Lacy H., from Orbis Corporation, located in Urbana, Ohio, participates in lathe operations at Edison State, as part of the Skilled Technician Training Program (March 2023).

WORKFORCE DEVELOPMENT & **WORK-BASED LEARNING** Newsletter published by Edison State Community College   **SPRING 2024**

INSIDE THIS ISSUE

WORKFORCE DEVELOPMENT

Our employer services and resources include:

- **Customized** Training and **Skill Development**
- **Leadership** and **Personal Enrichment** Courses
- **Job Posting** and **Recruitment** Services
- **Edison State Works**—Connect with students on our campus, in-person or virtual
- **Earn and Learn**—Apprenticeships, Internships and Co-ops

*To start a discussion on Workforce Development and Work-Based Learning options, contact **Brandi Olberding** at **937.381.1533** or **bolberding@edisonohio.edu.***

Assessment 101: Improving Communication Within Your Team

"Everything DiSC® Workplace" is a personality assessment tool designed to help individuals and teams understand their behavioral preferences and improve communication and collaboration in the workplace. Here are some potential benefits of using Everything DiSC® Workplace profiles:

1. **Improved Communication** Understanding one's DiSC style and the styles of others can enhance communication by providing insights into how individuals prefer to communicate, receive information, and interact with others.

2. **Enhanced Team Collaboration** By recognizing and appreciating the diversity of DiSC styles within a team, members can work together more effectively. This leads to improved collaboration, reduced conflicts, and increased overall team performance.

EVERYTHING **DiSC** WORKPLACE®

3. Increased Self-Awareness Everything DiSC® Workplace helps individuals become more self-aware by providing insights into their own behavioral tendencies, strengths, and potential areas for development. This self-awareness can lead to personal and professional growth.

4. Conflict Resolution The tool provides strategies for working with individuals of different DiSC styles, which can be particularly useful in resolving conflicts. Understanding the underlying motivations and preferences of others can lead to more constructive and productive conflict resolution.

5. Leadership Development Everything DiSC® Workplace can be used in leadership development programs to help leaders understand their leadership style, communication preferences, and how to effectively lead and influence individuals with different styles.

Understanding the Reports

Edison State can guide you in comprehending your Everything DiSC® Workplace profiles through interactive workshops facilitated by our group leaders. Give us a call today to learn more!

Source: *Everything DiSC Workplace*, www.discprofile.com/everything-disc/workplace, December 8, 2023.

Mechanical Engineering Technology student and Peerless Food Equipment intern, Jack Quinlisk.

PEERLESS FOOD EQUIPMENT

Interns in Action

Peerless Food Equipment, in Sidney, provided an internship experience to Jack Quinlisk, an Edison State engineering student. Jack shared, "Part of my duties as Controls Engineer Intern is utilizing CAD software to make and update electrical drawings for the food equipment we produce. I also create and update bills of materials (BOMs) to get the necessary electrical parts ordered, in addition to programming the PLCs and HMIs on the food equipment." Jack will continue with his studies and will work at Peerless part-time.

Jack Quinlisk—Edison State Community College Mechanical Engineering Technology—Class of 2024

Need an intern? For more information, contact **Roger Fulk** at **937.381.1547** or by emailing **rfulk@edisonohio.edu.**

Workforce Training—Online Courses

Teaming up with **ed2go**, Edison State presents a range of online enrollment programs crafted to equip individuals with essential workplace skills. Our catalog holds more than 500 online courses instructed by industry experts and strategically designed to promptly impart sought-after and transferable skills. Instructor led and self-paced options are available. Visit **www.ed2go.com/edisonohio** to explore options or to register.

