



CERTIFICATE COURSE CATALOG

# 2025-2026 KCC WORKFORCE SOLUTIONS

**Innovative workforce development solutions for:**

Manufacturing • Safety • Computer and Software • Health Care  
Leadership and Management • Quality and Lean Six Sigma •  
Assessments • Online Learning • And more!

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# KCC WORKFORCE SOLUTIONS SERVES BUSINESS AND INDUSTRY

The Workforce Solutions Department is the business, industry and job-training arm of Kellogg Community College.

Workforce Solutions 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 and design and deliver customized coursework tailored to your schedule and training objectives, saving you time and money. **Workforce Solutions can provide training at any of KCC's campus locations, at your facility or at a location designated by you.**

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## GD&T/BLEUPRINT READING

### Blueprint Reading for Manufacturing | 8HR

This course presents the various elements of a blueprint (also known as an engineering drawing) and relates the two-dimensional views of the drawing to the three-dimensional object that it represents.

1 DAY OF CLASSES / \$375 PER PERSON / MIN. 6 PARTICIPANTS

### Fundamentals of Geometric Dimensioning & Tolerancing | 16HR

This course will provide students with fundamentals of Geometric Dimensioning and Tolerancing (GD&T) systems. The course includes providing knowledge of the correct interpretation and application of each symbol, rules, datums, orientation, location and profile. Emphasis is placed on interpreting detail drawings and communication skills required in machining work. This tool is governed by the technical standard ASME Y14.5M-1994.

2 DAYS OF CLASS / \$650 PER PERSON / MIN. 6 PARTICIPANTS

### Introduction to Blueprint Reading & Geometric Dimensioning & Tolerancing | 24HR

This course gives students an introductory knowledge of the various elements of an engineering drawing (blueprint). It helps them relate the two-dimensional views of the drawing to the three-dimensional object that it represents. In addition, the course covers the introductory concepts of geometric dimensioning and tolerancing (GD&T).

3 DAYS OF CLASSES / \$750 PER PERSON / MIN. 6 PARTICIPANTS

## HEALTH CARE

### First Aid Adult & Infant CPR & AED | 6HR

Training in first aid, adult, child and infant CPR, and AED. The student will receive a certification upon successful completion of this course.

1 DAY OF CLASS / \$300 PER PERSON / MIN. 5 PARTICIPANTS

### Medical First Responder | 72HR

This course is designed for anyone who may be required to provide care for a sick or injured individual prior to the arrival of an ambulance. This includes, but is not limited to, firefighters, police officers and first response team members. The course includes training in CPR; bleeding control; airway management; splinting; extrication; oxygen therapy; and medical, environmental and other emergencies. This course prepares individuals for the Emergency Medical Responder certification through the National Registry of Emergency Medical Technicians.

72 HRS. / COHORT / INQUIRE FOR PRICING

A skilled workforce is necessary in order to compete in today's increasingly competitive global market. Workforce Solutions offers a variety of services to help business and industry build and maintain its workforce.

# LEADERSHIP & WORKFORCE

## Train the Trainer | 8HR

This course presents effective approaches on how to prepare individuals to teach, mentor or train others. Students explore various techniques on how to deliver a successful and effective training session while conveying information to others in a compelling and engaging way.

1 DAYS OF CLASS / \$375 PER PERSON / MIN. 6 PARTICIPANTS

## Achieving Supervisor Excellence | 16HR

Supervising others can be a tough job. Between managing your own time and projects, helping your team members solve problems and complete tasks, and helping other supervisors, your day can fill up before you know it. The workshop will help supervisors become more efficient and proficient, with information on delegating, managing time, setting goals and expectations (for themselves and others), providing feedback, resolving conflict, and administering discipline.

2 DAYS OF CLASS / \$725 PER PERSON / MIN. 6 PARTICIPANTS

## Achieving Leadership Excellence | 16HR

Leadership is not telling others what to do. Leadership is inspiring others to do what needs to be done. What is it that makes a leader, and what separates the good from the great? This workshop will explore different leadership theories and examine what makes a great leader. Influence is subtle, yet incredibly powerful. You can order someone to do a task, but you cannot order them to do their best. It simply does not work and usually has the opposite effect. You can influence people to do their best by providing a strong, motivating example in addition to positive reinforcement. Leadership addresses tasks, while influence addresses attitudes and awareness. Influence is the soul of leadership.

