

# **CUSTOMIZED TRAINING North Georgia Technical College**

**Contact:** Tim Bennett 706-754-7737 Leslie Foster 706-754-7715

## **Safety, Health and Environmental**

- OSHA 10 or 30
- General Plant Safety
- Ergonomics Training
- Fire Prevention and fire Extinguisher Use
- Forklift Certification Training
- Lockout-Tagout Training
- SDS Training
- Hazardous Communication
- CPR Certification
- First Aid /First Responder
- Air/Bloodborne Pathogens
- Level 1 Rigging and Signaling

## **Productivity Enhancement Training**

- World Class Manufacturing
- Lean Manufacturing Overview/Simulation
- Five S
- Total Quality Management Tools for Excellence
- ISO-9000 Overview
- QS-9000 Overview
- Six Sigma Green and Black Belt
- Problem Solving/Decision Making

## **Computer Skills**

- Microsoft Office Suite  
Access / Excel / Word / PowerPoint
- Microsoft Project
- Microsoft Outlook
- Microsoft Front Page
- Microsoft Publisher
- AutoCAD
- Web Page Design
- QuickBooks Pro

## **Industrial Maintenance**

- Maintenance Assessments
- Hydraulic / Pneumatic
- PLC (Siemens / Allen Bradley) Training
- Mechanical Blueprint Reading
- Electrical Terms & Diagrams (Blueprints)
- Geometric Dimensioning & Tolerance
- Precision Measurements
- Mechanical and Electrical Training
- Troubleshooting Concepts
- AWS Welding Certifications

## **Customer Service Skills**

- Customer Service Overview
- Telephone Service Skills
- Managing the Difficult Customer
- The Language of Business
- Managing Multiple Tasks and Priorities
- Business Writing
- Serving the Multicultural Customer

## **Employee Involvement Training**

- Self-Directed Work Teams Facilitation
- Team Building
- Effective Communication Training
- Personality Style Assessment
- Consensus Decision Making
- Resolving Interpersonal Conflict
- Time Management
- Effective Meeting Management
- Introduction to Business Principles

## **Leadership and Human Res. Development**

- High Performance Leadership
- Coaching
- Time Management
- Project Management Overview

**NGTC can assist with all your training needs.**

**Many other course titles available upon request.**

