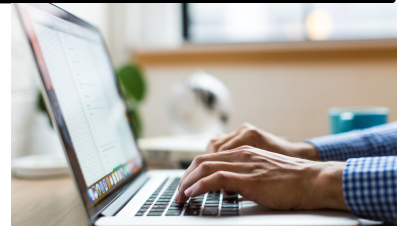




# FOSTORIA LEARNING CENTER

FostoriaLearningCenter.org



## Winter/Spring 2024

Industrial • Safety • Logistics • Medical • Leadership • Computer





# WORKFORCE TRAINING PROGRAMS

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## **Intro to Welding**

Jan. 8- Feb, 22nd, 3 days per week,  
4:00 pm - 8:00pm (Monday, Tuesday,  
Thursday)

\*Free training available for eligible learners  
Interpret blueprints & welding symbols, learn  
fundamental welding concepts and overall welding  
knowledge. Course includes OSHA 10 hour card.

## **Benchwork**

May1-2, 8 a.m. to 4 p.m.

\$1150 per student

In the Benchwork course, students are required  
to read prints, layout, machine, and fabricate  
projects utilizing the lab environment with  
emphasis placed on safety, tooling, precision,  
and accuracy. Topics include, materials,  
mechanical fasteners, measurement, tolerance,  
fit, layout, hand tools, power hand tools, drilling,  
grinding, sharpening, burring, filing, polishing,  
layout work on the bench, use of hand taps, and  
cutting threads with a die.

## **Blueprint Reading**

April 23rd-24th, 8 a.m. to 4 p.m.

\$1150 per student

Emphasis on PRINT READING including lines,  
abbreviations, terminology, view identification,  
dimensioning practices, dimensioning  
calculations, Tolerancing calculations, and  
sketching including orthographic, isometric,  
section, and auxiliary views. The course  
objective is for students to gain a basic  
proficiency for understanding and  
manipulating technical drawings and associated  
conventions. The course material for Print  
Reading and Sketching includes the alphabet of  
lines, orthographic projection, ordinary views,  
section views, auxiliary views, pictorial  
sketching, dimensioning, Tolerancing, screw  
threads and fasteners, mathematics for design  
and an introduction to geometric dimensioning  
and tolerances.

## **Siemens S7 PLC Level I**

May 7th- 9th, 8:00am - 4:00pm

\$1650 per person

This Siemens S7 1200 basic course will utilize  
industrial trainers and the TIA Portal Software  
providing hands on exercises and learning  
experiences. The students will learn  
installation/replacement and how to program &  
troubleshoot the PLC hardware the first two  
days. The third day will focus on WinCC HMI  
software with project creation, communications,  
graphics, library and alarms.



# WORKFORCE TRAINING PROGRAMS

## **Motors & Motor Controls/ Automation & Control Basics**

May 26-27, 8 a.m. to 4 p.m.

\$1650 per student

*This course is an advanced study and laboratory for learners who have an understanding of electrical circuits, controls and desire practical hands on experience of various motor and control devices. Coursework involves hands on laboratory experience utilizing 120vac, 208/240vac, wiring demonstrations, and testing. Practical application of principles learned will be emphasized. Special topics in electricity will be introduced to the learners according to class interests. Topics will include ladder diagrams and their control of alternating and direct current motors. Motor starting sizing, circuit/overload protection, electrical motor branch wiring will also be introduced. The variable frequency drive (VFD) as a motor controller will be introduced as well as an introduction into the application of programmable logic controller (PLC) in motor control circuits. These topics will be learned through text, presentations, exercises and hands on labs.*

## **OSHA 10**

May 14 8:00am - 4:00pm &

May 15th 8am-Noon

\$275 per student

This training program is intended to provide entry level general industry workers information about their rights, employer responsibilities, and how to file a complaint as well as how to identify, abate, avoid and prevent job related hazards on a job site. The training covers a variety of general industry safety and health hazards which a worker may encounter.

## **Safety for Supervisors**

May 23, 8:00am - Noon, \$100 per student

This course will focus on how to identify and control hazards, incident prevention, OSHA's role in safety, how to confidently address safety and health issues. In addition, learners will focus on a supervisors role in promoting a positive safety culture.