2 DAYS OF CLASS / \$725 PER PERSON / MIN. 6 PARTICIPANTS

## Project Management | 16HR

This workshop teaches the mechanics of effective project management, how to get people onboard, better utilize their skills and achieve successful results. Participants can expect to be fully engaged while learning and applying a step-by-step approach to help reduce the risk and uncertainty associated with project completion.

2 DAYS OF CLASS / \$725 PER PERSON / MIN. 6 PARTICIPANTS

## Root Cause Analysis and 8D Problem Solving | 16HR

This course equips participants with the knowledge and skills to effectively identify and address the root causes of quality issues and problems using the proven 8D (Eight Discipline) methodology. Participants will gain a thorough understanding of the 8D problem-solving framework, master the application of various root cause analysis tools and techniques, develop the ability to effectively conduct a comprehensive root cause analysis, implement corrective and preventative actions, and foster a culture of continuous improvement within your organization.

2 DAYS OF CLASS / \$725 PER PERSON / MIN. 6 PARTICIPANTS

## Nonconformance and Corrective Action Plans | 8HR

This workshop is designed for individuals involved in identifying, documenting, and resolving nonconformances within a quality management system. This could include production personnel, quality inspectors, supervisors, and managers. Participants will define nonconformance and its impact on quality, explain the process for identifying

and documenting nonconformances, identify root causes of nonconformance, develop effective corrective action plans, and implement and monitor effectiveness.

1 DAY OF CLASS / \$375 PER PERSON / MIN. 6 PARTICIPANTS

## Managing Multiple Priorities | 8HR

This workshop is designed for professionals at all levels who struggle to manage competing deadlines, tasks, and projects. Participants will identify the challenges of managing multiple priorities, develop strategies for prioritizing tasks, utilize time management techniques to maximize productivity, implement tools and systems to stay organized, learn to say “no” effectively and manage expectations, and develop techniques to manage stress and maintain focus under pressure.

1 DAY OF CLASS / \$375 PER PERSON / MIN. 6 PARTICIPANTS

## Conflict Management | 8HR

This workshop is designed for employees at all levels who want to develop strategies for effectively managing workplace conflict. Participants will identify different types of conflict and their causes, develop strong communication skills for conflict resolution, utilizing de-escalation techniques to manage emotional situations constructively, practice active listening and empathy to understand different perspectives, implement problem-solving strategies to reach win-win situations, and build a more collaborative and productive work environment.

1 DAY OF CLASS / \$375 PER PERSON / MIN. 6 PARTICIPANTS

## Communications Skills | 8HR

This workshop caters to individuals who want to improve their communication skills in various workplace scenarios. It can benefit professionals at all levels. Participants will identify the key elements of effective communication, develop active listening skills to improve understanding, enhance verbal and nonverbal communication techniques for clarity and impact, practice clear and concise written communication, apply appropriate communication styles based on the audience and situation, and build confidence in delivering presentations and handling difficult conversations.

1 DAY OF CLASS / \$375 PER PERSON / MIN. 6 PARTICIPANTS

## Stress Management | 8HR

This workshop caters to individuals at all levels who want to develop effective strategies for managing stress in their personal and professional lives. Participants will identify the sources and signs of stress, understand the impact of stress on physical and mental health, explore various stress management techniques for relaxation and resilience, develop strategies for time management and prioritizing tasks, foster healthy work-life balance practices to reduce stress, and create a personalized action plan for stress management.

1 DAY OF CLASS / \$375 PER PERSON / MIN. 6 PARTICIPANTS

## Workplace Organization in Office Environment | 8HR

This workshop caters to office employees of all levels who want to improve their personal organization and contribute to a more efficient workplace environment. Participants will define the importance of workplace organization and its impact on productivity, develop strategies for decluttering and maintaining a tidy workplace, implement effective filing systems for physical and digital documents, explore tools and technologies to support organization in a digital workplace, and foster collaboration through shared workspace organization practices.

