



EAST CENTRAL COLLEGE

Taking Care of **BUSINESS**

Training Options for Business and Industry
Coordinated by ECC's Center for Workforce Development





Partnering with Missouri Businesses to Train Today's Workforce

From career training programs for individuals to custom designed training programs for business and industry, the East Central College Center for Workforce Development provides programs and courses that deliver results.

This publication includes a variety of non-credit options to advance your business and employees. Classes are held throughout the area to make training accessible. Send one employee or a team. Career programs, professional development or personal enrichment offerings are available.

Our Training Is:

- Flexible
- Affordable
- Customized

Since our faculty and staff have real world experience actually doing what they teach, our students obtain the skills and knowledge they are looking for to be competitive in today's market place.

ECC also offers semester long credit classes in areas such as precision machining, industrial electricity, maintenance practices, HVAC, supply chain management, manufacturing processes, and much more.

Please call us at **636-239-0598** or email **training@eastcentral.edu** to see what we can do to assist your business.

*ECC's Center for Workforce Development is housed at ECC-Washington,
1978 Image Drive (at Four Rivers Career Center). Fax: 636-390-8755*



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**Office hours are 8:00 a.m. until 4:30 p.m.
Monday through Friday.**

Class Locations

ECC Union

Main Campus

U.S. Highway 50
1964 Prairie Dell Road
Union, MO

BH - Buescher Hall

ECC Main Campus

ECTC - East Central Training Center

Main Campus, South Edge

MP - Multipurpose Building

ECC Main Campus

Bookstore

Lower Level of MP,
636.584.6737

ECC Sullivan

11 North Clark Street
Downtown Sullivan, MO

ECC Washington

Four Rivers Career Center
1978 Image Drive
Washington, MO

ECC Warrenton

1037 Armory Road
Warrenton, MO

Missouri Career Center

111 Steinhagen Road
Warrenton, MO

Missouri University of Science & Technology

900 Innovation Drive Suite 200
Rolla, MO

Curtis Wilson Library Missouri University of Science & Technology

400 West 14th Street
Rolla, MO

The Quality Coach

1451 High Street
Washington, MO

NOTICE OF NON-DISCRIMINATION

East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, age, disability, or veteran status. Inquiries/concerns regarding civil rights compliance as it relates to student programs and services may be directed to Ina Hays, Vice President of Student Development, 131 Buescher Hall, 1964 Prairie Dell Road, Union, MO 63084, (636) 584-6565 orstnotice@eastcentral.edu.

DID YOU KNOW

Students may be eligible
for **Continuing Education
Units (CEUs)** for
participation in classes.

Software and
mechanical skill
assessment testing is
available.

Call
636.239.0598
for details.

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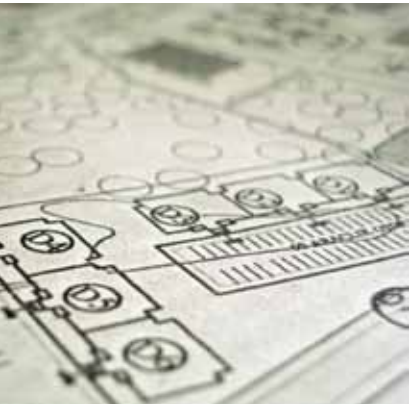
[Twitter.com/ecc-cwd](https://www.twitter.com/ecc-cwd)



WEATHER WATCH

For campus closure information, check the ECC website:
www.eastcentral.edu or call **800.976.0071**.

Closings will also be aired on local radio and
St. Louis television stations.



M A N U F A C T U R I N G

Lean Series

If you're interested in the entire 8 classes offered in the lean series, enrollment in the entire program is offered at a discounted rate. Please refer to the dates and times for each of the following: Lean Enterprise Executive Overview, Lean 101, Value Stream Mapping, 6S Workplace Organization, Kaizen Fundamentals, Standard Work, Setup Reduction and Total Productive Maintenance.

Instructor: Jim Devereux
CE0200-QU1

Cost: \$995
Choose locations and dates to fit your schedule

Lean Enterprise Executive Overview

This 4 hour interactive training session introduces managers to lean enterprise principles and tools used to create flow and eliminate waste in your organization. This high level seminar provides the highlights of lean as well as the key ingredients of a successful continuous improvement culture founded on lean enterprise principles, activities, and action. With 26 years of experience, instructor Jim Devereux brings years of experience to the process. Course materials included.