For more information or assistance with registration, contact **Roger Fulk** at **937.381.1547** or email **rfulk@edisonohio.edu.**

Featured courses include

Six Sigma: Total Quality Fundamentals Learn the fundamentals, history and key concepts of the total quality movement. This course will teach you how to increase the value of your company through motivational models, leadership, teamwork and quality standards.
$135 | 24 COURSE HOURS
START DATES | January 17, February 14, March 13

Computer Skills for the Workplace This course includes a great introduction to Windows 10 and Office 365 to provide the fundamental computer competencies you need to prosper in a modern workplace.
$129 | 24 COURSE HOURS
START DATES | January 17, February 14, March 13

Introduction to Microsoft Excel Learn to quickly and efficiently use Microsoft Excel 2019 as you discover dozens of shortcuts and tricks for setting up fully formatted worksheets.
$147 | 24 COURSE HOURS
START DATES | January 17, February 14, March 13

Introduction to QuickBooks Manage the financial aspects of your small business quickly and efficiently using QuickBooks Online. This course will give you hands-on experience recording income and expenses; entering checks and credit card payments; tracking your payables, inventory and receivables and much more.
$139 | 24 COURSE HOURS
START DATES | January 17, February 14, March 13

Fundamentals of Technical Writing Master the fundamental techniques to explain complex subjects in a way that makes them easy to understand.
$135 | 24 COURSE HOURS
START DATES | January 17, February 14, March 13

Speed Spanish Learn six easy recipes to glue Spanish words together and engage in conversational Spanish.
$125 | 24 COURSE HOURS
START DATES | January 17, February 14, March 13

Many online programs are TechCred approved.

Did You Know?

We offer CPR/Basic Life Support and Nurse Assistant (STNA) training.

For information on these courses, including dates offered, contact **Brandi Olberding** at **937.381.1533** or **bolberding@edisonohio.edu.**

Ohio College Tech Prep
Building Quality Career Pathways
WEST REGION

If you would like to host a secondary student for a work-based learning experience, contact Edison State Tech Prep Coordinator, **Deb Holthaus** at **937.778.7891** or **dholthaus@edisonohio.edu.**

WE ARE HIRING INSTRUCTORS

Interested in sharing your knowledge and mentoring others?

The Office of Workforce Development and Work-Based Learning is looking for additional instructors in the areas of Nurse Assistant training and Programmable Logic Controllers. For more details and a list of requirements, visit **www.schooljobs.com/careers/edisonohioedu** or email Brandi Olberding at *bolberding@edisonohio.edu.*

SKILL DEVELOPMENT FOR YOUR ORGANIZATION

SPRING 2024

LEADERSHIP DEVELOPMENT SERIES

These workshops are designed for new supervisors or line leaders. The series will help supervisors develop leadership skills, learn how to supervise former peers and build communication and conflict resolution skills. Materials included.

Sign up for the series below for $350/person or attend the session(s) of your choice for $125/person.

Peer Today, Boss Tomorrow

Making the leap from peer to boss is never easy. New managers frequently struggle to balance their old coworker relationships with their new management responsibilities. This course presents four proven strategies that will help you navigate changing relationships and prepare for difficult situations that you are likely to encounter as you assume your new role.

Tuesday | March 12, 2024 | 8:30 a.m.–12:30 p.m.
PIQUA CAMPUS

Coaching—Moving People Forward

Effective coaches inspire and lead teams through change. They inspire others to be motivated and innovative creative thinkers. Inspirational leaders provide meaning to help others achieve their goals. This is why learning to be a good coach matters. In this course, leaders will learn and practice approaches to coaching in any situation and to nurture and build relationships based on trust and other empowerment tools.

This workshop is worth 4 PDCs for SHRM-CP or SHRM-SCP.

Tuesday | March 26, 2024 | 8:30 a.m.–12:30 p.m.
PIQUA CAMPUS

— SHRM —
SHRM-CP | SHRM-SCP
RECERTIFICATION
PROVIDER

Resolving Workplace Conflict

Today's business environment challenges organizations to increase productivity, improve quality, shorten cycle time and reduce costs. An unfortunate but natural by-product of these challenges is conflict. This course will teach you how to recognize the signs of escalating conflict and take appropriate action to minimize damage. You will be introduced to two resolution tactics—coach and mediate— and will practice using the Interaction Essentials as you coach and then mediate to resolve a conflict.