1 DAY OF CLASS / \$375 PER PERSON / MIN. 6 PARTICIPANTS

## Sexual Harassment Prevention Training | 8HR

This workshop caters to all employees, from entry-level to management positions, to raise awareness, understanding, and prevention of sexual harassment in the workplace. Participants will define sexual harassment according to legal and organizational policies, recognize different forms of sexual harassment, understand the impact on individuals and the workplace, identify bystander intervention strategies to prevent and address harassment, and develop a culture of respect and inclusivity in the workplace.

1 DAY OF CLASS / \$375 PER PERSON / MIN. 6 PARTICIPANTS

## Synchronizing Organizational Focus with Performance Metrics | 8HR

This workshop caters to managers, team leaders, and other professionals who want to align their department's goals with organizational objectives through effective performance measurement. Participants will understand the importance of aligning organization focus with performance metrics, develop a framework for identifying key performance indicators (KPIs) across departments, learn how to translate strategic objectives into measurable KPIs, design dashboards and reports for effective performance tracking and communication, and utilize performance data to drive continuous improvement and decision-making.

1 DAY OF CLASS / \$375 PER PERSON / MIN. 6 PARTICIPANTS

## Time Management | 8HR

This workshop caters to individuals at all levels who want to improve their ability to manage their time effectively and increase their productivity. Participants will identify personal time management challenges and time wasters, develop strategies for prioritizing tasks and setting realistic goals, learn effective time management techniques and tools for efficient task completion, improve time estimation and scheduling skills to manage workload effectively, and foster a positive mindset towards time management and overcome procrastination.

1 DAY OF CLASS / \$375 PER PERSON / MIN. 6 PARTICIPANTS

## Strengths Finder | 8HR

This workshop is designed for individuals and teams who want to leverage their strengths for personal and professional development. Participants will be introduced to the CliftonStrengths assessment and its core concepts, identify their top five themes, understand the unique contributions of each theme, develop strategies to apply top strengths in daily work and life, and foster a strengths-based culture within teams for improved collaboration.

1 DAY OF CLASS / \$375 PER PERSON / MIN. 6 PARTICIPANTS

## Workplace Essential Skills | 40HR

This course introduces students to the personal, social, and professional skills required to be successful in today's workforce. This course includes job preparation and search strategies to help enter, or reenter, employment and includes a mock interview activity. Course specific topics may include: Professionalism in the Workplace, Workplace Communication, Workplace Ethics, Conflict and Change Management, Emotional Intelligence, Diversity in the Workplace, Job Preparation Strategy

5 DAYS OF CLASS / \$1100 PER PERSON / MIN. 6 PARTICIPANTS

# LEAN LEADERSHIP

## Lean Principals & Techniques 5S | 16HR

This hands-on course will showcase the power and utility of this proven strategy to improve workplace organization and cleanliness. Participants can expect to be fully engaged while learning fundamentals, completing case studies and applying 5S to actual work-related processes.

2 DAYS OF CLASSES / \$725 PER PERSON / MIN. 5 PARTICIPANTS

## Workplace Job Prep Strategy for Manufacturing | 16HR

The course provides the practical approach of implementing the 5S process for the manufacturing environment. The course will walk through the five standards of the 5S approach: Sort, Set in Order, Shine, Standardize and Sustain. Students will have an opportunity to practice 5S with an applied exercise.

2 DAYS OF CLASSES / \$725 PER PERSON / MIN. 5 PARTICIPANTS

## Continuous Improvement | 16HR

This hands-on course teaches principles, tools and techniques of continuous improvement through activities, case studies and simulations. Participants will discover new ways to enhance the quality of products or services by implementing a continuous improvement process. They will study the concept of continuous improvement and its role as both a mindset and review technique. Through activities, they will discover how to implement continuous improvement systems and ensure their effectiveness through monitoring and review.

2 DAYS OF CLASSES / \$725 PER PERSON / MIN. 5 PARTICIPANTS

## Kaizen: Conducting a Lean Improvement Onsite | 16HR

Kaizen: Conducting a Lean Improvement Onsite is a 16-hour application-based training to learn how to effectively plan, prepare, conduct, present and follow up on a successful Kaizen event. Participants will fully participate in an event and learn how they can effectively facilitate Kaizen events in the future.

