



ALEXANDRIA

Technical & Community

COLLEGE

A member of Minnesota State



CUSTOMIZED TRAINING & CONTINUING EDUCATION

Alexandria College's Customized Training and Continuing Education Center provides individuals with access to education that advances lifelong learning and occupational skill development; we offer industry-driven workforce solutions to business partners.

alextech.edu/customizedtraining



“Our relationship with Alexandria Technical & Community College is vital to the success of our business. Central Specialties Inc. relies on ATCC for potential employees and exceptional trainings for our current mechanics. The ease of doing business with ATCC is straightforward and never difficult. We appreciate the flexibility and the open communication between the staff at ATCC. Strong relationships have been formed over the years, and we look forward to continuing those relationships for years to come. The quality of the trainings are always professional.

Central Specialties, Inc.

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FOR OVER 60 YEARS, DELIVERING:

TRAINING YOU NEED! WHEN YOU NEED IT! WHERE YOU NEED IT!

Alexandria College's Customized Training and Continuing Education Center provides individuals with access to education that advances lifelong learning and occupation skill development; we offer industry-driven workforce solutions to business partners.

The mission is to provide:

- Workforce focused education designed to meet the economic goals of individuals, businesses, and governmental agencies.
- Opportunities to build on existing career skills.
- Occasions for learning skills to change career and explore new types of work.
- Opportunities for personal growth and development contributing to personal and professional satisfaction.

Our staff of seven boasts a combined total of nearly 150 years of service to helping the workforce of West Central Minnesota and beyond become more efficient. Our training staff of over 100 subject matter experts exhibit a quality second to none!

The training we provide can be delivered at your location, on campus, or virtually. We will work with you to tailor our offerings to meet your specific needs. You will find a number of topics in this view book, but do not limit yourself to this alone. Tell us what you are looking for, and we will work hard to deliver!

The trainings that Customized Training have already customized and delivered to area businesses include:

Business Technology

Electrical

Fire, EMS, & Law Enforcement

Health

Leadership Development

Mechanical/Technical

Safety & Compliance

Specialized Trainings

Transportation

Business Technology Training

Business Technology Trainings, delivered at your site or at our campus, are designed to meet your specific needs and objectives.

- Microsoft Office Suite (Access, Excel, Outlook, PowerPoint, Project, Publisher, Word)
- QuickBooks for Business
- Social Media (LinkedIn, Facebook, Twitter)
- Office 365 Apps (OneDrive, SharePoint, Teams)
- Google Apps
- Adobe Pro/Adobe Forms

Transportation Training

ATCC is the only Truck Weight Education Program in the State of Minnesota in addition to meeting the training needs of the transportation industry.

- Minnesota Inspection Program/Certification and Recertification
- Commercial Vehicle/Related Courses
- Electric/Electronic/HVAC Certification Training
- Motorcycle Training/Basic, Intermediate
- ELDT & Endorsement Hazmat Bus Driver Passenger



Fire Related Training

These offerings are delivered primarily to fire and EMS personnel, although some are relevant for industry partners. Hands-on activities that reinforce concepts are a crucial aspect of these trainings.

- Emergency Medical Courses
 - CPR
 - First Aid
 - EMR (First Responder)
- National Fire Academy Courses
- NFPA 1001 Standards for Firefighter Professional Qualifications
- Vehicle Extrication
- Rope Rescue (Low and High Angle)
- Confined Space Rescue
- Water/Ice Rescue
- NFPA 1403 Standard for Live Training Evolutions
 - Structural
 - Car
 - Propane
- And many, many more classes available for fire departments. Give us a call.

Health Training

Health training can be delivered at your site or at our campus. CEUs can be available for health professionals attending trainings.

- Continuing Education for nurses, health professionals
- Training for Medication Administration
- Nurse Assistant Training/Testing

Law Enforcement

These offerings are delivered primarily to law enforcement officers/personnel requiring continuing education credits.

- Shotgun Less Lethal
- Advanced Firearms Recertification
- M4/AR15 Operators Course
- Use of Force
- Basic Firearms Instructor
- Ground Fighting
- Expandable Baton

Leadership Development Training

Research has shown that employees generally leave the supervisor, not the organization. In today's market, organizations are challenged to retain employees. Adding specific leadership and supervisory skills helps to both improve organizational performance and reduce employee turnover.

- 5S Training
- Behavioral Expectations & Interviewing
- Coaching: Bringing Out the Best in Others
- Completing Performance Evaluations
- Customer Service
- Diversity Training
- Emotional Behavior in the Workplace
- Generations in the Workplace
- Harassment and Bullying in the Workplace
- Healthcare Leadership Academy
- Lean Facilitation Training
- Myers-Briggs Type Indicator
- Process Improvement
- Root Cause Analysis & Problem Solving Process
- Strategic Planning
- StrengthFinder/Strengths Based Leadership
- Train-the-Trainer

“ATCC instructors challenge traditional thinking related to manufacturing systems and encouraged completely new ways of doing things. I believe this will be recognized as a significant step in our journey to becoming a quick response gear manufacturer.”

**Brian Schultz, President
Great Lakes Industry, Inc.**

Mechanical/Technical Training

Mechanical/technical training is customized to address the specific skills needed in your organization.

