EdisonState
COMMUNITY COLLEGE
WORKFORCE DEVELOPMENT & WORK-BASED LEARNING

Presenter Tommy Renfro speaks on **Harnessing the Power of AI** *at the 2024 Summer Symposium for HR Professionals held at the Piqua Campus in August 2024.*

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.**

Showing & Receiving Appreciation in the Workplace

More than 35% of employees consider lack of recognition of their work as the biggest hindrance to their productivity according to a recent poll by Tjinsite, a Division of *TimeJobs.com*. We all need to feel valued and appreciated.

While appreciation is something you can express, it's also something you can show through your actions and behaviors. If you—as a manager or an individual contributor—want to build the kind of relationships where people feel valued, communication flows, and great work gets done, it's important to expand your understanding of appreciation beyond verbal expressions and learn how to show people you value them as well.

A good trick to use is to observe how your co-workers express genuine appreciation to others. Often how someone treats another person is exactly how they would like to receive appreciation.

Showing & Receiving Appreciation… *(continued)*

The types of gifts they give are exactly what they would enjoy—a gift card, a cup of coffee or specialty drink, or a favorite dessert or snack.

Ways to show appreciation include written notes, spending quality time with employees, enjoying lunch with an employee, or even taking your team off-site for an activity. Gift giving is also another act of appreciation. Be sure to make it personal taking into consideration their likes and dislikes. It is also important to celebrate milestones—birthdays, work anniversaries, promotions, and accomplishments.

Every act of appreciation does not have to be monetary—just recognizing an employee's contributions in front of others, writing notes of appreciation, and being cordial to all employees goes a long way!

Begin today practicing the art of recognizing and appreciating your employees. You will be surprised with the outcome.

Join us for the **Lunch & Learn** on showing and receiving appreciation in the workplace, on Thursday, November 7.

GAS CARD PROGRAM

The Office of Workforce Development & Work-Based Learning and Career Services at Edison State teamed up to launch a new initiative to award a gas card to a student completing an internship, co-op, or clinical experience. The "Gas Card Program" was made possible via grants from The Edison Foundation and Ohio Means Internships & Co-ops (OMIC).

Summer 2024 Recipient
Isabelle McClenen, PTA intern at Wayne HealthCare Out-Patient Rehab, Greenville

Source: Dr. H. Roger Fulk, Contributor

Importance of EMPLOYEE Appreciation

◆ Builds trust
◆ Boosts productivity
◆ Decreases turnover
◆ Improves employee moral
◆ Keeps employees engaged
◆ Develops and builds staff loyalty

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 moderated and self-guided 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 | September 11, October 16, November 13, December 11

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 | September 11, October 16, November 13, December 11

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 | September 11, October 16, November 13, December 11

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 | September 11, October 16, November 13, December 11

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 | September 11, October 16, November 13, December 11

Speed Spanish Learn six easy recipes to glue Spanish words together and engage in conversational Spanish.
$125 | 24 COURSE HOURS
START DATES | September 11, October 16, November 13, December 11

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 or 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 Leadership 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.*

FALL 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 **$450**/person or attend the session(s) of your choice for **$175**/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.
Wednesday | October 16, 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.
Wednesday | October 30, 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.
Wednesday | November 13, 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

IN PARTNERSHIP WITH
SHRM®
BETTER WORKPLACES
BETTER WORLD™

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. *Online classes meet just once a week!*
**Tuesdays | September 3–November 26, 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
Virtual Information Session
Tuesday, August 20, 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 SUMMER OFFERINGS

**Microsoft Excel Spreadsheets
for Beginners–Level 1**
FEE $79
**Friday | October 4, 2024
1:00 p.m.–4:00 p.m. | PIQUA CAMPUS
Thursday | October 17, 2024
1:00 p.m.–4:00 p.m. | GREENVILLE LOCATION**

**Microsoft Excel Spreadsheets
Intermediate–Level 2 | Look-Up Functions**
FEE $79
**Friday | November 1, 2024
1:00 p.m.–4:00 p.m. | PIQUA CAMPUS**

DDI®

Don't see a topic that meets your leadership development needs? Call for a list of instructor-led leadership courses for onsite customized training. Contact **Trisha Elliott** at **937.778.7811** or email **telliott2@edisonohio.edu.**

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

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Interns in Action

THE Peoples Savings Bank — URBANA OHIO

"I think that it helps learning on the job because it is interactive and in an actual setting where you see all of the aspects. You are able to see firsthand how the business works, how the employees interact, and how your position fits into the company," states Kayleigh Kearns, an Accounting major at Edison State, who recently completed an internship at The Peoples Savings Bank, Urbana, in the role of Assistant Accounting Manager. Kayleigh further stated, "My internship gave me vital real-world experience in my career field. I think that this is something that is very important for the future of any career. Many places are looking for someone with experience in addition to education, so the internship is very helpful in providing that experience."