2 DAYS OF CLASSES / \$725 PER PERSON / MIN. 5 PARTICIPANTS

## Lean Application | 32HR

In this course, students will develop a deep understanding of Lean principles and their application. Master a variety of lean tools and techniques. Build problem-solving and continuous improvement skills. Apply lean concepts to real-world business challenges. Create a lean culture within the organization.

4 DAYS OF CLASSES / \$975 PER PERSON / MIN. 5 PARTICIPANTS

## Problem Solving with 8D and A3 | 8HR

This course teaches students how to use the Global 8D problem-solving and Toyota A3 methods to systematically examine problems, uncover their root causes and permanently eliminate them. The class discusses the advantages of using a team approach to problem solving, and it answers some common critiques. It also includes in-depth discussion of the activities involved in each step of the process, including common brainstorming techniques, is/is not analysis, escape points and validation strategies.

1 DAYS OF CLASSES / \$375 PER PERSON / MIN. 5 PARTICIPANTS

**Total Productive Maintenance (TPM) | 16HR**

In this course, participants will understand Total Productive Maintenance (TPM) principles and benefits, learn to calculate and improve Overall Equipment Effectiveness (OEE) and develop a practical TPM implementation plan.

2 DAYS OF CLASSES / \$725 PER PERSON / MIN. 5 PARTICIPANTS

**Total Productive Maintenance (TPM) and Quick Changeover (QCO) | 16HR**

In this course, participants will understand the principles of Total Productive Maintenance (TPM) and Quick Changeover (QCO), learn how to calculate and improve Overall Equipment Effectiveness (OEE), develop effective teamwork and collaboration between maintenance and production, master QCO techniques to reduce setup times and increase production efficiency, and recognize the benefits of reduced setup times on overall operations.

2 DAYS OF CLASSES / \$725 PER PERSON / MIN. 5 PARTICIPANTS

**Value Stream Mapping | 24HR**

This VSM workshop equips participants with the knowledge and skills to identify and eliminate waste, optimize processes and drive continuous improvement. By understanding lean principles and mastering value stream mapping techniques, attendees will gain a competitive advantage through increased efficiency, reduced lead times and enhanced decision-making capabilities, ultimately leading to improved organizational performance.

3 DAYS OF CLASSES / \$850 PER PERSON / MIN. 5 PARTICIPANTS

**SIX SIGMA****Six Sigma Yellow Belt | 24HR**

This Six Sigma Yellow Belt workshop is based on the American Society for Quality's (ASQ) Six Sigma Body of Knowledge. Participants can expect to be fully engaged throughout this activity-based workshop while learning and applying the various tools and techniques used throughout the DMAIC approach to Six Sigma. Participants should expect to be continually challenged to explain and demonstrate how they will utilize the power and utility of Six Sigma to improve customer satisfaction and organizational performance.

3 DAYS OF CLASSES / \$850 PER PERSON / MIN. 5 PARTICIPANTS

**Six Sigma Green Belt | 40HR**

For individuals responsible for leading problem solving or anyone who wants to improve business processes, sustain quality improvement and apply skills in Lean Six Sigma. There are no prerequisites for this training, although prior exposure to Lean Six Sigma concepts (either through applied learning or prior certifications may be beneficial.

5 DAYS OF CLASSES / \$1100 PER PERSON / MIN. 5 PARTICIPANTS

**Six Sigma Black Belt | 40 HR**

Understand Six Sigma principles and methodology. Master statistical tools and data analysis techniques. Define, measure, analyze, improve and control (DMAIC) project execution. Apply Six Sigma tools to real-world projects. Develop problem-solving and critical thinking skills.

5 DAYS OF CLASSES / \$1100 PER PERSON / MIN. 5 PARTICIPANTS

**MICROSOFT****Microsoft PowerPoint | 4HR**

This PowerPoint course is designed for students who do not have a basic understanding of PowerPoint. The introduction to PowerPoint course will allow for a general working knowledge of PowerPoint presentations.