- AutoCad/2D Modeling
- Basic Mechanical
- Blueprint Reading
- Hydraulics/Pneumatics
- Industrial Automation and Control – PLCs
- Industrial Maintenance
- Introduction to Machine Operator
- Machining for Manufacturing
- Mechanical, Electrical & Hydraulics Troubleshooting
- Mill & Lathe Basic Instruction
- Solidworks/3D Modeling
- Steam Plant Engineering (Boiler) – Low/High Pressure
- Welding





Safety and Compliance Training

Safety and compliance training can be customized to meet the specific needs in your organization.

- Bloodborne Pathogens/Right-to-Know
- Confined Space Entry – Permit Required & Refresher
- CPR/AED/First Aid
- Fire Extinguisher Training – Hands on Bullex Simulation
- Forklift Operator & Forklift Train-the-Trainer
- HazMat: Awareness, Operator and Technician
- HazWoper – Initial & Refresher
- OSHA 10 and 30 Hour General Industry and Construction
- Respiratory Protection & Qualitative Fit Testing
- Permit to Carry – Initial/Refresher

The Customized Process

STEP
6

Certificates of completion are available for all courses. Continuing education units may be awarded if appropriate.

STEP
5

Evaluations are conducted and summaries provided. There may be a follow-up conversation regarding the training experience and whether subsequent steps are needed.

STEP
4

Classes are delivered where you want them and when you want them. Your organization works 24/7, and so do we!

STEP
3

Customized content is designed to fit your needs. Course materials include examples you provide and discussions of industry-specific situations faced by your team.

STEP
2

Alexandria College CTCE staff select an instructor with the background experience and teaching style that fits your organization.

STEP
1

Alexandria College CTCE conducts a needs assessment to ask:

- What are you looking for?
- What are your business goals?
- What results and outcomes do you expect?

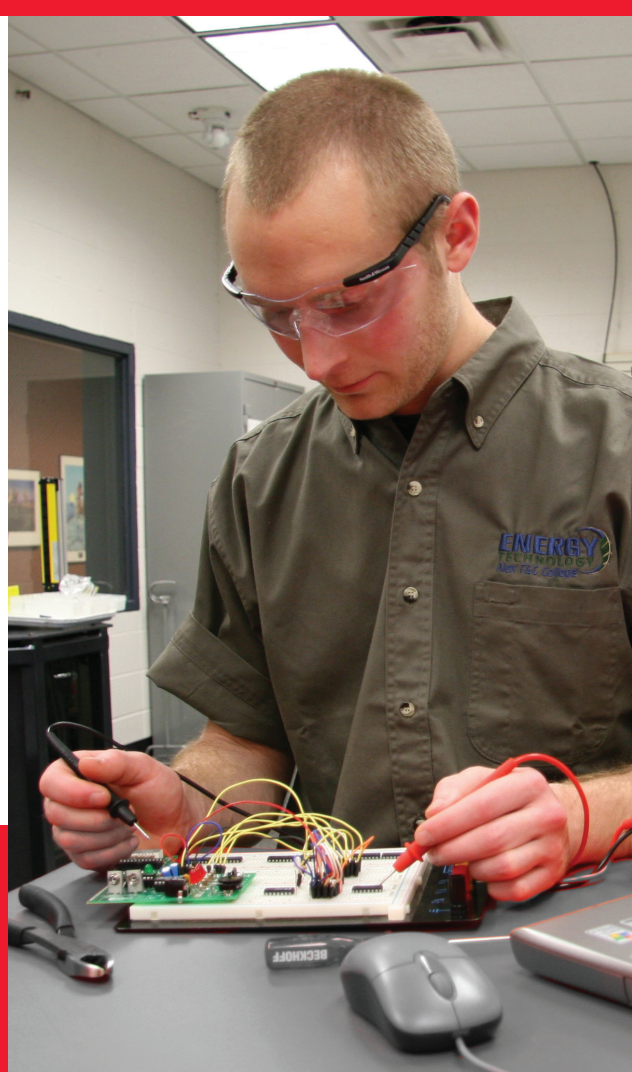
Electrical Training

Experience and research show that adult learners learn more when hands-on skills are used to reinforce concepts, so most electrical training includes a hands-on component. Training partner policies and procedures such as safety policies can be included and reinforced as part of the curriculum.

- Basic Electrical
- Electrical Application & Troubleshooting Concepts
- Electrical Safety – Affected, Qualified and Refresher
- Electrical Theory and Safety
- Lock Out/Tag Out

For more information about Workforce Development Solutions at Alexandria Technical & Community College, contact:

Customized Training Center | Workforce Development Solutions
atcc-customized@alextech.edu
www.alextech.edu/customizedtraining
(320) 762-4510
888-234-1313



“The instructors chosen to teach this course are extremely knowledgeable with QRM and are able to answer any questions that may arise. Along with that they also bring their enthusiasm for this program in each and every session, which is every bit contiguous and leads you to want to learn more and be a part of the daily activities presented.

We have and will continue to share about Alexandria Technical & Community College as a go to for this QRM simulation training.

Dave Barrett
Corporate EHS/Training Manager
Dowding Industries

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