Workforce Development Training Schedule
July—December, 2015

- We offer open-enrollment courses for the workforce, including online options.
- We have classes scheduled in Richmond, Corbin, Manchester, Somerset and Louisville.
- We can also come on-site to your company!
Dear Community Members:

We are pleased to present the Eastern Kentucky University—Workforce Education “open enrollment” courses for Fall, 2015. Classes are scheduled in Richmond at the Perkins Conference Center (with convenient parking) as well as the regional campuses including Corbin, Manchester and Somerset.

Classes can be conducted on-site at your company as well with sufficient enrollment. Give us a call for a free price quote. We have a busy semester planned with programs offered for various worker groups. Below is a partial listing of scheduled programs:

- APICS
- AutoCAD
- EPA 608 Refrigerant Certification
- First Line Supervision Certificate Program
- Leadership Excellence for Middle Managers (spring, 2016)
- Manufacturing Maintenance Certificate Program
- OSHA Training Institute Education Center—Safety Courses in General Industry & Construction
- Lean Manufacturing
- Six Sigma
- Society for Human Resource Management (SHRM) Training Programs

Please also check out our courses which are offered completely online and available anytime. A complete listing of online courses is available at www.workforce.eku.edu.

A special recognition goes out to the Bluegrass Business Consortium and the Southeast Kentucky Regional Training Consortium for their on-going support of Eastern Kentucky University. Working together, we are able to maximize training dollars as we prepare “today’s workforce for tomorrow”. I hope to see you in class!

Sincerely,

Tammy W. Cole

Tammy W. Cole, Director
Center for Career & Workforce Development

Training Consortium Partners

Bluegrass Business Consortium Members
- Advanced Green Components, Winchester
- AVENTICS, Lexington
- Catalent Pharma Solutions, Winchester
- EnerSys Delaware, Inc., Richmond
- Gill GR&S, Richmond
- Hitachi Automotive Systems, Berea/Harrodsburg
- Kentucky Smelting Tech., Paris
- Kentucky Steel Center, Berea
- KI USA Corp., Berea
- Lectrodyer Management, Inc., Richmond
- Metrie, Inc., Jeffersonville
- NACCO Materials Handling Group, Berea
- Novelis Corp., Berea
- PGW LLC, Berea
- P-K Tool & Mfg Co., Richmond
- Quanex Building Products, Richmond
- Richmond Auto Parts Tech, Inc., Richmond
- RIT TEK, LLC, Richmond
- Sekisui S-lec America, Winchester
- Sherwin Williams, Richmond
- STEMCO Products, Inc., Berea
- Walle Corporation, Winchester

Southeast Kentucky Regional Training Consortium Members
- Aisin Automotive Casting, London
- CTA Acoustics, Corbin
- Firestone Industrial Products, Williamsburg
- Flav-o-Rich/Borden Dairy, London
- Highlands Diversified Services, London
- Hendrickson USA, Somerset
- Jackson WWS, Inc., Gray
- Pepsi-Cola Bottling Co., Corbin
- Phillips Diversified Manufacturing, Annville
- The MPI Group, Corbin
- Webbed Sphere, Inc. d/b/a Troll and Toad, Corbin
HOW TO REGISTER
To register over the phone, call 859-622-6216 for assistance.

Online registration is available for select programs. Visit the Workforce Development website for additional information at www.workforce.eku.edu.

We accept company purchase orders, checks, credit card and electronic payments.

CANCELLATION POLICY
If you need to cancel, please do so 10 working days before the seminar. After that, cancellations are subject to the full registration fee.

If you do not cancel, and do not attend, you are still responsible for the registration fee.

Substitutions are always acceptable.

TRAINING SITE LOCATIONS
Classes are held in Richmond, Kentucky at the Perkins Conference Center—just minutes from I-75 (at Exit 87) with ample free parking. Classes are also scheduled in Corbin, Somerset, and Manchester, Kentucky.

NEED CUSTOMIZED TRAINING?
We can come to you! If you do not want to travel to Richmond, we can come on-site at your business or industry and provide customized training for your workers. Give us a call for a free quote at (859) 622-6216.

CERTIFICATE PROGRAMS
Many of the Continuing Education training programs result in a Certificate documenting the number of Continuing Education Units (CEU's) and/or contact hours. Certificate programs are designed for adults seeking in-depth knowledge in a specialized field but not requiring academic credit. The courses build upon each other in a structured format and a Continuing Education & Outreach “Certificate” is issued upon successful completion of the program.