This workshop is worth 4 PDCs for SHRM-CP or SHRM-SCP.

Tuesday | April 9, 2024 | 8:30 a.m.–12:30 p.m.
PIQUA CAMPUS

— SHRM —
SHRM-CP | SHRM-SCP
RECERTIFICATION
PROVIDER

SHRM-CP/SCP Prep Course for the Human Resource Professional

Enhance your HR knowledge and skills to earn the advancement and recognition you deserve as an HR professional. Our expert instructors and premier learning materials will help fill your unique knowledge and skill gaps to maximize your chances for success on your SHRM-CP or SHRM-SCP exam. ***Classes meet just once a week!***

IN PARTNERSHIP WITH
SHRM®
BETTER WORKPLACES
BETTER WORLD™

Tuesdays | January 30–April 23, 2024
6:00 p.m.–9:00 p.m. | ONLINE
$1,495
Includes books and a prepaid voucher to sit for the certifying exam upon eligibility.

FREE
Information Session
Tuesday, January 16, 2024
6:00 p.m.–7:00 p.m.
Via Zoom

www.edisonohio.edu/SHRM

For more information, contact Trisha Elliott–SHRM Coordinator, at 937.778.7811 or email telliott2@edisonohio.edu.

MORE SPRING OFFERINGS

Microsoft Excel Spreadsheets for Beginners—Level 1   **FEE $79**
Thursday | March 28, 2024
1:00 p.m.–4:00 p.m. | GREENVILLE CAMPUS
Thursday | April 4, 2024
1:00 p.m.–4:00 p.m. | PIQUA CAMPUS

Microsoft Excel Spreadsheets Intermediate—Level 2—Special Topics   **FEE $79**
Thursday | April 25, 2024
1:00 p.m.–4:00 p.m. | PIQUA CAMPUS (Charts, Pivot Tables)
Thursday | May 2, 2024
1:00 p.m.–4:00 p.m. | PIQUA CAMPUS (Look-Up Functions)

Microsoft Outlook Calendars, Emails, Appointments, Oh My!   **FEE $79**
Thursday | May 9, 2024
1:00 p.m.–4:00 p.m. | PIQUA CAMPUS

Microsoft courses can be tailored for delivery at our site or at yours.

4

Lunch & Learn+ *Contact us today to register!*

TechCred: Understanding the Technical Training Reimbursement Program FREE *(Lunch Included)*

This FREE workshop will help employers understand the TechCred program with a hands-on workshop navigating the website and gaining tools to help with the application process. TechCred enables employers to identify the skills they need and collaborate with training providers to upskill their employees. Once the training has been completed, employers can apply for reimbursement through the TechCred program. *March is an open application period.*

Tuesday, March 5, 2024 | 11:30 a.m.–1:00 p.m. | PIQUA CAMPUS

Time Management: Take Time to Manage Your Time $35 *(Lunch Included)*

Time management is the coordination of tasks and activities to maximize the effectiveness of an individual's efforts. Essentially, the purpose of time management is enabling people to get more and better work done in less time. This workshop will help you define the basics of time management and determine how you presently use time and apply time management principles and techniques. *Facilitated by Mr. H. Roger Fulk, M.Ed.*

Tuesday, March 12, 2024 | 11:00 a.m.–1:00 p.m. | PIQUA CAMPUS

Tuesday, April 30, 2024 | 11:00 a.m.–1:00 p.m. | GREENVILLE CAMPUS

Accounting Related Topic FREE *(Lunch Included)*

This FREE workshop will be hosted by the Edison State Student Accounting Club. In this student-led workshop, you will learn about a topic related to a current accounting practice.