Instructor: Jim Devereux
CE0200-QUW56

Cost: \$150
ECC-Washington, Room E9
Wednesday, October 2, 8 am – noon

CE0200-QUO57

Missouri Career Center-Warrenton
Thursday, October 3, 8:30 am – noon

Lean 101: Introduction to the Principles of Lean Enterprise with Simulation

Seeing is believing! This 4 hour training class illustrates the power of applying lean enterprise in a small, simulated manufacturing business. Attendees actually work in the simulated business, face common problems, and work to improve the business through the use of lean principles and tools. There are 3 simulation sessions demonstrating consistent improvement. With 26 years of lean/quality experience, instructor, Jim Devereux, brings a tremendous amount of knowledge to the lean experience. Course materials are included.

Instructor: Jim Devereux
CE0200-QUO59

Cost: \$150
Missouri S & T-Rolla, 900 Innovation Drive, Suite 200 in Rolla
Monday, October 7, 8:30 am – noon

CE0200-QUW58

ECC-Washington, Room E9
Wednesday, October 9, 8 am – noon

CE0200-QUO60

Missouri Career Center-Warrenton
Thursday, October 10, 8 am – noon

Value Stream Mapping

This 4 hour course will walk you through the Value Stream Mapping process, a highly effective diagnostic tool used to graphically describe the present state of a business by collecting key metrics. With an understanding of the current situation, teams will create and visually document the desired future state. In doing so, the improvements, often using other lean tools, brings about achieving the future goals for a company. Instructor Jim Devereux's simple and straight-forward explanation will provide a fantastic tool for you to use in every day work environments. Course materials are included.

Instructor: Jim Devereux
CE0200-QUW61

Cost: \$150
ECC-Washington, Room E9
Wednesday, October 16, 8 am – noon

6S Workplace Organization

Have you ever had to wait or otherwise figure out another way to accomplish a task because you couldn't find something necessary for your job? The Lean tool, 6S Workplace Organization, eliminates waste created in those circumstances. Using a team approach, this review of the 6S process will create: 1. A place for everything and keeps everything in its place. 2. A workplace free of "stuff" that doesn't belong. 3. A clean, safe, efficient work environment. Participants will be equipped with the tools needed to implement 6S in the workplace. Course materials included.

Instructor: Jim Devereux
CE0200-QUO64

Cost: \$150
Missouri Career Center- Warrenton
Thursday, October 17, 8 am - noon

CE0200-QUO62

ECC-Washington, Room E9
Wednesday, October 23, 8 am - noon

CE0200-QUO63

Missouri S&T Rolla, 900 Innovation Dr., Suite 200
Thursday, November 7, 8 am - noon

Kaizen Fundamentals

Kaizen events are a fabulous tool for teams to apply Lean processes using the skills and talent of employees. Learn how to develop a Kaizen team and facilitate events designed to solve very specific problems in a very short period of time, usually 3 to 5 days. Your instructor will effectively explain the role of each person on a Kaizen team and demonstrate how to implement this continuous improvement program. Course materials are included.

Instructor: Jim Devereux
CE0200-QUW64 **Cost:** \$150
ECC-Washington, Room E9
Wednesday, October 30, 8 am - noon

Standard Work

Ask two different people and each one will tell you a different way to best perform a task. Standard work is a 4 hour program that will teach you to develop methods to tap internal experts within a company with the goal of creating the one best way to perform a particular task. The end result is to have the determined method remain in use until a new, better standard work is created for a task. Your instructor, Jim Devereux, will guide participants through the process with ease. Course materials are included.

Instructor: Jim Devereux
CE0200-QUW65 **Cost:** \$150
ECC-Washington, Room E9
Wednesday, November 6, 8 am - noon

Total Productive Maintenance

Have machine down time? Total Productive Maintenance applies the philosophy that unscheduled machine down time and poor machine performance can be prevented. You will learn the roles of different individuals within a company who can assist with coordinating the efforts of machine operators, maintenance personnel, engineers, and manufacturing management to improve overall equipment effectiveness. Course materials are included.

