



OHIO GRANTS OF \$4,000 ARE AVAILABLE FOR TRAINING

Here are the numbers:

50% of our clients take advantage of grants to pay for workforce training. The Ohio Incumbent Workforce Training Voucher pays for 50% of employee training.

Here's how it works:

Ohio knows how vital a well-trained employee is to create viable business and employment. By filling out an application and completing a few forms, eligible companies receive up to \$4000 per employee, per fiscal year. Companies can receive up to a total of \$250,000 per fiscal year. Companies who use this program, only pay 50% of the training.....[read more](#)

ARE YOU DOING BETTER OR JUST LESS WORSE?

If you are under six feet of water and you swim up three feet, are you 50% better, or less worse? Or does it even matter, since life depends not on increasing your distance from the bottom, but by breaking through the surface? If you meet your target of reducing lead time by 50%, from four weeks to two weeks, are you better, or just less worse? ...[read more](#)

CONFUSED ABOUT LEAN SIX SIGMA, BLACK BELTS AND KARATE?

By now, everyone has at least heard the terms: Lean Six Sigma, Black Belt, DMAIC, Kaizen, 5S, etc. If you are like me, these terms may be commonplace, but they are still confusing. Ironically, the intention behind Lean Six Sigma is to make things simple, streamlined and useful. Let's see if we can swim our way through this sea of words and make some sense out of this popular business trend. By the end of this article, you'll be able to determine if Lean Six Sigma would be beneficial to your organization...[read more.](#)

Upcoming courses & offerings presented through University of Dayton's Center for Competitive Change

[Lean Six Sigma Yellow Belt](#) by Michael Fedotowsky Nov 12. The price of this one-day course is \$399.

[Lean Six Sigma Green Belt](#) by Michael Fedotowsky December 2-3. The price of this two-day course is \$799.

[How to Develop New Metrics in a Lean Culture](#) by Anthony Mangione on October 28th. The price for this one-day seminar is \$399.

[On-site Consulting](#) by our team of nationally recognized experts in ISO and Lean Six Sigma. Call to discuss how we might help your organization.

Five Steps to Expand Your Small Business Internationally



EXPAND YOUR BUSINESS INTERNATIONALLY

DATE: October 9, 2014

TIME: 9:00 am - 11:00 am

COST: \$25.00

Program will be held in Room
248 Rike Hall, Wright State
University

To register [CLICK HERE](#).

For additional information,
contact the ITAC at WSU at
937.775.3524 or by email at
kathy.marshalek@wright.edu



Ohio | Small Business
Development Centers

Is Exporting for You? Not sure?

Is your company deciding whether to export? This workshop helps you decide whether exporting is for you by focusing on the fundamentals, such as how to get started and where to go for assistance. The session also provides an overview of the various facets of exporting, while exploring the benefits, costs, rules, and risks of exporting.

Many businesses are so busy running their day-to-day operations that they don't consider their export potential. Often, companies think exporting is too burdensome, or do not know where or how to begin. If that is you, this program is for you!

If you sell to Canada or any other foreign market, you could boost exports by expanding into new global markets with an export plan or strategy. Learn the steps to take to increase sales and global market share.

Workshop participants will learn how to determine export potential and readiness as part of the five steps to expanding your business internationally.

The agenda includes the **five steps** to expand your business internationally:

1. **Identifying Opportunities and Markets**
2. **Developing your Export Plan**
3. **Leveraging the Web**
4. **Learning the Rules**
5. **Building a Resource Team**

You may already be exporting without any market research via unsolicited orders from your website. You can find more promising markets by conducting a systematic search and approach markets objectively and strategically.

REGISTER EARLY SEATS ARE LIMITED.