## **Need Customized Training?**

If your organization is looking for a specific training program, but don't see it as an open enrollment option, check out our website for a more complete list of course offerings available and reach out to us. In 2023, we assisted 15 different organizations by designing and scheduling a customized program that met and exceeded their needs. We also assist with funding for eligible programs. Give us a call to learn about the different options available to your organization.

(419) 408-5540



# MEDICAL TRAININGS

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## STNA

January 16-19, 22-24 8:00am - 4:30pm &

Clinicals January 20-21, 7am-3:30pm

Test January 25, 2-5pm

\$850 per student (test not included)

Are you looking for a career that is both rewarding and in demand? Becoming an STNA may be for you! Nurse Aides provide a variety of care-related tasks such as dressing, feeding and observing patients. STNA's usually work in long-term care facilities, home health agencies, assisted living facilities and hospitals. After completing this course, students will be prepared to take the State written and competency exam. State exam fees are not included in the cost of this class. State exams are completed through D & S Diversified Technologies.

Clinical locations will be announced in class. Before the first day of class, students must read and sign a code of conduct contract. A Terra State Kern Center representative will go over this contract with you when you register.

\*Scholarships Available

Before clinicals each student must have a TB Test & a Physical.



# SUPERVISORY TRAINING

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## **Supervisor Training Series:**

\$129 per person, individual course  
Member Discount: \$100 per course  
\$599 Full Series; Member Discount: \$499

## **Millennial Onboarding**

Feb. 7, 8:30 a.m. to Noon  
Onboarding new employees is a secure investment that will assist newly hired employees in developing their skills, knowledge, and value within your company. It will help match the technically skilled Millennial workforce with new and emerging needs of your company, offering a competitive advantage.

## **Goal Setting & Getting Things Done**

Feb. 12, 8:30 a.m. to Noon  
Goal Setting is one of the most basic and essential skills to develop. What makes a good goal? We touch on goal characteristics, time management, making a to do list, and what to do when setbacks occur. This workshop will provide the knowledge and skills for your participants to complete more tasks and get things done.

## **Conflict Resolution**

Feb. 21, 8:30 a.m. to Noon  
Wherever two or more people come together, there is bound to be conflict. This course will give participants a seven-step conflict resolution process that they can use and modify to resolve conflict disputes of any size. Your participants will also be provided a set of skills in solution building and finding common ground.

## **Conducting Annual Employee Reviews**

Feb. 26, 8:30 a.m. to Noon  
An annual review can help you keep your employees happy, engaged, and focused. It is human nature to want to succeed. Giving your employees feedback on their positive and negative attributes is part of the pathway to success. A poorly designed annual review can have the reverse effect.

## **Developing New Managers**

March 6, 8:30 a.m. to Noon  
Management must be effective for the success of any business. Unfortunately, it is all too easy to overlook the training and development of new managers. When you provide your managers and employees with the skills and tools they need, you will greatly boost morale and strengthen your organization.



# SUPERVISORY TRAINING

## Supervisor Training Series:

\$129 per person, individual course  
Member Discount: \$100 per course  
\$599 Full Series; Member Discount: \$499

## Accountability in the Workplace

March 11, 8:30 a.m. to Noon  
Accountability helps to ensure that every employee will take responsibility for their performance and behaviors, and continue to manage this responsibility. When we implement goals and communicate with one another, we can achieve powerful results. Building an accountable workplace requires strong teamwork and collaboration. Every team member must have a strong understanding of the values of the company and recognize the importance of their dedication, in order to attain success.

## Train the Trainer

March 20, 8:30 a.m. to Noon  
Whether you are preparing to be a professional trainer, or you are someone who does a bit of training as a part of their job, you'll want to be prepared for the training that you do. This course will help begin the process of becoming trainer, and understand that training is a process where skills, knowledge, and attitudes are applied.

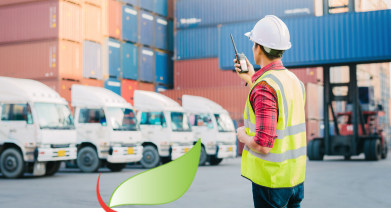
## Change Management

March 25, 8:30 a.m. to Noon  
Change is a constant. All around us, technologies, processes, people, ideas, and methods change, affecting the way we perform daily tasks and live our lives. Having a smooth transition when change occurs is important in any situation and your participants will gain some valuable skills through this workshop.

