



These major training topics offered on-site or at one of 3 campuses

- Management / Supervisory training
- Computer Skills (most software)
- Logistics and Supply Chain
- Lean Manufacturing
- Six Sigma Quality
- Customer Service and Effective Communication
- Business - from Accounting to Interviewing skills
- Safety / OSHA Compliance
- Blueprint Reading, GD & T, and AutoCad

Wide variety of training topics for Guilford County businesses!

Guide to Low-Cost Training for Employees

Take advantage of local, customized training options that won't break the bank

Training can seem like a luxury when you are trying to keep your business running, but employees who are learning and growing tend to stay with a job longer and help your bottom line with their enhanced skills. Training does not have to be expensive and with GTCC's Center for Business and Industry, we serve the business community as a not-for-profit entity. We design programs from tried and proven materials that can be done to fit the employer's needs; on-site, on-line or on-campus.

To increase the effectiveness of training, the best contacts and resources to help you get it done are available at GTCC

Action Steps :

- ✓ **Train the bosses....**
Set a tone that stresses it is important. Require an action plan afterwards. Managers should follow-up and ask about the training.
- ✓ **Evaluate your needs...**
First you need to know what your needs are by making sure you are properly assessing the skill sets that should be bolstered. Assess your needs from the basic skill building of front-line customer service providers to leadership training of your next generation of managers and then tailor the training by cost and sophistication.

✓ **Be practical....** A lot of managers and line supervisors don't need instruction in high concepts but practical training in how to handle situations they face every day.

✓ **Evaluate the pay-off....**
The key to making sure you have spent your money and staff time well, is evaluating the training that your employees go through. Define your objectives and measure achieved results.

✓ **Keep it in-house.....**
Avoid the high costs of \$500+/day seminars and travel expenses, plus time away from the job, with on-site training. We come to you at times that fit your business cycles.

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Do you know about....?

WorkKeys



We will be happy to come and explain this valuable employee skills assessment program.

Employers can:

- Profile skill requirements for specific jobs.
- Evaluate job applicants.
- Evaluate skills of current employees
- Determine individual skill needs.
- Provide focused training goals.

(100% EEOC compliant)

Need to upgrade your employees' computer skills but don't have 15 computers to dedicate to a training class? Our instructor will bring laptops to your site at NO ADDITIONAL COST !!

Our most popular programs:

- * Monthly lunch & learn, all topics
- * Supervisory Skills
- * Microsoft Office Suite (Word, Excel, Power Point and Access)
- * Business Writing and E-mail
- * Workplace Spanish
- * Problem Solving
- * Customer Service
- * Project Management