Tuesday, April 9, 2024 | 11:30 a.m.–1:00 p.m. | PIQUA CAMPUS

Leadership Communication $35 *(Lunch Included)*

To be an effective leader, you need effective communication skills. Studies show that many leaders have the knowledge and intellect to succeed, but many fail due to a lack of interpersonal skills including effective communication. This workshop will help you assess your current communication skills and provide steps you can take to improve your skill level. *Facilitated by Dr. Richard A. Hanes, EdD.*

Wednesday, April 24, 2024 | 11:00 a.m.–1:00 p.m. | PIQUA CAMPUS

FLEX TECH 🌐 **Blended Learning for Manufacturing Training Solutions**

SPRING 2024

These programs are a blend of online learning and hands-on learning labs. When the online portion is completed, students proceed to a hands-on learning lab with an experienced instructor to validate and reinforce the online learning experience and to meet your specific training needs. *All programs are TechCred approved.*

CNC MACHINE TOOL OPERATOR TRAINING PROGRAM

The CNC Machine Tool Operator Training Program equips employees with the skills needed to be successful CNC operators by offering a blend of online learning and hands-on validation learning labs. The program is divided into five subject areas:

- Safety, Math & Measurements
- Manual Mill
- Manual Lathe
- CNC Mill
- CNC Lathe

6-month program | In person once/month   **$2,495/person**
Classes designed to start anytime
College credit and funding available
All course modules are open to customization

MAINTENANCE TECHNICIAN ESSENTIALS PROGRAM

The Maintenance Technician Essentials Program equips employees with the skills needed to be successful maintenance technicians by offering a blend of online learning and hands-on validation labs. The program is divided into subject areas:

- Shop Practice & Measurements
- Maintenance Basics
- Mechanical Systems
- Hydraulics & Pneumatics
- Basic Electricity
- Industrial Controls
- Advanced Industrial Controls
- Programmable Logic Controllers (PLCs)
- Advanced Programmable Logic Controllers (PLCs)
- Robotics

9-month program | In person once/month   **$4,995/person**
Classes designed to start anytime
College credit and funding available
All course modules are open to customization

FUNDAMENTAL WELDING PROGRAM

This program familiarizes the participant to welding and cutting processes, including shielded metal arc (Stick), gas metal arc (MIG), gas tungsten arc (TIG) and validation lab experiences. Labs also introduce the participant to cutting processes, oxyacetylene and plasma cutting to develop welding and cutting skills by performing the basic processes on steel and aluminum. The program will guide the participant through the following subject areas:

- Safety Practices for Hot Work   **$995/person**
- Welding Metallurgy Basics
- Plasma Cutting/Oxyacetylene
- Stick Welding
- MIG and TIG Welding
- Review and Practice
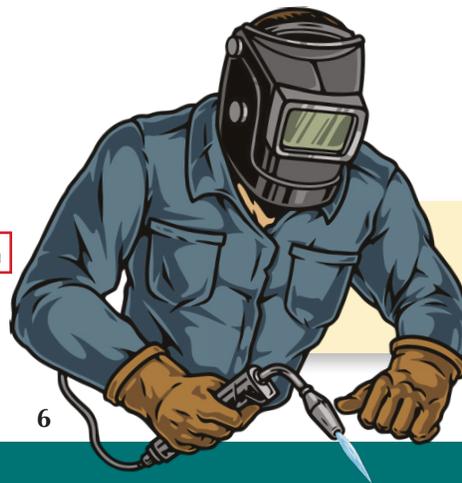
Registration can begin anytime. Modules are customizable and can be tailored to fit your specific training needs.

For information or to start a discussion on **Workforce Development,** *contact* **Brandi Olberding** *at* **937.381.1533** *or* **bolberding@edisonohio.edu.**

Edison State is a member of the West Central Ohio Manufacturing Partnership (WCOMP). WCOMP is a manufacturing-led 'industry sector partnership' created to solve the common workforce training, retention and recruitment challenges of its participating member manufacturers.

In partnership with

Learn more about the TechCred Employer Reimbursement Program See page 8.

6

UPSKILL AND RETAIN YOUR MANUFACTURING WORKFORCE

Introduction to Engineering Prints and GD&T *(4-hour Workshop)*
Learn foundational concepts involving the principles of geometric, dimensional and tolerancing.