Instructor: Jim Devereux
CE0200-QUW67 **Cost:** \$150
ECC-Washington, Room E9
Wednesday, November 20, 8 am - noon

Setup Reduction

Need to improve efficiency in your manufacturing procedures? This course focuses on perfecting flexible manufacturing processes by going from one activity to another quickly, smoothly, and without errors. Our 26 year lean/quality expert will teach the process of reducing changeover time, improving changeover quality, and minimizing startup delays. Course materials are included.

Instructor: Jim Devereux
CE0200-QUW66 **Cost:** \$150
ECC-Washington, Room E9
Wednesday, November 13, 8 am - noon

OSHA 10 Hour General

This course is designed for the entry level general worker. Course topics: 1: Introduction to OSHA and the OSH Act; 2: General Safety and Health Provisions; 3A: Health Hazards: Hazard Communication; 3B: Health Hazards: Hazardous Materials; 4: Cranes and Rigging; 5: Focus Four: Electrical Safety; 6: Struck- By and Caught in Between; 7: Fall Protection; 8: Personal Protective Equipment; 9: Hand and Power Tools; 10: Scaffolds; 11: Stairways and Ladders. Participants must complete and pass the required final exam. All participants will receive a certification card.

Instructor: The Training
Resource Group, OSHA approved
CE0200-SAFW2 **Cost:** \$179
ECC-Washington, Room E9
Monday & Tuesday, December 9 & 10, 13 8 am - 3 pm

ISO 9000 Overview & Requirements

ISO 9000 is a set of criteria and standards regarding quality management systems (QMS) that was established by the International Organization for Standardization (ISO). Successful firms are good at two things: increasing sales and reducing costs. However, these two things may prove irrelevant if the quality of the product or service is poor. ISO 9000 is concerned with improving the quality of operations which can affect both top and bottom line growth. Implementation of ISO 9000 affects the entire organization by providing a transition to both a new common language and a new way of thinking about continuous process improvement. This workshop will address how to bring the benefits of ISO 9000 to your organization.

Instructor: Richard Stark
CE0200-QUU2 **Cost:** \$395
ECC-Union, ECTC 109
Monday & Tuesday, December 2 & 3, 8 am - 5 pm

ISO 9000 Internal Auditor

This training will help you develop the skills needed to assess and report on the conformance and effective implementation of processes, and to contribute to the continual improvement of the quality management systems based on ISO standards. The training comprises of presentations, workshops and role-play exercises. Upon completion you will be able to: 1. Describe the role of internal audit in the maintenance and improvement of management systems. 2. Explain the purpose and structure of ISO 3. Plan and prepare for an internal audit, gather audit evidence through observation, interview and sampling of documents and records. 4. Write factual audit reports that help improve the effectiveness of the QMS. 5 Suggest ways in which the effectiveness of corrective action might be verified.

Instructor: Richard Stark
CE0200-QUU3 **Cost:** \$995
ECC-Union, ECTC 109
Monday-Thursday, December 16-19, 8 am - 5 pm



In addition to the class listed, OSHA classes are offered at other times. Additional OSHA offerings include: **OSHA 30 Hour General Industry, OSHA 10 Hour Construction, OSHA 30 Hour Construction** and **OSHA Hazcom 2012.**

Call to schedule your class today.





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Quality Communication

Misunderstandings are a leading cause of problems in safety, quality, customer service, and productivity, and result in unnecessary conflicts in most workplaces. The high cost of poor quality communication goes undetected in most organizations. Since managers are a key source of information and direction, leading and managing other requires one to pay careful attention to his or her communication. This workshop provides a perfect opportunity to tune up your communication skills and add a few new communication tools to your leadership tool belt.

Instructor: The Quality Coach **Cost:** \$160

CEO200-LDO5 Missouri Career Center - Warrenton
Tuesday, December 10, 8:30 am - noon

CEO200-LDO3 The Quality Coach, Washington
Wednesday, December 11, 8:30 am - noon

CEO200-LDO4 Missouri S & T Campus-Rolla, 900 Innovation Dr., Suite 200
Thursday, December 12, 8:30 am - noon

From Individual Contributor to Leader

The transition to leader or manager can be a challenging one. This workshop provides guidance to help you navigate the changes associated with leading and managing others. This workshop proves to be helpful for experienced and new managers alike. You will be able to relate your experience to the key shifts required to successfully lead others.

