

Training & Development

Connecting People, Communities & Opportunities!



The Central Community College Training and Development team was developed to respond to the training needs of central Nebraska businesses. We will work with your organization to develop customized training on-or-off-site at a time to fit your needs. Whether your company is focused on manufacturing, construction, agriculture, retail or service, CCC can help develop and enhance the skills of your employees.

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Leadership Development

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Leadership Development Series Seven Week Program

This highly interactive seven day program is intended to enhance the leadership skill level of participants. Outcomes include the increased confidence of employees to create a positive work environment, more effective teams and results that impact the bottom line.

Topics include:

- Leadership Principles
- Colors Matrixx Personality Training
- Communication
- Situational Leadership
- Leadership and Trust
- Team Building
- Conflict Resolution
- Managing Change



Other Leadership Topics:

- Customer Service Skills
- Successful Sales Strategies
- Marketing and Motivation
- Simple Respect: Demonstrating Sensitivity in the Workplace
- Business Professionalism
- Advanced Team Building
- First Rate Assistant
- Peer Today, Boss Tomorrow
- Time Management
- Personal Accountability
- Diversity
- Training Techniques

We are certified in the Bob Pike delivery methods!

Computer Training Center

Kory Cetak, kcetak@cccneb.edu, 308-398-7391

- Windows XP – Basic & Advance
- Outlook – Basic & Advance
- Word – Basic, Intermediate & Advance
- Excel – Basic, Intermediate & Advance
- Access – Basic, Intermediate & Advance
- PowerPoint – Basic & Advance
- Project – Basic & Advance
- Publisher – Basic & Advance
- Office 2007 New Features
- Dreamweaver CS3 – Basic & Advance
- Photoshop CS3 – Basic & Advance
- Illustrator CS3– Basic
- Acrobat 9.0 – Basic
- InDesign CS3 – Basic

Environmental Health & Safety

Mike Epp, mepp@cccneb.edu, 402-562-1461

- 10 & 30 hr. OSHA for Construction
- 10 & 30 hr. OSHA for General Industry
- OSHA Recordkeeping
- 24 hr. HAZWOPER Technical Level
- 8 hr. Hazmat Refresher
- DOT Hazardous Materials Transportation
- Forklift Operator Safety
- Confined Space Awareness, Entry and Rescue
- Lockout/ Tagout
- Hot Work Permits
- NFPA 70E Arc Flash

Check us out on the web!
www.cccneb.edu

Industrial Technology

- AutoCAD
- Blueprint Reading for Industry
- Brazing
- Concepts of Electronics I
- Concepts of Electronics II
- Crimping
- Electrical Safety
- Fundamentals of Hydraulics
- Fundamentals of Mechanical Systems
- Fundamentals of Pneumatics
- Motor Controls
- Soldering

LEAN Manufacturing

Charles Sanders, csanders@cccneb.edu,
402-562-1213

- LEAN Manufacturing Simulation
- Kaizen Blitz Events
- 5S
- Value Stream Mapping
- Process Certification
- Visual Order
- Mistake Proofing
- Standard Work
- Total Productive Maintenance
- Set-Up Reduction

Quality Technology

Charles Sanders, csanders@cccneb.edu,
402-562-1213

- Statistical Process Control
- Design of Experiments
- Total Quality Management
- Inspection Applications
- Tools and Gauging
- Quality Audits
- Root Cause Analysis



Welding Technology

Russ Moore, rmoores@cccneb.edu, 308-398-7592

- Gas Metal Arc Welding (Wire or Mig)
- Shield Metal Arc Welding (Stick)
- Gas Tungsten Arc Welding (Tig)
- Welding for Certification
- Welding for Qualification
- Safety Training

Worker Training Grants

Central Community College is the leading recipient in Nebraska of worker-training grant funds. We will assist you through the application process, submission, and close-out. For more information on eligibility go to <http://www.dol.state.ne.us> and click on Employer Services and then Worker Training.

For more information, contact:

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Central Community College is a proud member of the *Nebraska Manufacturing Extension Partnership*. For more information contact:

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