Presenters are:

Kathy Marshalek, ITAC Director

RAJ SOIN

College of Business

**WRIGHT STATE
UNIVERSITY**

U.S. Small Business Administration

SBA

Your Small Business Resource



Earl Gregorich, SBDC Director



Want to stay in touch? Sign up for our newsletter >

ITAC, Raj Soin College of Business, Wright State University
3640 Colonel Glenn Highway, Dayton, OH 45435
Tel: 937.775.3524, Fax: 937-775-3545



dayton development coalition
GROWING THE DAYTON REGION

WESTERN REGION

JobsOhio is a private, non-profit corporation designed to drive job creation and new capital investment in Ohio through business attraction, retention, and expansion efforts. As a part of its work, the Dayton Development Coalition is one of the six affiliates of the JobsOhio Network responsible for administering the JobsOhio program.

JobsOhio project wins in the third quarter of 2014 represent jobs creation/retention and capital investment commitments to be completed in the next 3 years. Q3 ended with a total of **810 new jobs committed, over \$49 million in payroll, and over \$45 million in capital investment.**

Organization Name	Site	Cluster	New Jobs	Payroll	Capital Investment
Speedway LLC	Mad River	Energy	350	\$14,000,000	\$9,100,000
Dole Fresh Vegetables, Inc.	Kettering	Food Sciences and	138	\$3,191,573	\$9,000,000
Faurecia Emissions Control	Franklin	Automotive	120	\$4,482,400	\$849,000
Airstream, Inc.	Jackson	Automotive	125	\$23,578,001	\$5,600,000
City of Dayton, Dpt of Aviation	Dayton	Aerospace and Aviation	42	\$1,554,000	\$1,589,540
Emerson Climate Technologies	Dayton	Advanced Manufacturing	35	\$2,500,000	\$19,000,000
2014 Q3 Totals			810	\$49,305,974	\$45,138,540



On Monday, September 29, 2014, Thor Industries Inc. announced its plan to invest \$5.9 million to expand its Airstream plant in the Village of Jackson Center in Shelby County. This expansion will result in added footage, equipment, and 125 new employees to their current building and an increase in production capacity and the production of a new product.

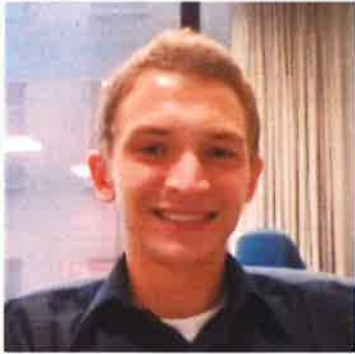
Read the full article [here](#).



OHIO UAS Conference

August 25-27, 2014: Ohio's Unmanned Aerial Systems Conference drew more than 700 attendees and 73 exhibitors this year. The main goals of the event were to bring major national companies to the Dayton area and to continue strengthening Ohio's UAS efforts.

Read the full article [here](#).



New Team Member

The DDC's JobsOhio team is pleased to announce Matt Shimp as their newest team member. A Dayton native, Matt has worked at the DDC for the past 2 summers and recently received a Bachelor's degree in Geography from Ohio University. While finishing his senior year at OU, Matt interned at the Athens County Economic Development Council.

Upcoming Events

DDC & DP&L Site Selection Workshop: Wednesday October 8th, 2014

Register [here!](#)

Save the Date! DDC Annual Meeting: Monday January 26, 2015

www.jobsohiowest.com

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You are receiving this email because you were indicated as a valued partner of the JobsOhio West team.

Our mailing address is:

Dayton Development Coalition

40 N. Main St

STE 900

Dayton, OH 45423

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2014 Professional Development Opportunities

Information Technologies

[Professional Scrum Master Certification Training](#)

Offered through an affiliation with scrum.org, this course is the standard course developed by Ken Schwaber, the originator of Scrum. The Professional Scrum Master course covers Scrum basics, including the framework, mechanics, and roles of Scrum. But it also teaches how to use Scrum how to optimize value, productivity, and the total cost of ownership of software products. Students learn through instruction and team-based exercises, and they are challenged to think on their feet to better understand what to do when they return to their workplaces.

Miami Valley Research Park, 1900 Founders Dr., Kettering
10/22-10/23, 8:00am-5:00pm, \$1295

[Microsoft Office Excel Level 2](#)

You'll learn a lot of things about Excel, including how to create advanced formulas and organize your data into tables. You'll discover the power of PivotTables and PivotCharts and how slicers can make data filtering as easy as clicking a few buttons.