Instructor: The Quality Coach **Cost:** \$160

CEO200-LD014 Missouri Career Center - Warrenton
Tuesday, September 24, 8:30 am - noon

CEO200-LD012 The Quality Coach, Washington
Wednesday, September 25, 8:30 am - noon

CEO200-LD013 Missouri S & T - Rolla, 900 Innovation Dr., Suite 200
Thursday, September 26, 8:30 am - noon

Performance Coaching Clinic

Skilled coaches consistently bring out the best in individuals as well as teams. Performance coaches are an asset to any organization. Take advantage of this opportunity to learn practical performance coaching strategies and develop you own coaching competencies. Seasoned business coaches provide insight into real world challenges and provide practical coaching tools and strategies. Coaching Clinic includes leadership assessments. Invest three hours for six consecutive weeks and earn a Performance Coaching Certification.

Instructor: The Quality Coach **Cost:** \$695

CEO200-LDO53 The Quality Coach, Washington
Tuesdays, October 8 - November 12, 8:30 am - noon

Customer Service Excellence

"Customer service is not a department". It is an attitude. Actions coming from individuals with an attitude of service are almost always going to delight the customer. What is customer service excellence? It is quite simply giving the customer a bit more than is expected. Refresh your customer service attitude and skill set by participating in this engaging and energizing workshop.

Instructor: The Quality Coach **Cost:** \$160

CEO200-LDS54 ECC-Sullivan, Room 3
Tuesdays, October 22, 8 am - 11:45 am

CEO200-LDO56 Missouri Career Center - Warrenton
Tuesdays, November 19, 8 am - 11:45 am

CEO200-LDO80 The Quality Coach, Washington
Wednesday, November 20, 8 am - noon

CEO200-LDO55 Missouri S & T - Rolla, 900 Innovation Drive, Suite 200
Thursday, November 21, 8 am - noon

Human Resources Basics

As a company grows, individuals from other disciplines often inherit human resource responsibilities. This workshop is especially for individuals who are absorbing that role. You will learn about the basic functions of human resources, be introduced to reliable resources and receive guidance about establishing a viable human resources function. You will walk away with huge value about how to minimize risks and improve employee relations within your organization.

Instructor: The Quality Coach **Cost:** \$160

CEO200-LDO52 The Quality Coach, Washington
Wednesday, October 23, 8:30 am - noon

CEO200-LDO1 Missouri S & T - Rolla, 900 Innovation Dr., Suite 200
Thursday, October 24, 8:30 am - noon



Microsoft Word Introductory Skills for Business and Industry

Microsoft Word is a powerful software tool used in most businesses today. This course goes beyond beginner skills, covering intermediate level tasks and practical applications for business and industry. Instruction will include the areas of navigating, creating and editing memos, business letters, and press releases; developing reports and newsletters; working with tables and forms; creating manuals; using mail merge; shortcuts, and more! The textbook, Microsoft Word 2010: Introductory Skills, is available for purchase at the ECC Bookstore.

Instructor: Darrell Risley **Cost:** \$150
CE0200-ITA50 ECC-Warrenton, Room 104
 Mondays/Wednesdays, Sept. 23 - Oct. 16, 3:30pm - 5:30pm

CE0200-ITW50 ECC-Washington, Room E11
 Tuesday/Thursdays, Sept. 24 - Oct. 17, 3:30pm - 5:30pm

CE0200-ITS50 ECC-Sullivan, Computer Lab
 Mondays/Wednesdays, Nov. 18-Dec. 11, 3:30pm - 5pm

Microsoft Excel Introductory Skills for Business and Industry

Microsoft Excel is very prevalent in today's marketplace. This course starts with basic skills and goes beyond, covering intermediate level tasks and practical applications for business and industry. Instruction will include the areas of: understanding and navigating the software; editing, viewing, and printing worksheets; working with formatting and setting the appearance of worksheets; charting and transmitting worksheet data; working with large worksheets, and managing multiple-sheet workbooks. The textbook, Microsoft Excel 2010: Introductory Skills, is available for purchase at the ECC Bookstore.

