# **Customized Training**

at Iowa Western

**Business & Community Education** 

# **Program Overview**

# **Customized Traning**

lowa Western can offer you training focused on a huge range of topics including in any industry. Topics include Management/Supervision, Computer skills, Sales, Entrepreneurial Management, Basic Skills, Technical, Health & Safety, and more. We will also develop specialized training within your industry by working with experts. Your employees are your greatest asset, so start investing in them today!

## **Apprenticeships in Southwest Iowa**

Apprenticeship programs are a proven system for training and retaining quality employees. Whether you are starting an apprenticeship, wanting to join an established apprenticeship or if you have students needing to become an apprentice with your company, lowa Western can help you.

We can partner with you in developing and registering an apprenticeship with the Department of Labor. Apprenticeships must have related training hours and on-the-job learning skills. The duration of the apprenticeship will depend on the occupation. Reach out to lowa Western today to meet with our apprenticeship team!





Scan this code to learn more about the customized training at lowa Western.

# For more information CONTACT US

Phone: 712-325-3376
Email: bce@iwcc.edu

#### **LOCATION**

Iowa Western Community College 2700 College Road Council Bluffs, IA 51503



# **Training Needs Checklist**

### **Management / Supervision**

Leadership Development Managing Complaints Quality Management Supporting Change **Problem Solving** Communication Skills Performance Standards &

#### Goals

**Customer Relations Supplier Relations Resolving Conflicts** Effective Employee Appraisals Stress Management Team Building Interpersonal Skills **Business Writing** 

#### **Computer Skills**

Windows Excel Access PowerPoint Outlook **Quick Books** Adobe

### Sales & Marketing

Sales & Negotiations **Customer Focus** 

#### **Entrepreneurial Management**

Strategic Planning Market Strategy Managing Company Value

#### **Basic Skills**

**HISET** Literacy Training Writing Refresher Math Refresher Reading Refresher Digital Literacy

## Language/Communication

Spanish for Supervisors Spanish for Manufacturing Spanish for Human Resources Conversational Spanish Command Spanish English as a Second Language (ESL)

#### Technical/Maintenance

Welding MIG, TIG, Oxyacetylene, Aluminum, FCAW, Pulse Shop Math Electronics Blueprint Reading Pneumatics / Hydraulics Electricity Mechanical Power Transmission **Industrial Plastics** Fork Lift Safety/Operations Machine Shop CNC (Computer Numerical Control) Gauge Reading "PLC (Programmable Logic Controls) "Motor Controls

#### **Operations**

**LEAN Manufacturing** Workplace LEAN ISO 9000 Six Sigma

#### Health & Safety / OSHA

First Aid Lock-out Blood borne Pathogens Industrial Safety OSHA - 10 & 30 hr Process Safety Management CPR Confined Space Entry Personal Protective Equipment

The Division of Business & Community Education at IWCC works with individuals, communities, and existing and emerging businesses in Southwest Iowa providing the services and programs they need to remain competitive and thrive.

Contact Iowa Western for more information Phone: 712-325-3434 Email: BCE@iwcc.edu