1/2 DAY OF CLASS / \$300 PER PERSON / MIN. 5 PARTICIPANTS

**Microsoft Excel Level I | 4HR**

This course covers basic skill-level concepts of Microsoft Excel. Students will learn the essentials of how to open an Excel file and explore basic Excel functions, like cell formatting, inserting columns and rows and using Excel's built-in equations and graphing features.

1/2 DAY OF CLASS / \$300 PER PERSON / MIN. 5 PARTICIPANTS

**Microsoft Excel Level II | 4HR**

This course covers intermediate skill-level concepts and features of Microsoft Excel. Students will learn how to manipulate and calculate data sets by creating and augmenting formulas, using cell referencing and performing lookup operations. Students will also learn how to create informative visual representations of datasets by using the charting and graphing feature.

1/2 DAY OF CLASS / \$300 PER PERSON / MIN. 5 PARTICIPANTS

**Microsoft Excel Level III | 4HR**

This Excel course is designed for students who have already been working with Excel. Level III will cover creating Pivot Tables and Goal Seeking along with advanced formulas and functions. Additionally, students will learn how to work with sheets including creating multi-sheet workbooks and an Excel database.

1/2 DAY OF CLASS / \$300 PER PERSON / MIN. 5 PARTICIPANTS

**QUALITY MANAGEMENT****Internal Auditing for ISO 9001:2015 | 24HR**

Internal Auditing for ISO 9001:2015 is an activity-based workshop intended to develop the skills to conduct effective quality management system audits. This course provides hands on practice learning, applying, and auditing to the requirements of ISO 9001:2015. In addition to a case study, this three-day format includes an actual audit at the host location.

3 DAYS OF CLASSES / \$850 PER PERSON / MIN. 6 PARTICIPANTS

**Interpreting ISO and IATF Standards | 8HR**

This course provides an overview of the updated International Organization for Standardization's (ISO) 9001:2015 standard and the International Automotive Task Force (IATF) 16949:2016 standard. The course covers the fundamental skills required to translate the standards to an actionable checklist, an approach at implementing ISO 9001 and IATF 16949, and discussion on the practical application of the standards' requirements for every organizational department.

1 DAY OF CLASS / \$375 PER PERSON / MIN. 6 PARTICIPANTS

### Introduction to Core Quality Tools | 8HR

This introductory to Core Quality Tools defines the challenge for manufacturers as reducing costs without sacrificing quality. Low quality and defective parts drive up the costs of production, which naturally drives up the price of finished products. In this course, participants will learn the economics of quality, quality as a system, the tools used to measure and improve quality, the concepts of statistics used to control a process, and process capability and what this element reveals about a process.  
1 DAY OF CLASS / \$375 PER PERSON / MIN. 6 PARTICIPANTS

### Introduction to Statistical Process Control | 8HR

This intro to SPC is an activity-based course to teach the fundamentals of process control and how to apply it to product, process and measurement systems. SPC is a set of tools and techniques intended to reduce variation, alert us when something out of the ordinary is occurring, and help make our processes more stable, predictable and consistent.  
1 DAY OF CLASS / \$375 PER PERSON / MIN. 6 PARTICIPANTS

### Measurement Systems Analysis | 16HR

Every measurement is subject to some uncertainty. A measurement result is only complete if it is accompanied by a statement of the uncertainty in the measurement. Measurement uncertainties can come from the measuring instrument, from the item being measured, from the environment, from the operator and from other sources. Such uncertainties can be estimated using statistical analysis of a set of measurements and using other kinds of information about the measurement process. This two-day activity-based workshop will teach how to determine and reduce overall measurement uncertainty. Participants can expect to be fully engaged while learning a process approach to identify the amount of variation associated with a measurement system and discover the sources of variation so improvements can be made to improve the overall integrity of the data. Simulations, case studies and a series of activities will be used to learn and apply tools and techniques associated with MSA.  
2 DAYS OF CLASSES / \$725 PER PERSON / MIN. 5 PARTICIPANTS

### Nonconformance and Corrective Action Plans | 8HR

This workshop is designed for individuals involved in identifying, documenting, and resolving nonconformances within a quality management system. This could include production personnel, quality inspectors, supervisors, and managers. Participants will define nonconformance and its impact on quality, explain the process for identifying and documenting nonconformances, identify root causes of nonconformance, develop effective corrective action plans, and implement and monitor effectiveness.  
1 DAY OF CLASS / \$375 PER PERSON / MIN. 6 PARTICIPANTS