Instructor: Darrell Risley **Cost:** \$145
CE0200-ITA52 ECC-Warrenton, Room 104
 Mondays/Wednesdays, Oct. 21-Nov. 13, 3:30pm - 5:30pm

CE0200-ITW51 ECC-Washington, Room E11
 Tuesday/Thursdays, Oct. 22 - Nov. 14, 3:30pm - 5:30pm

Microsoft Excel Advanced Skills for Business and Industry

This advanced skill Excel class is designed for those utilizing more difficult capabilities of the software used in many businesses. Some of the areas of study are: creating tables and outlines; adding graphics; using templates and protecting data; creating pivot tables and macros; using financial functions, auditing, and analysis tools; and more! The text book, Microsoft Excel 2010: Advanced Skills, is available for purchase at the ECC Bookstore.

Instructor: Darrell Risley **Cost:** \$150
CE0200-ITW55 ECC-Washington, Room E11
 Tuesday/Thursdays, Nov. 19- Dec. 19 3:30pm - 5:30pm

Microsoft PowerPoint 2010 for Business and Industry

This course is designed for learning PowerPoint skills necessary in a business environment. Topics will be introduced relating to designing and preparing a presentation; adding graphics, animation, and sound to a presentation; and presenting charts. The textbook, FastCourse Microsoft PowerPoint 2010 Level 1, is available for purchase at the ECC Bookstore.

Instructor: Cindy Brewer **Cost:** \$95
CE0200-ITA54 ECC-Warrenton, Room 104
 Mondays/Wednesdays, December. 2 - 11, 6pm - 8pm

CE0200-ITU53 ECC-Union, ECTC 111
 Mondays/Wednesdays, October 7-16, 6pm - 8pm

Quickbooks Pro 2012 Level 1

QuickBooks has become the accounting software of choice for many small and medium sized businesses. No doubt, this is due to the multitude of functions and features the software offers. Whether you're a first time user, or someone who wants to sharpen your skills, join us for hands-on practice. Prior computer knowledge is required. This beginning course will cover many aspects of the program including creating a company, working with vendors and customers, banking, and customizing. The textbook, QuickBooks Pro 2012: Level 1, is available for purchase at the ECC Bookstore.

Instructor: Robert L. Davis **Cost:** \$160
CE0200-ITO1 Missouri S & T - Rolla, Curtis Wilson Library
 Mondays/Wednesdays, Oct. 7 - Nov. 4, 6pm - 9pm

Intro to Access

The features of Access will be explored in this introductory level class. Learn how to develop a basic database, tables, queries and reports to make a professional database. Templates and practice databases are created, as well as entry level report and queries to organize data and present it in the most professional manner. Textbook available at the ECC Bookstore. Prerequisite: Intro to Computers

Instructor: Dee Gibbs **Cost:** \$105
CE0100-ITW14 ECC- Washington, Room E10
 Mondays/Wednesdays, Nov. 13 - Dec. 2, 6pm - 9pm





Mircosoff Office Essentials

Microsoft Office Essentials is a complete survey of the Microsoft Office 2010 Suite. This hands-on course will begin with basic computer concepts and then introduce Microsoft Windows, Internet Explorer and Outlook. You will then move into Word 2010, Excel 2010, PowerPoint 2010, and Access 2010. This course concludes with a comprehensive integration in which you'll use the Office applications in collaborations, leveraging the capabilities of each of the softwares.

Instructor: Dee Gibbs
CEO500-ITW20

Cost: \$695
ECC-Washington, Room E10
Monday/Wednesdays, Sept. 9 - Dec. 18, 6pm - 9pm

Mircosoff Outlook

This class is an intermediate course designed to improve understanding of the functionality of Microsoft Outlook applications; managing email, contact information, calendars, and to-do lists. Prerequisite: Introduction to Computers.

Instructor: Dee Gibbs
CEO100-ITW25

Cost: \$105
ECC-Washington, Room E10
Monday/Wednesdays, December 4 - 18, 6pm - 9pm

ONLINE COURSES

ECC's Center for Workforce Development offers over 600 non-credit courses in a variety of disciplines. The courses vary in length from six weeks to one year. Classes can be completed at home, any time of the day or night. The classes are through third-party vendors and are not the curriculum of ECC.