EKU IS A TOBACCO-FREE CAMPUS. THE USE OF ANY TOBACCO PRODUCT IS PROHIBITED.
OSHA 500 - Trainer Course for Construction  
**Richmond: July 14-17 • November 10-13**  
**Louisville: October 6-9**  
**$750  26 hours**  
This course is designed for personnel in the private sector interested in teaching the 10- and 30-hour construction safety and health outreach program to their employees and other interested groups. Special emphasis is placed on those topics that are required in the 10- and 30-hour programs as well as on those that are the most hazardous, using OSHA standards as a guide. Course participants are briefed on effective instructional approaches and the effective use of visual aids and handouts, and engage in practice teaching modules. **Prerequisites: OSHA 510 and five years of construction safety experience.**

OSHA 501 - Trainer Course for General Industry  
**Richmond: August 4-7 • December 1-4**  
**Louisville: September 15-18**  
**$750  26 hours**  
This course is designed for personnel in the private sector interested in teaching the 10- and 30-hour general industry safety and health outreach program to their employees and other interested groups. Special emphasis is placed on those topics that are required in the 10- and 30-hour programs as well as on those that are the most hazardous, using OSHA standards as a guide. Course participants are briefed on effective instructional approaches and the effective use of visual aids and handouts, and engage in practice teaching modules. **Prerequisites: OSHA 511 and five years of general industry safety experience.**

OSHA 502 - Update for Construction Outreach Trainers  
**Richmond: September 22-24**  
**Louisville: July 28-30 • December 1-3**  
**$650  18 hours**  
This course is designed for personnel in the private sector who have completed OSHA 500 - Trainer Course in Occupational Safety and Health Standards for the Construction Industry and who are authorized trainers in the OSHA Outreach Training Program. It provides an update on such topics as OSHA construction standards, policies, and regulations. **Prerequisites: OSHA 500**

OSHA 503 - Update for General Industry Outreach Trainers  
**Richmond: July 28-30 • October 27-29**  
**Louisville: Sept. 29-October 1**  
**$650  18 hours**  
This course is designed for private sector personnel who have completed OSHA 501 - Trainer Course in Occupational Safety and Health Standards for General Industry and who are authorized trainers in the OSHA Outreach Training Program. It provides an update on OSHA general industry standards and OSHA policies. **Prerequisites: OSHA 501**

OSHA 510 - Occupational Safety and Health Standards for Construction  
**Richmond: September 8-11**  
**Louisville: August 18-21 • December 8-11**  
**$750  26 hours**  
This course for private sector personnel covers OSHA policies, procedures, and standards, as well as construction safety and health principles. Topics include scope and application of the OSHA construction standards.

OSHA 511 - Occupational Safety and Health Standards for General Industry  
**Richmond: October 20-23**  
**Louisville: July 7-10 • November 17-20**  
**$750  26 hours**  
This course for private sector personnel covers OSHA policies, procedures, and standards, as well as general industry safety and health principles. Topics include scope and application of the OSHA general industry standards Special emphasis is placed on those areas that are the most hazardous, using OSHA standards as a guide.

OSHA 521 - Occupational Safety and Health Administration Guide to Industrial Hygiene  
**Richmond: September 29-October 2**  
**$750  26 hours**  
This course addresses industrial hygiene practices and related OSHA regulations and procedures. Topics include permissible exposure limits, OSHA health standards, respiratory protection, engineering controls, hazard communication, OSHA sampling procedures and strategy, workplace health program elements, and other industrial hygiene topics. The course features workshops in health hazard recognition, OSHA health standards and a safety and health program workshop.

OSHA 2045 - Machinery and Machine Guarding Standards  
**Richmond: August 18-21**  
**$750  26 hours**  
This course familiarizes the student with various types of common machinery and the related safety standards. Guidance is provided on the hazards associated with various kinds of machinery and the control of hazardous energy sources (lockout/tagout). The course presents an approach to machinery inspection that enables participants to recognize hazards and to provide options to achieve abatement. These hazards include mechanical motions and actions created by points of operation and other machinery processes.

OSHA 2225 - Respiratory Protection  
**Richmond: August 25-28**  
**$750  26 hours**  
This course covers the requirements for the establishment, maintenance, and monitoring of a respirator program. Topics include terminology, OSHA standards, NIOSH certification, and medical evaluation recommendations. Program highlights include laboratories on respirator selection, qualitative fit testing, and the use of a large array of respiratory and support equipment for hands-on training.

