

# M-TEC Training Programs

This is a representative listing of programs recently offered by M-TEC at KVCC. Please call us to request information about any listed program and to suggest additional topics that would benefit you or your company.

## Business & Professional Development

### Communication

Communicating Effectively With Others  
 Power of Presenting  
 Win-Win Communication

### Interpersonal Skills

Diversity in the Workplace  
 Customer Service Representative Training  
 Employee Survival Guide to Change: Lego Serious Play  
 Managing Conflict  
 Managing Difficult Personalities

### Managerial Skills

Building Effective Teams  
 Coaching vs. Bossing  
 Creating Effective Work Teams  
 Effective Meeting Management  
 Facilitating Team Efforts  
 Fundamentals of Front Line Leadership  
 Managing Employee Teams  
 Managing People  
 Managing Projects

### SHRM Courses

SHRM Certification Exam Preparation  
 Essentials of HR Management

### CQT Courses

CQT Exam Preparation  
 CQT Math Skills Refresher

### Six Sigma

Introduction to Six Sigma  
 Six Sigma Green Belt Certification Training

### Construction Skills

Michigan Residential Builder's License Program

### Software Applications

Adobe PhotoShop CS4  
 Adobe InDesign CS4  
 Microsoft Office 2007 Suite  
 Microsoft Office Access 2007  
 Microsoft Office Excel 2007  
 Microsoft Office PowerPoint 2007  
 Microsoft Office Project 2007  
 Microsoft Office Word 2007  
 Pro/Engineer

### Languages

Workplace Spanish® for Banking  
 Workplace Spanish® for Construction Supervisors  
 Workplace Spanish® for Customer Service  
 Workplace Spanish® for Human Resources  
 Workplace Spanish® for Manufacturing

### Lean Methodology

#### Lean Manufacturing

Lean Simulation  
 5S Visual Workplace  
 Error Proofing  
 Lean Problem Solving  
 Lean Pull System and Leveling  
 Productivity Kaizen  
 Quick Changeover  
 Value Stream Mapping  
 Total Productive Maintenance

#### Administrative Lean

Value Stream Management  
 Lean 5S for the Office

### Training Academies

Automotive Technician  
 Hospitality  
 Patient Care  
 Wind Turbine Technician

## Maintenance Skills

Fundamentals of Applied Electricity  
 Commercial Blueprint Reading  
 HVAC: Airflow & Balancing CFM  
 Electronic Sensors  
 Programmable Logic Controllers (PLC)  
 Machining  
 Hydraulics  
 Pneumatics

## Manufacturing & Technical Skills

### ISO Quality Standards

ISO 9001:2000 Audit Preparation  
 ISO9001:2000 General Awareness  
 ISO13485 Gap Analysis  
 ISO13485 Document Development  
 ISO13485 Internal Auditor Fundamentals  
 Understanding ISO TS16949

### Core Manufacturing Skills

Basic Technical Math  
 Reading Industrial Blueprints  
 Root Cause Analysis – 8D Problem Solving  
 Introduction to Metrology  
 Basic Industrial Fluid Power

### Operations Mechanics Series

Mechanical Safety  
 Alignment & Mechanical Timing  
 Team Problem Solving for Mechanics  
 Mechanical Wear & Contamination  
 Tools & Fasteners  
 Precision Measurements  
 Electrical Safety  
 Fuse Sizing & Selection  
 Sensors  
 Electric Motors & Controls  
 Introduction to PLCs  
 Root Cause Failure Analysis

### Welding Courses

Welding Inspection  
 Basic Welding

### Electrical Classes

ARC Flash Hazard Safety Training  
 Basic Electrical  
 National Electrical Code Update

### Engineering Courses

Design of Experiments  
 Failure Mode & Effect Analysis (FMEA)  
 Fundamentals of Geometric Dimensioning/Tolerancing (GD&T)  
 Gage R&R  
 Estimating Measurement Uncertainty

### Health Career Skills

Basic EMT Refresher Course  
 Dental Radiography  
 Local Anesthesia  
 Nitrous Oxide Sedation  
 Nurse Refresher  
 Paramedic Refresher

### Wind Energy

So You Want To Install A Wind Turbine

## M-TEC at KVCC

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