Miami Valley Research Park, 1900 Founders Dr., Kettering
10/23, 8:30am-4:30pm, \$275

[Microsoft Office Outlook Level 1](#)

In this course, you will explore the Outlook interface and when you are familiar with it, you will use Outlook to manage all aspects of email communications; use the Outlook calendar to manage appointments and meetings; use Outlook's People workspace to manage your contact information; create Tasks and Notes for yourself in Outlook; and customize the Outlook interface to serve your own personal needs.

Miami Valley Research Park, 1900 Founders Dr., Kettering
10/28, 8:30am-4:30pm, \$275

[Microsoft Office 2013: Transition from Microsoft 2010](#)

This course builds upon the foundational Microsoft® Office 2007/2010 knowledge and skills you've already acquired. It focuses on the enhanced features you'll want to leverage to improve the way you manage, organize, present, and distribute your company's data and information. You'll explore a variety of enhancements, from Word's ability to edit PDF files to the new Flash Fill functionality in Excel that dramatically increases the speed at which you can add data to a spreadsheet. You'll discover how the cloud has been deeply integrated into your Office experience and how collaborating with colleagues has never been easier.

Sinclair Community College, Bldg. 12

10/29, 8:30am-12:30pm, \$125

Also offered 10/30, 1:00pm-5:00pm and 12/16, 8:30am-12:30pm

[CompTIA Mobile App Security+ Android Edition \(Exam ADR-001\)](#)

Mobile application development is a skill that pays at a premium rate and has created over 466,000 jobs, but luckily for you there is an educational gap between the demand for these jobs and available developers' skills. This Java session will cover topics ranging from Best Practices, Object Oriented Development, Advanced GUI topics, Graphics and Sound. It provides grounding in the process and theory guiding Java Development. The Android 4 session is an introductory course to the newest release of Android OS. Would-be mobile app developers will learn what they need to know to program for the latest Android smartphones and tablets.

Miami Valley Research Park, 1900 Founders Dr., Kettering
10/29-10/31, 8:30am-5:00pm, \$1,595

[Microsoft Office Word Level 3](#)

Microsoft Word enables you to do more than simple word processing. It can be used to collaborate on complicated documents and manage how the documents are accessed and distributed. Advanced features of Word enable you to revise, manage, and secure your business documents.

Miami Valley Research Park, 1900 Founders Dr., Kettering
11/04, 8:30am-4:30pm, \$275

[Microsoft Office 2013: Transition from Microsoft 2010](#)

This course builds upon the foundational Microsoft® Office 2007/2010 knowledge and skills you've already acquired. It focuses on the enhanced features you'll want to leverage to improve the way you manage, organize, present, and distribute your company's data and information. You'll explore a variety of enhancements, from Word's ability to edit PDF files to the new Flash Fill functionality in Excel that dramatically increases the speed at which you can add data to a spreadsheet. You'll discover how the cloud has been deeply integrated into your Office experience and how collaborating with colleagues has never been easier. This Microsoft Office 2013: Transition from Office 2007/2010 course will help you bridge the gap from the version you already know and love to the latest release of Microsoft's flagship productivity suite.

Miami Valley Research Park, 1900 Founders Dr., Kettering
11/07, 8:00am-12:00pm, \$125

Also offered 11/07, 1:00pm-5:00pm



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Microsoft Office Outlook Level 1

In this course, you will explore the Outlook interface and when you are familiar with it, you will use Outlook to manage all aspects of email communications; use the Outlook calendar to manage appointments and meetings; use Outlook's People workspace to manage your contact information; create Tasks and Notes for yourself in Outlook; and customize the Outlook interface to serve your own personal needs.

Miami Valley Research Park, 1900 Founders Dr., Kettering
11/13, 8:30am-4:30pm, \$275

Microsoft Office Excel Level 3

Your previous experience with Microsoft Excel has given you a solid foundation in working with this software. You can use Excel efficiently and effectively to solve problems for your business. In this course, you will learn about some of the more advanced features of Excel, including automating common tasks, auditing workbooks to avoid errors, sharing your data with other people, analyzing data, and using Excel data in other applications.

