *Set-up Reduction*
- *Six Sigma Certifications (white belt, yellow belt, green belt, black belt)*
- *Total Productive Maintenance (TPM)*
- *Toyota Production System (TPS)*
- *Waste Identification & Value Stream Identification*

DON'T SEE A COURSE LISTED?

Contact Workforce Solutions today at 269-565-2828 to discuss your customized course development options.

WORKFORCE SOLUTIONS

ONLINE LEARNING

Workforce Solutions has partnered with Cengage Learning's Education to Go (ed2go) to offer more than 750 interactive online courses that can be taken entirely over the internet. These non-credit offerings are designed to meet workforce demand, developed by industry experts, and can be accessed anytime and anywhere there is access to the internet. Online courses are a flexible and cost effective way to meet your training needs.

READY TO EXPLORE ONLINE OFFERINGS?

Please visit kellogg.edu/workforcesolutionsonline to browse the online course catalog.

HAVE QUESTIONS?

Contact your Workforce Solutions account representative today or email us at WorkforceSolutions@kellogg.edu

WORKFORCE SOLUTIONS

TRAINING LEVELS

AWARENESS 1-5 Hours Value: Immediate Outcomes

- Increased awareness of new skill topic, idea or method
- Baseline for future development
- Increased productivity and engagement
- Interaction with others

LEARNING & PRACTICE 6-14 Hours Value: Short-term

- Hands-on learning with contextualized examples
- Improved individual skill performance
- Increased employee confidence and productivity
- Increased quality and customer satisfaction
- Improved decision making
- Stronger relationships and interaction with others

MASTERY 15-150 Hours Value: Long-term

- Noted proficiency change in skills, competencies, outcomes
- Certification(s) and credentials
- Significant change in quality, customer satisfaction, and employee productivity
- Deep employee engagement and individual performance
- Increased overall business results
- Improved return on investment (ROI)



FUNDING & TALENT PIPELINE RESOURCES

MICHIGAN NEW JOBS TRAINING PROGRAM

The Michigan New Jobs Training Program (MNJTP) is a contract-training reimbursement program developed by the Michigan Community College Association (MCCA) and administered through Michigan community colleges. MNJTP is available to employers that are creating new full-time jobs in the state, and it can provide flexible funding to meet a variety of training and employee development needs. A wide range of training can be covered from highly specialized/customized training to basic skills instruction:

- **Adult basic education and job-related instruction**
- **Developmental, readiness, and remedial education**
- **Vocational and skill assessment services and testing**
- **Subcontracted services with public universities and colleges in Michigan, private colleges or universities, or any federal, state, or local departments or agencies**
- **Contracted professional services**
- **Training that happens at the company site, delivered by the employer's corporate trainers**

Funds to cover the costs of training are attained through a diversion of state withholding taxes generated by the wages of eligible new positions and deposited into a training account at the college. Businesses can gain a competitive edge through virtually cost-free training of their new employees. **For more information, please contact Workforce Solutions at 269-565-2828.**

GOING PRO TALENT FUND

The Going Pro Talent Fund is a workforce training grant program administered through Michigan Works! Southwest. The program provides competitive grant awards for the development and implementation of employer-responsive training that enhances skills, productivity, and employment retention, while increasing the quality and competitiveness of Michigan's businesses. **For more information on how the Going Pro Talent Fund can benefit your company, visit michiganworkssouthwest.org/employers/going-pro-talent-fund.**

**i save time. i save money.
i succeed.**

iACT

innovative Accelerated Credentialed Training

iACT is a job-training initiative of Kellogg Community College that prepares students for semi-skilled entry-level employment. Programs include contextualized and applied curriculum that addresses the personal, professional, and technical skills required by employers.

Current program offerings include production technology training through the iACT Kellogg Advanced Manufacturing Assembly (KAMA) program and nursing assistant training through the iACT Certified Nursing Assistant (CNA) program.

iACT saves employers time and money by delivering the right candidate, with the right training, and with the right job-placement and retention supports.

**Visit kellogg.edu/iACT or call
269-565-2828 for more information.**

iACT is a workforce initiative of Kellogg Community College, in partnership with Michigan Works! Goodwill Industries of Central Michigan's Heartland, the City of Battle Creek, and funded through a W. K. Kellogg Foundation grant.

REGIONAL MANUFACTURING
TECHNOLOGY CENTER (RMTc)
405 HILL BRADY ROAD
BATTLE CREEK, MICHIGAN 49037

GRAHL CENTER
125 SEELEY STREET
COLDWATER, MICHIGAN 49036

FEHSENFELD CENTER
2950 WEST M-179 HIGHWAY
HASTINGS, MICHIGAN 49058

EASTERN ACADEMIC CENTER
14055 26 MILE ROAD
ALBION, MICHIGAN 49224

MAIN CAMPUS
450 NORTH AVENUE
BATTLE CREEK, MICHIGAN 49017

TRAIN AT YOUR SITE OR ANY ONE OF
KCC'S FIVE LOCATIONS.

CALL TODAY 269-565-2828.

