

## **Business and Industry Customized Training**

### **Blueprint Reading I**

MFG\* 124 Blueprint Reading I (2 semester hours) This is the first course in blueprint reading. It starts with the study of orthographic projection. Topics include lines and their uses, auxiliary views, sectional views, basic and special dimensioning, dimensioning practices for holes, chamfers, angle, tapers, keyways diameters and radii. Also, geometric tolerancing and dimensioning is covered. **NCCC Manufacturing Faculty Bruce Ejzak.**

### **Communication**

Communication may be the most important skill that anyone in a management, supervision, or an individual contributor role can develop. This training program will focus on the practical application of the basic communication skills everyone needs to be more effective in the work environment: listening, providing feedback, non-verbal, and verbal communication skills. In addition, there will be a behavior-based assessment tool used that is based upon the DISC system. All participants will receive an individualized 25 page narrative report that will assist them in communicating with others and will assist others in communicating with them. Instructor lead by **Ralph Braithwaite, MBA, Organizational Behavior.**

### **SolidWorks**

CAD\* 220 3D PARAMETRIC DESIGN (SOLIDWORKS) (3 semester hours) This course introduces students to the engineering design processes utilizing the SolidWorks 3D computer-aided design modeling application software. Students will construct parts, solid models, assemblies, as well as generate orthographic drawings and add dimensions to produce engineering document packages. Proficiency with computers is required. **NCCC Manufacturing Faculty Bruce Ejzak.**

### **Mental Health First Aid (Adults)**

Mental health problems are as common as heart disease, lung disease, and cancer combined. Mental Health First Aid (MHFA) reviews mental health, mental illness, and mental disorders and its prevalence in the community. Participants will learn the signs and symptoms of a variety of disorders such as depression, anxiety, substance use, trauma, psychosis, and self-injurious behaviors. MHFA teaches the participants how to offer support to someone who appears to be in emotional distress and respond to a mental health emergency. Participants will learn how to assist in specific situations by encouraging emotional balance, employing self-care strategies, providing individuals with resources, connecting individuals to support networks and/or professional help, and supporting individuals in the recovery paradigm. **Certified Mental Health Instructors.**

### **ServSafe/Qualified Food Operator**

In this eight hour Serv/Safe course you will learn the standards in food safety, food-borne diseases and food service sanitation. The successful completion of the exam given at the end of class certifies you as a Qualified Food Operator, which fulfills the Connecticut Public Health Code requirement and is a national certification from the National Restaurant Association. The QFO course is offered bi-monthly and taught by **Brian S. Kingsley, CDM, CFPP.**

### **Leadership, Team Building and Supervision**

Leadership is often the missing ingredient in a more effective work group or team. Leadership skills can be learned. This program will focus on the various aspects of leadership, characteristics of effective leaders, and identifying an individual's leadership potential. Participants will assess their leadership potential, learn about leadership styles, define situation leadership and the four leadership styles, and develop an action plan. Instructor lead by **Ralph Braithwaite, MBA, Organizational Behavior**.

Teams are here to stay. Rarely do organizations work without teams. But not all teams are effective. In Participants will assess their own team, team building skills, learn about the stages of team development. Participants will also learn how to improve team performance, manage team conflict, and coach team members for improved performance. Instructor lead by **Ralph Braithwaite, MBA, Organizational Behavior**.

Supervisory training for new and current supervisors looking to refresh their knowledge and hone their skills. The goals of this program are to provide valuable strategies, insights, and tools in these essential topics: transition to supervision; communication; leadership; motivation; and team building. Instructor lead by **Ralph Braithwaite, MBA, Organizational Behavior**.

### **OSHA 30 General Industry**

The OSHA 30 hour training course for general industry is designed to help supervisors, managers, safety committee members, safety staff, and others with responsibility for workplace safety to understand the essentials of general health and safety regulations for their workplace. There are no prerequisites required to take the 30-hour general industry course. An OSHA 30 hour general industry training course certificate wallet card will be issued.