Miami Valley Research Park, 1900 Founders Dr., Kettering
11/21, 8:30am-4:30pm, \$275

Microsoft Office Outlook Level 2

In this course, you will explore the advanced features provided with the Outlook interface, such as advanced message, calendar, and contacts management. You will use the Tasks and Journal workspaces provided in the application to manage task assignments to you and others, and to record interactions you have with your colleagues. You will also share your workspaces with other users, and use Outlook data files to save and back up your important information. This course is the second in a series of two Microsoft® Office Outlook® courses. It will provide you with the advanced skills you may need to fully and efficiently use Outlook to manage your communications and interactions with other people. You can also use this course to prepare for the Microsoft Office Specialist (MOS) certification exams for Microsoft Outlook.

Miami Valley Research Park, 1900 Founders Dr., Kettering
12/9, 8:30am-4:30pm, \$275

Organizational Effectiveness

Improving Your Interpersonal & Influential Communication Skills

Do you have trouble getting your point across to others? Are you not sure how to "read" your boss or co-worker's body language? Every day you encounter and communicate with numerous different people (and personality types) on many different levels. In your career, one of the greatest skills to develop is making sure your communications are appropriate and effective! In the upcoming Improving Your Interpersonal & Influential Communications workshop, learn many techniques to do just that!

Miami Valley Research Park, 1900 Founders Dr., Kettering
10/14, 8:30am-12:30pm, \$149

Introduction to Diversity

With constant shifts in workforce demographics and emerging global markets, the necessity and benefits of a diverse workplace are growing exponentially. Diversity in the workplace can help a business expand their market share, boost company productivity and attract a wider pool of qualified applicants. This course will assist you as you introduce your Human Resources staff and Senior Management to the Basic Principles of Diversity and Inclusion.

Sinclair Community College Conference Center, Bldg. 12
10/15, 8:30am-12:30pm, \$125

Ethics in Social Work

This program is designed to meet the 3-hour ethics requirement for social work license renewal. Objectives include:

- Defining ethics.
- Provide an overview of the Social Work Code of Ethics.
- Provide practical guidance on applying social work ethics in the real-life setting.
- Provide resources for social workers to utilize in times of ethical dilemmas.

Presented by: Bunting & Gardner Continuing Education and Training Consultants, LLC, Provider Number: RSX031305.

Miami Valley Research Park, 1900 Founders Dr., Kettering
10/16, 8:30am-11:30am, \$49

Lunch & Learn – Dangers Associated with Over-the-Road CNG & LNG Vehicles

Attend this session to learn about CNG Vehicles and the hazards associated with various emergencies involving CNG & LNG over the road vehicles. What you will learn in this seminar:

- What is a CNG Vehicle
- How you can tell if the vehicle at an MVA is a CNG powered vehicle/tractor
- Location of key components
- How to safely turn the vehicle fuel system off
- How to approach the vehicle (s) involved
- How to disable the vehicle (s)
- How to extricate the victim (s)
- CNG commercial vehicles

The cost of lunch is not included in this session. There will be a break for you to go out and order lunch from Company 7 and bring it back into the room. This course is approved for .3 IACET CEU's.

Company 7 BBQ, 1001 S. Main St, Englewood, OH 45322
10/17, 9:30am-1:00pm, \$25



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Search Engine & Social Media Optimization

Most businesspeople realize that Google and other search engines can be an excellent source of highly-targeted website traffic, but many firms don't know how to earn the top positions for the most critical terms for their businesses. This class provides a detailed explanation of search engine optimization concepts, a demonstration of SEO techniques and online SEO tools. Attendees will come away with a good overview of how SEO works and how they can either implement an effective SEO program in-house or manage a Search Engine Optimization vendor.