Check out
ed2go.com/ecconline
for the complete listing.

Introduction to PC Trouble Shooting

Don't spend your hard-earned cash on expensive PC repairs! The vast majority of the problems people experience with their computers are completely avoidable, and most can be solved with nothing more than a few minutes of your time. This class takes you step by step through the typical hardware and operating system problems encountered by technicians, teaching troubleshooting techniques to decipher any problem, and giving you the skills you need to solve them. Once you've mastered the basics, the course launches into some of the more advanced and nasty problems that crop up in the PC, teaching you how to diagnose and fix those problems as well! Finally, Intro to PC Troubleshooting shows you how to maintain and optimize a Windows PC. So what are you waiting for? Let's troubleshoot - and fix - some PCs!

Cost: \$89

CEO100-ITN13 Online - Enroll at any time

Creating Web Pages

Create and post your very own Web site on the Internet using HTML in this extensive, hands-on, six week workshop. First you'll learn about the capabilities of the World Wide Web and the fundamentals of web design. Then, with your instructor's patient guidance, you'll plan the content, structure and layout of your Web site, create pages full of neatly formatted text, build links between the pages and to the outside world, and add color, backgrounds, graphics, tables, hot buttons, and animation. You'll also learn critical and timely information on securing the best possible location in search engine listings, and powerful no-cost or low-cost web marketing strategies.

Cost: \$89

CEO300-INT2 Online - Enroll at any time

Introduction to SQL

Learn the key concepts of Structured Query Language (SQL) and gain a solid working knowledge of this powerful and universal database programming language. You'll learn the basic structure of relational databases, how to read and write simple and complex SQL statements, and advanced data manipulation techniques.

Cost: \$89

CEO300-INT31 Online - Enroll at any time

Missouri Notary Public Workshop

This one night seminar will prepare you to become a Missouri Notary Public. It is easy to do. You'll be guided through every step, discussing the laws, fees, insurance, valid identification, journal requirements, and more. You will take the state exam and complete the state application as a part of this workshop.

Instructor: Dee Gibbs
CEO100-OTHU2

Cost: \$25
ECC- Washington, ECTC 111
Tuesday, October 15, 6 pm - 9pm



HABLAS ESPAÑOL

Conversational Spanish I

Quick and Easy! This course is for anyone who wants to attain a speaking knowledge of the Spanish language. If you've never studied Spanish -or if you're just brushing up on what you've learned before - you can learn a skill and pick up some knowledge that will enrich your life. Communication and comprehension will be stressed more than grammatical depth. This course will prove useful if you want to communicate with Spanish speaking individuals. Taught by a native speaker.

Instructor: Maria Sanchez
CEO300-FLW1

Cost: \$75
ECC- Washington, Room E9
Thursdays, Sept. 12 - Oct. 17, 6:30pm - 8pm

Conversational Spanish 2

This course is a continuation of our Spanish 1 offering. Spanish is one of the easiest foreign languages to learn. Much of its vocabulary is similar to English and written Spanish is almost completely phonetic. Look at almost any Spanish word and you can tell how it is pronounced. While mastering the grammar of Spanish can be a challenge, basic grammar is straightforward enough that you can have meaningful communication after only a few lessons. It's no wonder that Spanish is a popular second or third language. With some 400 million speakers, it's the fourth most commonly spoken language in the world after English, Chinese and Hindustani.

Instructor: Maria Sanchez
CEO300-FLW2

Cost: \$75
ECC- Washington, Room E9
Thursdays, Oct. 31 - Dec. 12, 6:30pm - 8pm

The Complement to the Classroom

For the past year, East Central College has partnered with Tooling U-SME, the leading provider of manufacturing-specific training products and services, to complement traditional classroom/lab instruction. Students need time for hands-on training, but instructors need to be sure they are learning the right theories. Tooling U-SME allows us to deliver an online curriculum with measurable results that is effective, easy to use, and flexible.