OSHA 2255 - Principles of Ergonomics  
**Richmond: July 21-23**  
**$750  18 hours**  
This course covers the use of ergonomic principles to recognize, evaluate, and control work place conditions that cause or contribute to musculoskeletal and nerve disorders. Topics include work physiology, anthropometry, musculoskeletal disorders, use of video display terminals, and risk factors such as vibration, temperature, material handling, repetition, and lifting and transfers in health care. Course emphasis is on industrial case studies covering analysis and design of work stations and equipment, laboratory sessions in manual lifting, and coverage of current OSHA compliance policies.

www.osha.eku.edu
OSHA 3095 - Electrical Standards
Richmond: October 6-9
$750  26 hours
This shortened version of OSHA 3090 is designed to provide the student with a survey of OSHA's electrical standards and the hazards associated with electrical installations and equipment. Topics include single- and three-phase systems, cord and plug connected and fixed equipment, grounding, ground fault circuit interrupters, and safety-related work practices. Emphasis is placed on electrical hazard recognition and OSHA policies and procedures. Students will receive instruction on safe and correct use of their electrical testing equipment.

OSHA 6000 - Collateral Duty for Other Federal Agencies
Richmond: August 25-27
$750  23 hours
This course introduces federal agency collateral duty safety and health personnel to the OSH Act, Executive Order 12196, 29 CFR 1960 and 29 CFR 1910. The training enables participants to recognize basic safety and health hazards in the workplace and effectively assist agency safety and health officers with inspection and abatement efforts.

OSHA 7000 - Training Guidelines for Safe Patient Handling
Richmond: August 12
$250  7 hours
The focus of this one-day course is to use OSHA's Ergonomics Guidelines for Nursing Homes to develop a process to protect workers in nursing homes.

OSHA 7110 - Safe Bolting: Principles and Practices
Richmond: July 13
$250  7 hours
The course covers awareness of safety issues involved in bolting applications. Course topics include; safe operations and handling of high powered bolting tools, pressure vessels and piping, machinery or mechanical joints, and structural connections. The course provides practical group activities and workshops. Upon completion, the student will possess the knowledge and skills to recognize hazards present in a bolting application and methods for control and abatement of the hazard.

OSHA 7105 - Evacuation and Emergency Planning
Richmond: December 7
$250  4 hours
Evacuation and emergency planning focuses on OSHA requirements for emergency action plans and fire protection plans. Preparing for emergencies is a basic principle of workplace safety and health. Participants will learn: (1) reasons for emergency action plans and fire prevention plans and when they are required for a workplace; (2) elements of a good evacuation plan; and (3) features of design and maintenance of good exit routes. The optional session for this course will focus on assessment of risk for terrorist attack and how to utilize OSHA's two matrices, evacuation planning and fire and explosion, as tools in planning for emergencies.

OSHA 7200
Bloodborne Pathogen Exposure Control for Healthcare
Richmond: August 24
$250  7 hours
The purpose of this course is to develop a Bloodborne Pathogens Exposure Plan for healthcare facilities using a step-by-step approach. Featured topics include an Introduction to Bloodborne Pathogens Standard, the Exposure Control Plan, Exposure Determination, Methods of Control, Vaccinations and Evaluations, Training and Information, and Recordkeeping.

OSHA 7400 - Noise in Construction Industry
Richmond: November 9
$250  5.5 hours
This course covers the evaluation and reduction of noise in the construction industry. Course topics include OSHA construction noise standards, properties of sound, noise induced hearing loss, noise exposure control, selection and use of hearing protection, conducting sound level surveys, and worker training. Classroom demonstrations of noise instrumentation and hearing protection devices are featured. The target audience is the construction employer or representative designated with the responsibility to develop a construction noise program. At the conclusion of this course, the student will understand properties of sound and its relationship to noise-induced hearing loss, hearing protection usage, conducting sound level surveys and training workers.

OSHA 7405 - Fall Hazard Awareness for the Construction Industry
Richmond: August 14
$250  5 hours
This course offers the identification, evaluation, prevention and control of fall hazards in the construction industry. The course focuses on falls to a lower level rather than falls to the same level resulting from slips and falls.