### The Complete Suite of Quality Core Tools | 24HR

This course presents the comprehensive and complete suite of quality core tools. Through this course, students will learn the fundamental functions and applied approaches of Statistical Process Control (SPC), Measurement System Analysis (MSA), Failure Mode and Effects Analysis (FMEA), Advanced Product Quality and Control Plan (APQP) and Production Part Approval Process (PPAP).  
3 DAYS OF CLASSES / \$850 PER PERSON / MIN. 6 PARTICIPANTS

## ROBOTICS

### Advanced FANUC Robot Programming | 4HR

Participants will learn advance programming techniques focusing on editing programs; performing file and image backups; monitoring force and simulating input and output signals; programming branching; and creating MACROS.  
1/2 DAY OF CLASSE / \$400 PER PERSON / MIN. 4 PARTICIPANTS

### Advanced FANUC Robot Troubleshooting | 4HR

Participants will examine programming, mechanical and electrical errors common to FANUC robotics systems. Using troubleshooting techniques the student will be able identify common and not-so-common causes and the best way to resolve these problems and get the system back online and running at peak efficiency.  
1/2 DAY OF CLASS / \$400 PER PERSON / MIN. 4 PARTICIPANTS

### FANUC Robot Programming | 8HR

Participants will develop knowledge of robot programming and editing. Upon completion, the student will “teach” FANUC robots to perform various functions.  
1 DAY OF CLASS / \$550 PER PERSON / MIN. 4 PARTICIPANTS

### FANUC Robotics Materials Handling, Programming and Operations | 40HR

This course will familiarize participants with FANUC robot operation and programming. Students will learn to set up and program a FANUC robot with handling tool software package. Upon completion of this course, students will be able to: power up and jog the robot; recover from common program and robot faults; execute production operations; create, modify and execute a material handling program; monitor, force and simulate input and output signals; and backup and restore individual programs and files.  
5 DAYS OF CLASSES / \$1100 PER PERSON / MIN. 4 PARTICIPANTS

#### PART 1 | 16HR

This course will familiarize participants with FANUC robot operations and programming. Students will learn to set up and program a FANUC robot with handling tools software package. Upon successful completion of this course, students will be able to: power up and job the robot; and recover from common program and robot faults.  
2 DAYS OF CLASSES / \$750 PER PERSON / MIN. 4 PARTICIPANTS

#### PART 2 | 24HR

This course is designed to familiarize participants with FANUC robot operations and programming. In this course, students will learn the tasks needed to set up and program a FANUC robot with handling tool software package. Upon successful completion of this course, students will be able to: execute production operations; create, modify and execute a material handling program; monitor, force and simulate input and output signals; and backup and restore individual programs and files.  
3 DAYS OF CLASSES / \$900 PER PERSON / MIN. 4 PARTICIPANTS

# SAFETY

## Aerial Boom Lift Training | 4HR

This course covers mandatory training per 1926.453 for the operation of Aerial Work Platforms, Articulating Booms, Telescopic Booms and Trailer Mounted Booms using classroom discussion, video instruction and hands-on operator performance evaluation.

1/2 DAY OF CLASS / \$300 PER PERSON / MIN. 5 PARTICIPANTS

## Arc Flash with Lock-out/Tag-out | 8HR

Students in this course will learn safe practices for electrical workers to avoid arc flash hazards and proper lock-out/tag-out procedures to safeguard workers from the release of hazardous energy.

1 DAY OF CLASS / \$375 PER PERSON / MIN. 5 PARTICIPANTS

## Confined Spaces | 8HR

This course is designed to educate students working in the vicinity of confined spaces on key safety hazards, methods of controlling those hazards, elements of confined space programs, emergency procedures and training requirements. Participants will become familiar with examples of confined spaces and associated hazards found in both general industry and construction worksites. The course will educate participants on the definition of a confined space and the minimum site safety requirements and procedures to be implemented when opening, entering, exiting and/or performing work within these spaces.