$99/per person

Wednesday | February 28, 2024 | 5:00 p.m.–9:00 p.m. | PIQUA CAMPUS

Introduction to Statistical Process Control (SPC) *(2-hour Workshop)*
Learn to monitor process bahavior and understand the source and cause of variation in process-based on control charts.

$59/per person

Wednesday | April 24, 2024 | 5:00 p.m.–7:00 p.m. | PIQUA CAMPUS

A QUALITY SERIES IN MANUFACTURING

Quality Fundamentals
Learn foundational concepts in identifying and implementing quality practices to decrease scrap cost, decrease cost of quality and increase first pass and final yield.

$99/per person

Wednesday | May 8, 2024 | 5:00 p.m.–9:00 p.m. | PIQUA CAMPUS

Introduction to Quality Auditing
This workshop focuses on foundational skills evaluating quality performance to a set of standards and comparing the review to the set of performace standard identified.

$59/per person

Wednesday | May 15, 2024 | 5:00 p.m.–7:00 p.m. | PIQUA CAMPUS

For information on any of these topics, or to start a discussion on **Workforce Development,** *contact* **Brandi Olberding** *at* **937.381.1533** *or* **bolberding@edisonohio.edu.**

Industrial Electrical Controls Fundamentals *(32 hours)*

This course is designed to provide knowledge and skills required to install, maintain and troubleshoot machine controls. Participants will define uses and functions of push buttons and switches, relays and motors and demonstrate the reading of schematic diagrams and logic. Participants will learn to identify proper wiring configurations of a control transformer's primary current for 240v and 480v operation. Many other core competencies will be demonstrated during the 32-hour workshop.

Enroll today in an upcoming class!

$995/per person   *TECH Cred Approved*

Thursday & Friday | February 1–2 & 8–9, 2024 | 8:00 a.m.–4:00 p.m.
PIQUA CAMPUS

Thursday & Friday | April 4–5 & 11–12, 2024 | 8:00 a.m.–4:00 p.m.
PIQUA CAMPUS

SAVE THE DATE

2024 Summer Symposium for HR Professionals

Thursday | August 8, 2024
PIQUA CAMPUS

Join us for a day of networking and the sharing of best practices and partnerships—all centered around a human resources strategy.

Breakout topics will include:
- AI Technology for the HR Professional
- Employment Law
- Mental Health
- Recruiting and Retention Strategies

RAMSAY CORPORATION

Optimize Your Recruitment and Advancement Procedures
SKILL MANAGEMENT THROUGH PROCTORING SERVICES

If you're seeking to bring a new technician on board, consider our RAMSAY proctoring services tailored for technical and aptitude assessments, serving both pre-employment and promotional purposes. RAMSAY tests evaluate a spectrum of technical and foundational skills, offering crucial insights for assessing maintenance, production and operator workforces— enabling you to refine and enhance your recruitment, training and promotion procedures.

EDISON STATE COMMUNITY COLLEGE
50 1973–2023 ANNIVERSARY
BOLD LEGACY. BRIGHT FUTURE.

Contact us about your

@ **training needs**
937.778.7811

Ohio | TechCred

Take Advantage of TechCred—
A Reimbursable Training Program for Employers

With Edison State as a training partner, employers will have access to numerous short-term, technology-focused and industry-recognized credentials which qualify for funding by Ohio's TechCred program. In fact, employers can be reimbursed up to $2,000/per employee for training costs once the employee has successfully completed a credential.

Edison State offers certificates that qualify for TechCred in the areas of Apprenticeships, Business Technology, Customized Training, Healthcare Technology, Information Technology, Cybersecurity, Manufacturing and Robotics/Automation.

*For more information or to start a discussion on **Workforce Development,** contact **Brandi Olberding** at **937.381.1533** or **bolberding@edisonohio.edu** or visit **www.edisonohio.edu/techcred.***