OSHA 7845 - Recordkeeping Rule Seminar
Richmond: August 24
$250  4 hours
This course is designed to assist employers in identifying and fulfilling their responsibilities for posting certain records, maintaining records of illnesses and injuries and reporting specific cases to OSHA.

OSHA 7115 - Lockout/Tagout
Richmond: August 11
$250  7.5 hours
Students will learn about the role and responsibility of the employer to develop and implement an energy control program, or lock-out/tag-out (LOTO) for the protection of workers while performing servicing and maintenance activities on machines and equipment. In addition, students will learn how to detect hazardous conditions and implement control programs, including written isolation procedures, training for authorized and affected employees, and periodic inspection of energy control procedures.

Customized Training
We can come to you! If you are unable to travel to us, we can come onsite to your business or industry and provide customized training for your employees. Give us a call for a free quote at (859) 622-2961 or send an email to ekuosha@eku.edu and tell us what training you need. We look forward to hearing from you!
Middle Managers in all types of organizations face additional challenges, as compared to first-line supervisors, due to the increased complexity of their responsibilities and the management of individuals who are supervising others. To be successful, Middle Managers need to hone their skills and approaches to maximize their personal effectiveness as organizational leaders.

“Leadership Excellence” is a high octane program that uses a variety of active-learning strategies — exercises, role plays, videos, class discussions, case projects, and electronic discussions on Blackboard — to promote application and long-term retention of the knowledge and skills gained in the program.

Leadership
- Principles of human behavior
- Selecting & developing talent
- Performance management/coaching
- Power & influence
- Communications/oral presentations
- Human capital value & costing
- Leading teams & groups
- Leading in a multicultural world
- Managing change
- Accounting/finance
- Integrity & credibility

Note: Participants will need access to a computer with internet connection and will be expected to complete some assignments outside of the classroom.

Cost
$2,770 per person
($1,385 with BSSC grant reimbursement)

For more information and to register, contact:
Cheryl H. Juhasz
(859) 622-1164
cheryl.juhasz@eku.edu

Inclenment Weather Link found at: http://workforce.eku.edu/

Cancellation Policy

Easter Kentucky University is a SMOKE FREE campus.
Eastern Kentucky University is an Equal Opportunity/Affirmative Action employer and educational institution.
Classes can be offered at the following EKU campus locations:

- Richmond Main Campus
- Perkins Conference Ctr.
- Corbin Campus
- Corbin By-Pass/KY 3041
- Manchester Campus
- 50 University Drive
- Somerset Campus
- 46 Turpen Court

Course Dates & Times:

- **SHRM Essentials**
  - Dates to be determined
  - 8:30-5:00 p.m.
- **SHRM Learning System**
  - Dates to be determined
  - 6:00-9:00 p.m.
- **Recertification Training**
  - Dates to be determined
  - 9:00 a.m.—1:00 p.m.

Cost per person:

- Essentials of HR—$525
- Learning System—$950
- Recertification training—$150 per topic

For More Information Or To Register Contact:

- Donna Helton Grady
  - (606) 528-0551 or (859) 622-6716
  - Donna.Helton@eku.edu

**SHRM Essentials of HR Management**

The SHRM Essentials of HR Management course can help employees and companies increase HR knowledge that is critical to overall business success.

- Attain knowledge and practical HR skills to effectively approach challenging HR issues.
- Gain expertise in areas of HR that are broader than the normal scope of your job.
- Stay up-to-date on the latest laws and regulations.
- Learn techniques for handling HR challenges through interactive case studies.
- Utilize the print materials and one-year access to the online tools as a comprehensive source of HR information.
- Earn a certificate upon completion.

**SHRM Learning System Prep Course (for PHR/SPHR)**

The SHRM Learning System has been developed to maximize your experience, education and skill set to provide you with the best chance to pass the exam. Designed by a team of subject matter experts, it covers the HR Certification Institute Body of Knowledge and includes printed modules, over 1,500 practice test questions, an Online Resource Center, case study and study tools to customize and guide your studies.

By attending our course, you will benefit from:

- A structured classroom environment
- An experienced instructor
- Opportunities to network and learn from your peers

**HR RECERTIFICATION TRAINING**

Once you have passed the PHR/SPHR/GPHR HRCI exam, you will need to stay up to date on developments in human resource field. The following courses are available to assist HR professionals in meeting that goal:

- Essentials of Leadership
- Building an Environment of Trust
- Creating a Service Culture: The Service Leader’s Role
- Reviewing Performance Progress
- Setting Performance Expectations

Each of these sessions are 4 hours in length and can also be taken individually for professional development.