Kayleigh Kearns—Edison State Community College
Associate of Applied Business–Accounting—Class of 2024

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

WORK-BASED LEARNING — INTERNSHIPS · APPRENTICESHIPS · CO-OPS · VOLUNTEER OPPORTUNITIES

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

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. *Presented by Dr. Richard Hanes and Christina Raterman, Edison State*

Wednesday, October 9, 2024 | 11:00 a.m.–1:00 p.m. | PIQUA CAMPUS

2-4-6-8 Who Do We Appreciate? **$35** *(Lunch Included)*

Showing and Receiving Appreciation in the Workplace We all need to feel valued and appreciated. Sometimes, what others think we want differs from what we want. This session will explore our various communication styles, how we can show appreciation, and how we like to receive appreciation. Topics covered include receiving and giving appreciation, recognition v. appreciation, and various other aspects of gratitude. Attendees can use these techniques to show appreciation to their workers, administration, supporters, customers, and others. Examples of appreciation ideas will be shared. *Presented by Dr. H. Roger Fulk, Edison State*

Thursday, November 7, 2024 | 11:00 a.m.–1:00 p.m. | PIQUA CAMPUS

Customer Service–10 Good Principles to Follow **$35** *(Lunch Included)*

Having a great product isn't enough—you have to market it, drive sales and retain customers. Poor customer service can make this an uphill battle. Customers who have to wait or get passed around—get frustrated and potentially go elsewhere. In this session, we'll dive into customer service and best practices that can ensure that it takes top priority at your business. We will explore key components, types and challenges of customer service, and how to improve it. *Presented by Dr. H. Roger Fulk, Edison State and April Vanover, UDRI/FASTLANE*

Friday, December 6, 2024 | 11:00 a.m.–1:00 p.m. | PIQUA CAMPUS

FALL 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
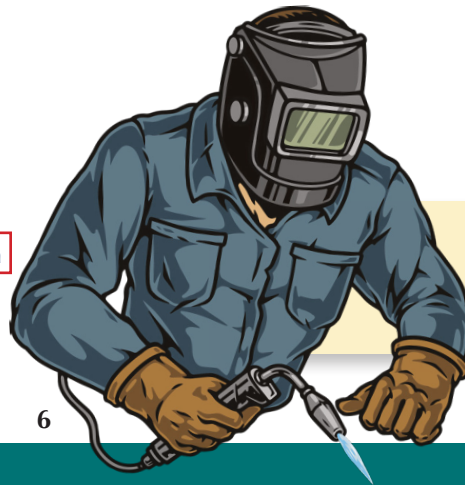- Stick Welding
- MIG and TIG Welding
- Review and Practice

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

WCOMP
WEST CENTRAL OHIO
MANUFACTURING PARTNERSHIP

The Ohio Manufacturers' ASSOCIATION

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

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WORKFORCE DEVELOPMENT & WORK-BASED LEARNING   1973 EDISON DRIVE, PIQUA, OH 45356   •   937.778.7811   •   *www.edisonohio.edu/workforcetraining*
Maximizing Potential

UPSKILL AND RETAIN YOUR MANUFACTURING WORKFORCE

FUNDAMENTAL WELDING PROGRAM *(20 hours)*

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. **TECH CRED APPROVED**

$995/person

Mondays/Wednesdays | September 9, 11, 16, 18, 25, 2024 | 4:00 p.m.–8:00 p.m.
PIQUA CAMPUS
Mondays/Wednesdays | October 9, 14, 16, 21, 23, 2024 | 4:00 p.m.–8:00 p.m.
PIQUA CAMPUS

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. **TECH CRED APPROVED**

$995/person

Thursdays/Fridays | October 3–4 & 10–11, 2024 | 8:00 a.m.–4:00 p.m.
PIQUA CAMPUS
Thursdays/Fridays | December 12–13 & 19–20, 2024 | 8:00 a.m.–4:00 p.m.
PIQUA CAMPUS

INDUSTRIAL PRINT READING AND MEASUREMENT FUNDAMENTALS *(4 hours)*

This workshop is designed for beginners who want to enhance their skills in print reading and measurement. It's ideal for engineering students, apprentices, or anyone looking to upgrade their technical knowledge. During the session, you'll learn to understand fundamental concepts of print reading, develop accurate calibration, measuring, scale-reading skills, and apply these abilities to real-world scenarios.

$79/person

Wednesday | November 13, 2024 | 8:00 a.m.–12:00 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.**

The **Office of Workforce Development & Work-Based Learning** is the recipient of the Edison State **Spring 2024 Outstanding Team** award. The team consists of Brandi Olberding, Keith Barga, Trisha Elliott, Dr. Roger Fulk, and John Hittepole.

Edison State congratulates the entire team, including those who facilitate and work to support the success of our programs!

Pictured [L–R] Keith Barga, Dr. Roger Fulk, Brandi Olberding, Trisha Elliott, and John Hittepole.

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.***