



WORKFORCE DEVELOPMENT SOLUTIONS

NORTHLAND
COMMUNITY & TECHNICAL COLLEGE

Continuing Education, Customized Training, & Corporate Learning

Exciting changes are happening at Northland Community & Technical College! The Center for Outreach and Innovation has a new name - Workforce Development Solutions and new partners which include: Central Lakes College, Minnesota State Community & Technical College, Minnesota State University Moorhead and Alexandria Technical & Community College.

With this partnership comes a significant increase in training opportunities available to support your company with their needs. Workforce Development Solutions specializes in Continuing Education, Customized Training and Corporate Learning. Our educators can customize a class specifically for your organization and deliver the training at your facility or on campus.

This viewbook includes course topics that we offer. If you don't find what you are looking for, give us a call as we can be sure to customize a course to fulfill your company's needs. We look forward to the opportunity of serving your educational and training needs!

Business Technology Training

We specialize in offering customized education for businesses that want to provide training for their staff. We offer a wide range of programs with flexible scheduling.

- Cisco Networks
- Microsoft Office Suite:
 - Access, Excel, Outlook
 - PowerPoint, Project, Publisher, Word
 - Quickbooks for Business
 - Social Media (LinkedIn, Facebook, Twitter)
 - Adobe Pro/Adobe Forms
 - Google Apps
 - MS Data Storage/Office 365



Transportation Training

We provide current education and certifications to a variety of topics. Some of our specialized courses are delivered to the public through our continuing education series. Please call us for more information!

- CDL Class A & B
- CDL Safe Practices/Defensive Driving
- CDL Refresher/Annual Training
- Minnesota Commercial Vehicle Recertification
- Motorcycle Training: Basic, Intermediate & Advanced
- Pilot Car
- Pre-Inspection Training
- Truck Weights Customized Trainings

Fire, EMS, and Law Enforcement Training

These programs are primarily delivered to fire and EMS personnel, although some are relevant for industry partners. Hands-on activities that reinforce concepts are a crucial aspect of this type of training.

- Community Paramedic
- Emergency Medical Courses
- CPR, First Aid, EMR (First Responder), EMT
- Fire 8200, Small UAS Firefighter – Basic – MBFTE Certified
- POST Board required Crisis Response, Conflict Management & Cultural Diversity
- Law Enforcement Handgun, Shotgun, Rifle Instructor & User
- Law Enforcement Armorers
- Law Enforcement Defensive Tools and Tactics
- Law Enforcement Rapid Deployment
- National Fire Academy Courses
- NFPA 472 Standard for Firefighter Professional Qualification
- NFPA 1001 Standard for Firefighter Professional Qualification
- NFPA 1002 Standard for Fire Apparatus Driver/Operator Professional Qualification
- NFPA 1006/1670 Standard for Technical Rescuer
- Professional Qualifications and Standard on Operations & Training for Technical Search and Rescue Incidents
- NFPA 1021 Standard for Fire Officer Professional Qualification
- NFPA 1033 Standard for Professional Qualifications for Fire Investigator
- NFPA 1041 Standard for Fire Service Instructor Professional Qualification
- NFPA 1403 Standard for Live Fire Training Evolutions: Structural, Car, Propane



Health Training

Healthcare training opportunities at Northland Community & Technical College have been designed and created to meet the training needs of students, business & industry and volunteer service organizations.

BLS CPR

- Continuing Education for Nurses, Dental and Health Professionals:
- Dental Ethics
- Dental Record Keeping
- Infection Control
- Meth Use and its Effect on the Body
- Medical Emergencies: The First 5 Minutes
- IV Therapy
- LPN and RN Refresher Courses
- Medication Administration for School Personnel
- Medication Assistant II/Medication Administration for Unlicensed Personnel
- Nitrous Oxide/Oxygen Inhalation Sedation
- Nurse Assistant Classes and Testing
- SLPA Supervision and SLP Interpreter Training

Leadership Development Training

In today's market organizations are faced with the challenge finding and retaining valuable employees. Through Leadership Development training, managers become equipped with tools to motivate and inspire individuals and teams to achieve results in an engaging culture.

- Achieve Forum Leadership Series
- Behavioral Expectations & Interviewing
- Behavioral Responsibilities & Communication
- Business Plan Development
- Coaching: Bringing Out the Best in Others
- Completing Performance Evaluations
- Customer Service
- Developing Effective Presentation Skills
- Diversity Training
- Emotional Behavior in the Workplace
- Generations in the Workplace
- Harassment and Bullying in the Workplace
- Healthcare Leadership Academy
- Improving Work Relationships – Conflict Resolution



Leadership Development Training (cont.)