1 DAY OF CLASS / \$375 PER PERSON / MIN. 5 PARTICIPANTS

## Fire Extinguisher Training | 2HR

This course presents the proper techniques to identify types of fires and how to safely and effectively extinguish live-fire situations with an extinguishing device. Students in this course receive hands on training using a fire extinguisher in a live fire demonstration.

1/4 DAY OF CLASS / \$300 PER PERSON / MIN. 6 PARTICIPANTS

## Forklift Train the Trainer | 8HR

The purpose of this training is to become a qualified Powered Industrial Truck (Forklift) operator – an operator who has the knowledge and skills to operate a forklift in a safe and professional manner to then be able to train others to be qualified Powered Industrial Truck operators. This training is OSHA compliant and was designed to cover the current safety training requirements found in the OSHA standards for Powered Industrial Trucks. The training is intended to cover forklift safety rules and regulations for all types and classifications of Powered Industrial Trucks.

1 DAY OF CLASS / \$375 PER PERSON / MIN. 5 PARTICIPANTS

## Industrial Forklift Safety | 4HR

An industrial forklift is a dangerous piece of equipment that can cause harm to people and property. That is why it is important to learn the safe operations of such equipment so as to ensure a proper and safe environment for work. This training will examine the safe use and care of an industrial truck and will allow you to obtain a Michigan Lift Truck License.

1/2 DAY OF CLASS / \$300 PER PERSON / MIN. 5 PARTICIPANTS

**Lock-out/Tag-out | 2HR**

This course uses Occupational Health and Safety Administration (OSHA) guidelines to present proper lock-out/tag-out procedures for industrial equipment. It also covers required lock-out/tag-out control devices and hazardous energy sources.

1/4 DAY OF CLASS / \$300 PER PERSON / MIN. 6 PARTICIPANTS

**OSHA 10 General Industry | 10HR**

From OSHA basics to common workplace hazards, this course provides foundational knowledge of occupational safety and health standards appropriate for general industry careers. Earn your OSHA 10-Hour card quickly and easily and be on your way to a safe and successful career.

2 DAYS OF CLASSES / \$500 PER PERSON / MIN. 5 PARTICIPANTS

**OSHA 10 Manufacturing | 10HR**

From OSHA basics to manufacturing industry-specific workplace hazards such as rotating equipment and eye injuries, this course provides foundational knowledge of occupational safety and health standards appropriate for careers in the manufacturing industry. Earn your OSHA 10-Hour card quickly and easily and be on your way to a safe and successful career.

2 DAYS OF CLASSES / \$500 PER PERSON / MIN. 6 PARTICIPANTS

**OSHA 30 General Industry | 30HR**

You'll learn about the basic elements of a workplace safety and health program and how to manage both. This includes understanding an employer's responsibilities for worker safety, as well as worker's rights to learn about the potential hazards of their job. The course also covers all the hazards you might encounter in many different industries, from scaffolding to bloodborne pathogens. You'll learn about essential safety procedures like lockout/tagout protocols, machine guarding mechanisms and industrial hygiene.

4 DAYS OF CLASSES / \$975 PER PERSON / MIN. 6 PARTICIPANTS

**Overhead Crane Train the Trainer | 8HR**

This course presents effective approaches on how to prepare individuals to teach, mentor or train others on overhead cranes. Students explore various topics on overhead crane safety, communication and signaling, etc.

1 DAY OF CLASS / \$375 PER PERSON / MIN. 5 PARTICIPANTS

**Tugger and Tow Tractor Training | 4HR**

This compliant OSHA Powered Industrial Truck (PIT) course was designed to cover the current safety training requirements found in the OSHA standards for a PIT. The training is intended to cover tugger and tow tractor safety rules and regulations. Preparing tugger and tow tractor operators, areas and equipment can prevent accidents. The student will learn about the unique features of tuggers and tow tractors and how to prepare for the operation safely. This course is ideal for people who use tuggers or tow tractors and their supervisors. This course will help lay the groundwork for the mandatory in-person training you will receive about your specific equipment and work area.