For more information about these sessions, please contact Donna Helton Grady at (859) 622-6716.
Classes Offered At:

EKU Richmond Campus
Perkins Building
521 Lancaster Avenue
Richmond, KY 40475

EKU Corbin Campus
Corbin By-pass/Hwy 3041
One Pennington Way
Corbin, KY 40701

EKU Manchester Campus
50 University Drive
Manchester, KY 40962

EKU Somerset Campus
46 Turpen Court
Somerset, KY 42503

All Classes are 9:00 a.m. to 4:00 p.m.
Our seminars can be taken as part of the Certificate program or as an individual professional development topic.

Course Tuition (includes materials)
- 3 Day Seminar $380
- 2 Day Seminar $300
- 1 Day Seminar $250
- Computer Classes $160

Eastern Kentucky University
Training for Supervisors

“First Line Supervision Certificate Program”

Now that you’re a supervisor, you have most likely developed the technical skills required in your field. Your continued success now depends upon the ability to get things accomplished through others. EKU’s supervision program helps develop your interpersonal skills or “people skills” area. The programs are designed to offer a bridge between technical skills and supervising others to increase overall company performance. These classes are helpful for new supervisors, those without formal training, and workers who hope to move into a supervisory role in the future.

“Basic Supervision Certificate”

The First Line Supervision Program begins with an 18-hour seminar (3 one-day classes), Basic Core Concepts I. Participants then select an additional 18 hours (3 days) of elective seminars—6 hours of which may be computer classes. This completes the Basic Supervision Certificate for a total of 36 hours. Basic Core Concepts I is required to receive the Basic Supervision Certificate.

“Advanced Supervision Certificate”

Advanced Supervision is the second phase of the program and consists of another 18-hour seminar (3 one-day classes), Advanced Core Concepts II. Participants then select an additional 18 hours (3 days) of elective seminars—6 hours of which may be computer classes—for a total of 36 hours of training. This completes the Advanced Supervision Certificate. Advanced Core Concepts II is required to receive the Advanced Supervision Certificate.
Elective Options:

- **Accident Prevention**
  Highlights practical approaches to promote safety and prevent accidents in the workplace. 
  Instructor James Bastin serves as the Asst. Chief of Operations for the Bluegrass Army Depot. He has taught OSHA training at EKU since 2011 and holds a Bachelors in Fire & Safety Engineering.

- **Business Writing**
  Improve your written communication skills. Instructor Jennifer Napier is a business owner & grant writer with years of experience in workforce training solutions. Jennifer serves as an instructor for EKU, where she also obtained her Masters in Human Services.

- **Coaching & Workplace Communication**
  Assess employees’ development needs and respond with appropriate leadership style. Instructor Jennifer Napier—please see bio above.

- **Conflict Management**
  Use communication skills to defuse conflict and solve problems. Learn how to respond successfully in a variety of situations that occur in the workplace. Instructor Coy J. Brown—please see bio on the following page.

- **Creative Problem Solving**
  Learn how to effectively apply creative techniques for problem solving while capitalizing on your own creative talents. Instructor Kathy Werking has faculty experience at University of Louisville, EKU, and the Kentucky Dept. for Criminal Justice Training. Kathy holds a Ph.D. in Interpersonal Communication from Purdue University in Indiana.

- **Dealing with Difficult People**
  This course emphasizes communication and flexible thinking as key methods of dealing with difficult people. Instructor Kathy Werking—please see bio above.

- **Effective Team Building**
  Learn the practical framework required for building teams within a work unit. Instructor Virgil Grant recently developed an online curriculum for EKU in conjunction with Kentucky Teleworks focused on effective communication in the workplace. Virgil holds a Doctor of Ministry from Columbia Biblical Seminary in South Carolina.

- **Embracing your Emotional Intelligence**
  Leaders will benefit from this course by understanding how aware they are of their emotions as well as those of others, how to deal with negative emotions, and how to utilize positive emotions to improve their leadership performance and that of their team. Instructor Joel DiGirolamo has over 30 years of staff & management experience in Fortune 500 companies. Joel is the author of the award-winning books Leading Team Alpha and Yoga in No Time at All and holds a Masters in Business Administration as well as a Masters in Psychology.