- Leadership for Frontline Supervisor
- Lean Facilitation Training
- Meyers-Briggs Type Indicator
- Moving from Conflict to Collaboration
- New American Training
- Process Improvement including 5S and Six Sigma
- Professional Work Ethics
- Project Management
- QBQ! – Personal Accountability
- Reasonable Suspicion
- Root Cause Analysis & Problem-Solving Process
- Sexual Harassment/Workplace Violence
- Strategic Planning
- Strengthsfinder/Strengths Based Leadership
- Train-the-Trainer Instruction
- Working Together for Quality Outcomes

Mechanical/Technical Training

Mechanical/Technical training is customized to focus on the specific skills needed at your organization. Using our mobile trailers or equipment, hands-on training components can be incorporated into all training.

- American Society of Testing Materials Certifications (ASTM)
- APICS
- Autocad/2D Modeling
- Basic Mechanical
- Blueprint Reading
- Certified Production Technician Certification
- Computer Aided Manufacturing/Computer Numerical Control
- Geometric Dimensioning and Tolerance (GD & T)
- Hydraulics/Pneumatics
- Industrial Automation and Control – PLCs
- Industrial Maintenance
- Introduction to Machine Operator
- Machining for Manufacturing
- Mechanical, Electrical, & Hydraulics Troubleshooting
- Mill & Lathe Basics Instruction
- Solidworks/3D Modeling



Mechanical/Technical Training (cont.)

- Steam Plant Engineering (Boiler) – Low/High Pressure
- Welding

Safety & Compliance Training

Safety and compliance training courses are customizable to meet the specific needs of your organization. Our goal is to provide your company with a valuable learning experience that inspires good judgement and safe work habits.

- Aerial Lift/Scissor Lift Competent Person and User
- Bleed Control for the Injuries (B-Con)
- Bloodborne Pathogens/Right-to-Know
- Confined Space Entry – Permit Required & Refresher
- CPR/First Aid/AED
- Ergonomics
- Emergency Action Plan Assessment & Consultation
- Fall Protection Competent Person and User
- Fire Extinguisher
- Forklift Operator & Forklift Train-the-Trainer
- Hazmat: Awareness, Operator and Technician
- Hazmat Monitor Awareness
- HAZWOPER – Initial & Refresher
- MSHA Part 46 New and Refresher
- MSHA Part 48 New and Refresher
- OSHA 10 and 30 General Industry & Construction
- Qualified Rigger
- Qualified Signal Person
- Reasonable Suspicion
- Respiratory Protection & Qualitative Fit Testing
- Safety Inspection & Audits
- Scaffolding Competent Person, Erector and User
- Trenching & Excavation



Specialized Training

These offerings are conducted in a variety of formats and are designed to meet the appropriate licensure requirements.

- Cosmetology CEU Offerings
- Food Managers ServSafe Certification & Examination
- Real Estate I, II and III Including License Preparation
- Serve it Safe Certification
- Viticulture, Enology & Wine Business Entrepreneurship

Electrical Training

Experience and research show that adult learners learn better when hands-on skills are used to reinforce concepts, so most electrical training includes a hands-on component. Training partner policies and procedures such as safety policies can be included and reinforced as part of the curriculum.

- Basic, Electrical
- Electrical Applications & Troubleshooting Concepts
- Electrical Safety – Affected, Qualified and Refresher
- Electrical Theory and Safety
- Lock Out/Tag Out



The Customized Process

STEP 1

WDS conducts a needs assessment to ask:

- What are you looking for?
- What are your business goals?
- What results and outcomes do you expect?

STEP 2

Instructor is selected based on needs of your organization.

STEP 3

Content is designed to fit your needs.

STEP 4

Classes are delivered where you want, when you want!

STEP 5

Evaluations are conducted, and summaries provided.

STEP 6

Certificates are awarded.



CONTACT

FOR MORE INFORMATION ABOUT WORKFORCE DEVELOPMENT SOLUTIONS AT NORTHLAND, CONTACT:

Ashley Gillund

Customized Safety & Health Instructor

Education: AAS Business Entrepreneurship
Specializes in: Mine Safety & Health,
Occupational Safety

218.683.8642

ashley.gillund@northlandcollege.edu

Kirsten Michalke

Director of Workforce Development

Education: BA Psychology; Business
Administration & MA Industrial
Organizational Psychology
Specializes in: Corporate Learning,
Manufacturing

218.683.8647

kirsten.michalke@northlandcollege.edu



northlandcollege.edu



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