Tooling U-SME works with manufacturers to build training programs and support workforce learning initiatives. They offer a diverse suite of training resources that includes professional consultative services, online training content, instructor-led training, book and video content and industry-backed certifications. More than 210,000 individuals from 5,000 companies have utilized Tooling U-SME to strengthen the knowledge and skills of their manufacturing workforce.

Manufacturers are the keepers of vital knowledge and technologies, but this knowledge will be lost through transition and a retiring workforce unless the knowledge and skills are passed on. Tooling U-SME has developed an extensive and diverse catalog of manufacturing-specific content and innovative learning tools to help manufacturers bolster their expertise and leverage their people to successfully compete in today's economy.

To learn more about training options through Tooling U-SME, call **636-239-0598, Ext. 2957** or email **training@eastcentral.edu**.



Don't See Any Classes That Fit Your Situation?

Perhaps you need industry-specific employee training on your schedule, at your location? ECC can help.

Our quality employee training programs can be custom-designed and delivered to your specific skill requirements, and most classes can be facilitated at your company location or an ECC site. We use subject matter experts with industry experience, who know how to deliver the results you desire.



An Innovative Approach to Job Analysis, Assessment, and Training

WorkKeys is a job skills assessment system that helps employers select, hire, train, develop, and retain a high-performance workforce.

For businesses, the results are:

- Better hiring decisions
- More fulfilled and qualified employees
- An improved bottom line
- Reduced turn over, training costs and overtime



For employees, the result is:

CAREER SUCCESS!

For Individuals, the result is:

Documented workplace skills

The Three Major Components of WorkKeys Include:

1. Job Profiling

Determining the basic skills required for individual jobs and occupational careers

2. Assessment

Measuring the basic skills that individuals can apply to workplace situations

3. Training

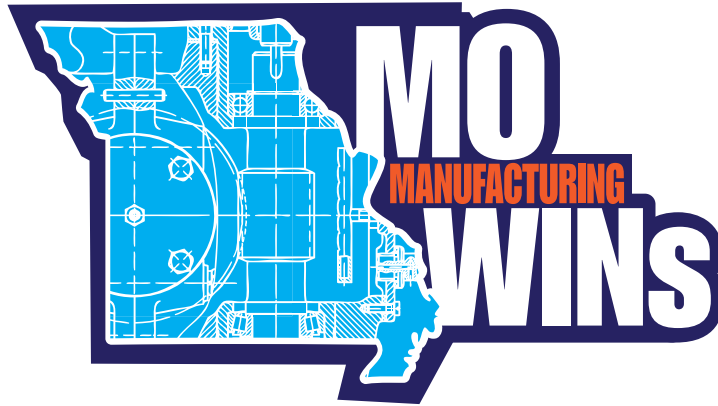
Curriculum guidelines from ACT designed to improve an individual's skills so that they can be successful in jobs of their choice

The WorkKeys assessment identifies skill levels in:

- Applied Math
- Locating Information
- Reading for Information

These skills are highly desirable in the workplace, both for new hires and existing employees. Depending on the WorkKeys assessment score, applicants earn a National Career Readiness Certificate (NCRC) in one of four levels: bronze, silver, gold or platinum. The NCRC is a portable credential earned by more than 1 million people across the United States. If scores need improvement first, the program provides a remedial path to accomplish that. "Preferring" applicants who have the NCRC has proven to be an effective tool to assist with the screening and hiring process.

Other assessment resources are available in software applications and mechanical aptitude. For more information on job profiling, assessments and training call 636.239.0598 or email training@eastcentral.edu. More information available at www.workkeys.com



In east central Missouri, Franklin, Gasconade and Phelps Counties are involved in Missouri Work Ready Communities, a voluntary initiative guided by local community leaders. By utilizing the **National Career Readiness Certificate**, the counties will be able to attract, retain, and develop a workforce with the education and foundational skills to succeed in the 21st century. Upon certification, each county can document that it can provide a quality workforce with the skills employers need to be “work ready.”

East Central College is one of the nine colleges comprising the statewide consortium utilizing almost \$15 million in grant funds to ensure that credit and non-credit programs in manufacturing meet industry needs as part of the Missouri Manufacturing Workforce Innovation Networks. ECC will receive \$1.1 million from the U.S. Department of Labor over a three year period.