- **Interpersonal Communication**
  Learn how to communicate effectively with people. Effective communication leads to increased efficiency and effectiveness of workers. Instructor Gary Davis has more than 30 years experience providing services which impact at-risk children and adults. In addition to being an adjunct faculty member at EKU, he has been involved in the development of traditional and on-line courses at the university.

- **Legal Issues for Supervisors**
  Explore legal aspects and obligations of being a supervisor. Instructor Kacey Coleman has practiced law for over 20 years with her primary emphasis in the area of employment law. Kacey holds a J.D. from the University of Kentucky.

- **Managing Stress**
  From burnout to performance...learn what causes stress, its effect on behavior, physical and mental health, and ways to alleviate stress. Instructor Joel DiGirolamo—please see bio above.

- **Motivating Employees**
  Learn practical leadership skills to increase employee motivation and performance. Instructor Zella Pearson is a trainer for business and industry. Zella holds a Bachelors Degree from the University of Kentucky as well as a Masters in Education from EKU.

- **Presentation Skills**
  As a supervisor, having good presentation skills is a must...but it can also be intimidating to speak to a group. This two-day seminar provides the opportunity to develop your presentation style in a safe environment. Instructor Kathy Werking—please see bio above.

- **Sexual Harassment**
  Led by a practicing attorney “policy to prosecution”...current issues that supervisors need to know for today’s workplace. Instructor Kacey Coleman—please see bio above.

- **Time Management**
  Designed for anyone who wants to do a better job managing their time—both in the workplace and at home. Instructor Virgil Grant—please see bio above.

- **MS 2013**
  Instructor-led Microsoft 2010 & 2013 computer classes are available. Only one computer class may count towards each certificate.

- **5 S Training**
  Focuses on effective workplace organization and standardized work. Instructor Zella Pearson—please see bio above.

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Register Now for Richmond Classes

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<tr>
<th>Course</th>
<th>Date</th>
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<tbody>
<tr>
<td>Word 2013 Basic</td>
<td>September 18</td>
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<tr>
<td>Excel 2013 Basic</td>
<td>September 25</td>
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<tr>
<td>PowerPoint 2013 Basic</td>
<td>November 6</td>
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<td>Excel 2013 Intermediate</td>
<td>November 13</td>
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<td>Excel 2013 Advanced</td>
<td>December 11</td>
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Register Now for Corbin Classes

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<tr>
<th>Course</th>
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<td>PowerPoint 2013 Basic</td>
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<tr>
<td>Word 2013 Basic</td>
<td>November 6</td>
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<tr>
<td>Excel 2013 Basic</td>
<td>November 20</td>
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<tr>
<td>Excel 2013 Intermediate</td>
<td>December 4</td>
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<tr>
<td>Excel 2013 Advanced</td>
<td>December 18</td>
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Visit www.workforce.eku.edu for more information.
### Eastern Kentucky University
#### Training for Supervisors

### Fall 2015 Class Schedule

#### Basic Core Concepts I
Core Concepts I provides participants the opportunity to learn vital skills needed to successfully supervise in today’s ever-changing workplace. This course is based around the following topics: Learning your New Role, Expectations of Supervision, Motivating and Coaching Others, and other critical issues. Instructor Larry Palmisano has been leading training at EKU since 2008. He retired with more than 40 years of manufacturing experience, with 20 years as a Plant Manager. Larry has a degree in Industrial Management from the University of Akron.

#### Advanced Core Concepts II
Advanced Core Concepts II offers an opportunity for a supervisor to expand the concepts introduced in Core I through detailed examination and case-study experience. Added material includes the performance appraisal process, the changing workplace, legal aspects of supervision, and growing into management. Learn to make your best skills as supervisor become second nature. Instructor Coy J. Brown is an organization & leadership development facilitator specializing in training and development. Coy holds a Masters in Communication from the University of Kentucky as well as a Masters in Human Resource Management & Development from Chapman University in California.