1/2 DAY OF CLASS / \$300 PER PERSON / MIN. 5 PARTICIPANTS

**EXEMPLAR GLOBAL CERTIFIED (TPECS)****IATF16949:2016 Lead Auditor Exemplar Global Certified (TPECS) | 40HR**

This course is designed to prepare the learner with the skills necessary to lead a successful audit of the organizations IATF16949:2016 and ISO9001:2015 Quality Management System. In addition, the Exemplar Global AUTO Competency unit includes Core Tools and Customer Specific Requirements. This is accomplished by preparing Lead Auditors with automotive industry examples, including leading an audit team in all phases of an audit that includes plan, prepare, conduct, and report.

5 DAYS OF CLASSES / \$1100 PER PERSON / MIN. 6 PARTICIPANTS

**IATF16949:2016 Internal Auditor Exemplar Global Certified (TPECS) | 32HR**

This course is designed to prepare the learner with the skills necessary to participate in a successful audit of the organizations IATF16949:2016 and ISO9001:2015 Quality Management System. In addition, the Exemplar Global AUTO Competency unit includes Core Tools and Customer Specific Requirements. This is accomplished by preparing Internal Auditors with automotive industry examples.

4 DAYS OF CLASSES / \$975 PER PERSON / MIN. 6 PARTICIPANTS

**ISO9001:2015 Lead Auditor Exemplar Global Certified (TPECS) | 32HR**

This course is designed to prepare the learner with the skills necessary to lead a successful audit of the organizations ISO9001:2015 Quality Management System. This is accomplished by preparing Lead Auditors with several industry examples, including leading an audit team in all phases of an audit that includes plan, prepare, conduct, and report.

4 DAYS OF CLASSES / \$975 PER PERSON / MIN. 6 PARTICIPANTS

**ISO14001:2015 Lead Auditor Exemplar Global Certified (TPECS) | 32HR**

This course is designed to prepare the learner with the skills necessary to lead a successful audit of the organizations ISO14001:2015 Environmental Management System. This is accomplished by preparing Lead Auditors with several industry examples related to an Environmental Management System that includes significant environmental aspects, compliance obligations, emergency preparedness & response, and leading an audit team in all phases of an audit that includes plan, prepare, conduct, and report.

4 DAYS OF CLASSES / \$975 PER PERSON / MIN. 6 PARTICIPANTS

**ISO45001:2018 Lead Auditor Exemplar Global Certified (TPECS) | 32HR**

This course is designed to prepare the learner with the skills necessary to lead a successful audit of the organizations ISO45001:2018 Occupational Health and Safety Management System. This is accomplished by preparing Lead Auditors with several industry examples related to an Occupational Health and Safety Management System that includes hazard controls, compliance obligations, emergency preparedness & response, and leading an audit team in all phases of an audit that includes plan, prepare, conduct, and report.

4 DAYS OF CLASSES / \$975 PER PERSON / MIN. 6 PARTICIPANTS

# KELLOGG COMMUNITY COLLEGE WORKFORCE SOLUTIONS

Workforce Solutions is the business, industry and job-training arm of Kellogg Community College. The department serves communities through a diverse range of workforce development services and programs making business and industry more competitive. **Let us help you identify the most skilled, most capable and most trainable candidates.**

## Scientific Management Techniques (SMT) Aptitude Tests for:



**Mechanical  
skills assessment**



**Electrical  
skills assessment**

### SMT Aptitude Testing can be used for:

- Apprenticeship candidate selection
- New hires
- Promotions

### SMT Aptitude Testing can identify skills and competencies such as:

- Trainability
- Spatial perception
- Problem solving skills
- Troubleshooting ability
- Qualitative and quantitative reasoning ability
- Ability to follow instructions

### SMT is a hands-on, performance based test and can:

- Quantify skills and competencies that traditional aptitude tests can't
- Lower the risk and cost of hiring by identifying skills prior to hire
- Provide a return-on-investment over 100% the first month of implementation



**Train at your site or  
any one of KCC's five  
locations.**

### 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

### KCC MAIN CAMPUS

450 NORTH AVENUE  
BATTLE CREEK, MICHIGAN 49017

**[kellogg.edu/workforce](http://kellogg.edu/workforce)  
269-565-2806**





**Workforce Solutions**

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