MoManufacturingWINS will provide educational opportunities for approximately 3,300 additional Missourians, including unemployed adult learners who are seeking new career opportunities. ECC and the other two-year colleges are using the funds to develop or expand training programs in modern manufacturing, which is a targeted industry under the Missouri Strategic Initiative for Economic Growth. **MoManufacturingWINS** will support implementation of “stackable credentials” in three occupational areas: industrial engineering technology, precision machining and welding. With the opportunity to acquire additional skill certifications like the **National Career Readiness Certificate**, this ‘latticed’ learning model provides added intensity, flexibility and comprehensiveness in the course of study, making the graduates more skilled and competitive job seekers.

A major focus of the program is to serve Trade Act participants as well as veterans, unemployed and underemployed individuals, and low-skilled persons in Missouri.

For details on how your company can take advantage of the MO Manufacturing WINS programs, call Tammy Stowe, coordinator of Manufacturing Outreach at 636-239-0598 or email: t1stowe@eastcentral.edu.

This workforce solution is funded by a grant awarded by the U.S. Department of Labor’s Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.

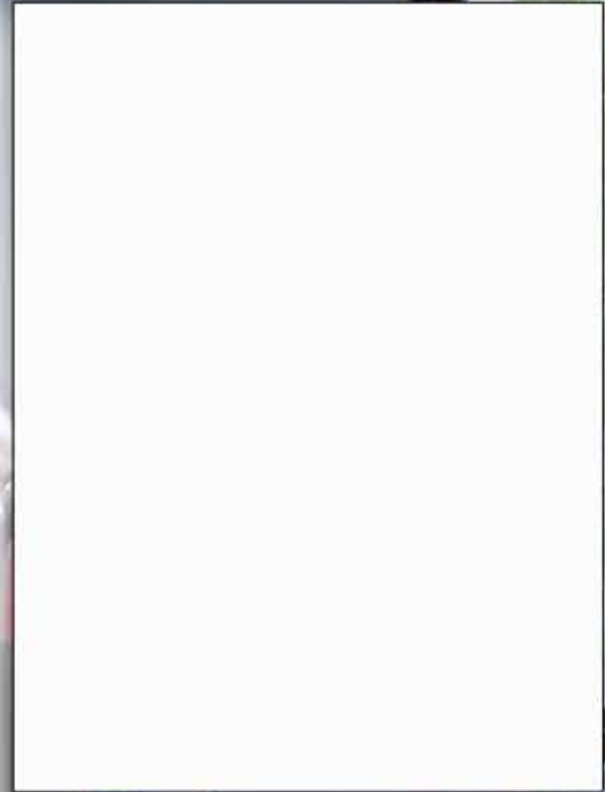
INCREASE YOUR COMPANY'S POTENTIAL WITH CUSTOMIZED TRAINING GRANT FUNDING!

The best way to work smarter is to have a highly-trained workforce. ECC's Center for Workforce Development and our training partners offer responsive, innovative solutions that meet your needs through Missouri's Customized Training Program.

The Missouri Department of Economic Development has approved more than \$400,000 in customized training assistance to the following companies for FY '14:

**ACE Manufacturing - Sullivan
Aerofil Technology - Sullivan
American Plastics Group - Union
Brewer Science - Rolla
Cascades Plastics - Warrenton
CG Power Systems - Washington
Cohen Architectural Woodworking - St. Clair
Convenience Products - Pacific
Enduro Binders - Washington
Frick's Quality Meats - Washington
Henniges Automotive - New Haven
Hodges Badge - Washington**

**Homeyer Precision Manufacturing - Marthasville
International Surface Solutions - Washington
Lederle Machine Company - Pacific
Meramec Electrical Products - Cuba
Parker Hannifin Corporation - Washington
Pretium Packaging - Hermann
Rawlings - Washington
RTI Tradco - Washington
Salem Wood Products - Salem
Tacony Manufacturing - St. James
Tech Manufacturing - Wright City**



EAST CENTRAL COLLEGE JOIN OUR LIST OF CLIENTS

A representative from your organization can meet with Robin Bellis to determine your exact training needs.

Call 636.239.0598 or email training@eastcentral.edu