#### Richmond:
- Basic Core Concepts I
  - August 27, September 3 & 10
- Effective Team Building
  - September 29
- Coaching & Workplace Communication
  - October 6
- Accident Prevention
  - October 8
- Business Writing
  - October 15
- Dealing with Difficult People
  - October 21
- Legal Issues
  - October 22
- 5 S Training
  - October 27
- Managing Stress
  - November 3
- Presentation Skills
  - November 18 & 19
- Advanced Core Concepts II
  - December 1, 8, & 15

#### Corbin:
- Basic Core Concepts I
  - August 25, September 1 & 15
- Creative Problem Solving
  - September 24
- Motivating Employees
  - October 8
- Time Management
  - October 22
- Conflict Management
  - October 28
- Advanced Core Concepts II
  - November 5, 12, & 19
- Sexual Harassment
  - December 3
- Emotional Intelligence
  - December 10

#### Manchester:
- Dealing with Difficult People
  - October 26
- Coaching & Workplace Communication
  - November 9

#### Somerset:
- Motivating Employees
  - September 30
- Time Management
  - October 7

Onsite customized training is available. Call Workforce Development at 859-622-8405 (Richmond) or 859-622-6216 (Corbin, Manchester, or Somerset) for a free quote or to register today! Visit www.workforce.eku.edu for more information.


**EASTERN KENTUCKY UNIVERSITY**

**EPA 608 Refrigerant Certification**

Preparatory training for EPA 608 Certification (Universal; Types I, II & III)

- No prerequisites
- EPA Section 608 Study Guide provided
- Exam taken “online”
- 12 Hours of instruction
- 6 Hours of practice
- 3 Hours for exam
- 3 Hours for exam (96% pass rate)
- Lifetime Certificate

For more information or to register, please contact:
Cheryl H. Juhasz
(859) 622-1164

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**State Registered Nurse Aide Prep Course**

EKU Workforce Education has been approved by the Kentucky Cabinet for Health & Family Services to offer the State Registered Nurse Aide prep course. This 75 hour course consists of 59 classroom training hours that are held at the EKU Somerset Campus, along with 16 hours of clinical practice held at the Lake Cumberland Regional Hospital in Somerset. When completed, this program will prepare participants to sit for the board exam offered by the state of Kentucky.

For more information, please contact Donna Helton Grady at (859) 622-6716.

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**Manufacturing Maintenance**

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**Foundation Modules**

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<thead>
<tr>
<th>Module 1</th>
<th>36 hours</th>
<th>Module 2</th>
<th>36 hours</th>
<th>Module 3</th>
<th>24 hours</th>
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<td>Safety</td>
<td></td>
<td>Industrial Math</td>
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<td>Problem Solving</td>
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<td>Business Economics</td>
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<td>Blueprints</td>
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<td>Predictive / Preventive</td>
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<tr>
<td>Computer Literacy</td>
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<td>Interpersonal Communication</td>
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<td>Maintenance</td>
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**Basic Technical Modules**

1—Machine Maintenance (60 hours)  
2—Industrial Electricity (45 hours)  
3—Electronics/Ladder Logic (36 hours)  
4—Welding (84 hours)  
5—Machine Shop (60 hours)  
6—Fluid Power (39 hours)  
7—Plumbing (36 hours)  
8—HVAC (24 hours)

**Advanced Technical Modules**

(Must complete Basic Class first)

1—Industrial Electricity (45 hours)  
2—Electronics/Ladder Logic (45 hours)  
3—Welding (168 hours)  
4—Machine Shop (60 hours)

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**Foundation Module II**

<table>
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<tr>
<th>August 4 — September 10, 2015</th>
<th>36 hours</th>
<th>Tues. &amp; Thurs.</th>
<th>3:30 to 6:30 p.m.</th>
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</table>

**Basic Machine Shop**

<table>
<thead>
<tr>
<th>September 22 — December 10, 2015</th>
<th>60 hours</th>
<th>Tues. &amp; Thurs.</th>
<th>3:30 to 6:30 p.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>(No class November 17, 19, 24 and 26, 2015)</td>
<td></td>
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</tbody>
</table>

**Advanced Industrial Electricity**

<table>
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<tr>
<th>September 24 — November 12, 2015</th>
<th>45 hours</th>
<th>Tues. &amp; Thurs.</th>
<th>3:30 to 6:30 p.m.</th>
</tr>
</thead>
</table>

For more information or to register contact:
Cheryl H. Juhasz  
Workforce Education Consultant
Phone: (859) 622-1164  
cheryl.juhasz@eku.edu
Workforce Development
www.workforce.eku.edu

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- English
- Foreign Language Training
- Green Education, Sustainability
- Home Inspection Profession
- Lean Manufacturing, Six Sigma, ISO
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- MCSE/CCNA
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