## Need Customized Training?

If your organization is looking for a specific training program, but don't see it as an open enrollment option, please let us know. In 2023, we assisted 15 different organizations by designing and scheduling a customized program that met and exceeded their needs. We also assist with funding for eligible programs. Give us a call to learn about the different options available to your organization.

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# COMPUTER TRAININGS

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## **Excel Introduction Level 1**

March 19th, 9 a.m. to 4:30 p.m.

\$160 per person

Excel is Microsoft's powerful and easy-to-use spreadsheet program. This course is intended to help all computer users get up to speed with Excel quickly. We will cover different features of the interface, show users how to print, cover some simple scenarios, and cover the basics of formatting. Topics include exploring the Excel interface, performing calculations, modifying and formatting worksheets, printing a workbook, and managing large workbooks

## **Excel Level 2**

April 2nd, 9 a.m. to 4:30 p.m.

\$160 per person

This course is intended to help all users get up to speed on the different features of Excel and to become familiar with its more advanced selection of features. We will cover how to create and use advanced formulas, analyze data, organize worksheet data with tables, visualize data with charts, insert graphics, and enhance workbooks.

## **Word Level 1**

January 30th, 9 a.m. to 4:30 p.m.

\$160 per person

This course will introduce students to Microsoft Word's most important features. Key topics include creating a new document, making it look professional and presentable, adding graphics, and customizing the Microsoft Word interface. After completing this course, students will be ready to use Microsoft Word to efficiently complete daily tasks.

## **Word Level 2**

February 6th, 9 a.m. to 4:30 p.m.

\$160 per person

This course is designed to help users who are familiar with Word's basic features take their skills to the next level. The topics covered include using tools like styles, macros, templates, mail merge, and building blocks to automate tasks. Students will also learn how to create complex documents using tables, charts, and various types of illustrations.

## **Word Level 3**

February 20th, 9 a.m. to 4:30 p.m.

\$160 per person

This advanced course is designed to help users leverage Microsoft Word to collaborate on documents and secure information. This course also covers techniques for creating complex documents, such as forms or documents that require reference pages.

## **Power Point Level 1**

March 5th, 9 a.m. to 4:30 p.m.

\$160 per person

PowerPoint is Microsoft's powerful and easy-to-use presentation program. This version of PowerPoint incorporates some new features and connectivity options in an effort to make collaboration and production as easy as possible. This course is intended to help all novice computer users get up to speed with PowerPoint quickly. We will cover different features of the interface; show users how to create, save, and present a basic presentation; cover the basics of formatting; and discuss how to add multimedia to a presentation.



# LEAN & SMALL BUSINESS TRAININGS

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## **Lean Six Sigma Yellow Belt**

Online Course (10-12 hours)

Course Opens: March 11th

\$300 per person

This online certification course consists of 12 modules, followed by a quiz. The course focuses on process improvement utilizing Lean Six Sigma methodology. The module topics include, voice of the customer, goal setting and project alignment, team formation, process overview, data collection, establishing baseline metrics, prioritizing problems, implementing solutions, and control plans.

## **CO.STARTERS Core**

Mondays - Begins Feb. 5th

6:00 p.m. to 9:00 p.m.

\$250 per person

CO.STARTERS provides an action-driven, collaborative process with a small and supportive group. Over ten sessions, you'll identify your assumptions about why and how your businesses will work and then talk to customers in order to validate your ideas. You'll leave the program with a deeper understanding of how to create a sustainable business, articulate your model, and repeat the process with your next great idea.

## **Customized Training**

*Need specific training? We can create customized trainings to meet your upskilling needs. Call us at 419-408-5540.*





# CONSTRUCTION TRAININGS

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## **ABC Northwestern Ohio Chapter Construction Craft Apprenticeship**

ABC Education Programs include:

- Electrical
- Carpentry
- Heating, Ventilating, Air Conditioning (HVAC)
- Plumbing
- And More

ABC Education Programs Feature the following:

- More than 45 years of experience training thousands of construction professionals in Northern Ohio
- Nationally-recognized NCCER curricula ([www.nccer.org](http://www.nccer.org))
- Registered Apprenticeship with 300 contractors
- College credit toward an Associate degree in construction included in tuition
- Knowledgeable and experienced journey-person-level instructors
- Hands-on and online instruction
- Reasonable, all-inclusive tuition with tuition payment option

To learn more and enroll contact ABC at 440-717-0389.

<https://www.nocabc.com/Education-and-Training>