**Miami Valley Research Park, 1900 Founders Dr., Kettering
10/21, 1:00-4:30pm, \$109**

Building Effective Teams – The Power of Perception and Behavior

Organizational success depends on how well we understand ourselves and those with whom we interact. People bring distinctive strengths and capabilities to the team. By understanding these differences teams learn how to work smarter and more productively resulting in greater team effectiveness. The Birkman Method® provides a unique perspective on how people work together. Participants will receive an individual Birkman report that provides a common language to define individual differences in an objective non-judgmental way. This language "neutralizes" the assumptions and judgments that people often make about others, and opens realistic opportunities to strengthen communication, trust and collaboration.

**Sinclair Community College Conference Center, Bldg. 12
10/22, 8:30am-12:30pm, \$129**

A Better Way to...Series

- 10/23 – A Better Way to...Manage Your Work Day**
 - 10/30 – A Better Way to...Use Excel**
 - 11/06 – A Better Way to...Use Outlook**
 - 12/03 – A Better Way to...Make Lists and Meet Deadlines**
- Sinclair Community College, Bldg. 12
10/09-12/03, 1:00pm-4:00pm, \$499 for series or \$125 per session**

Fundamentals of Supervision

Without training in what it really means to be a supervisor, good employees may fail in their new assignments simply because they don't know how to get good performance from others. Participants in this class gain clarification on what the company expects from them as supervisors, what their employees expect from them, and how these priorities may conflict. They learn to anticipate difficult situations and plan ahead for how to deal with them. They learn what to do and what not to do as supervisors.

- 10/24 – Transitioning from Peer to Supervisor, 9am-noon**
 - 11/14 – Goals and Standards Setting for Success & Coaching for Good Performance, 9am-noon**
 - 12/05 – Coaching Poor Performance and Difficult Employees, 9am-noon**
- Courseview Campus, 5386 Courseview Dr., Bldg. B, Mason
9:00am-12:00pm, \$289 for series, \$109 for individual sessions**

Disability Awareness – Diversifying Your Workplace

October is National Disability Employment Awareness Month. Join us for this informative lunch & learn as the GoodWill Easter Seals, Kim Bramlage and Shari Cooper discuss why it's smart business for companies to have a diverse workforce, along with helpful tips on working with and communicating with people with disabilities.*Lunch will be provided

**Miami Valley Research Park, 1900 Founders Dr., Kettering
10/30, 11:30am-1:00pm, \$15**

Certified Treasury Professional (CTP) Preparation Training

This course teaches the essential principles and functional practices of corporate cash and treasury management. Based on the CTP body of knowledge and written by experts, it is the preferred study resource for the CTP exam.

**Miami Valley Research Park, 1900 Founders Dr., Kettering
10/31-11/21, 8:00am-5:00pm, Class meets 4 Fridays, \$1,195**

ServSafe™ Manager Certification (Level II)

ServSafe™ Managers has become the industry standard in food safety training and is accepted in almost all United States jurisdictions that require employee certification. The 16-hour ServSafe™ Managers program provides accurate, up-to-date information for all levels of employees on all aspects of handling food, from receiving and storing to preparing and serving.

**Miami Valley Research Park, 1900 Founders Dr., Kettering
11/03-11/04, 8:30am-4:30pm, \$150**

Call Center/Customer Service Certification Program

Since 2008, Sinclair Workforce Development has actively participated in the Dayton region's Contact Center Alliance (CCA), a group of over 50 area employers with call centers ranging from 5 to 500 employees. This group has provided Sinclair with an in-depth understanding of the regional Call Center Industry's workforce requirements. Using this information, Sinclair has created a comprehensive Call Center/Customer Service Certification program to appropriately prepare individuals for entry-level employment in this industry.

THE PROGRAM INCLUDES

- Facilitated classroom training to prepare participants to meet the entry-level criteria of many regional call center employers
- Nationally-recognized Customer Service Certification credential
- Individual DISC assessment and targeted training designed to provide the insights, skills and strategies to improve behavioral flexibility
- Individualized coaching and feedback throughout the program

**Sinclair Community College Conference Center, Bldg. 12
11/03-11/14, 8:30am-4:30pm, \$349 (All participants will receive \$100 grant from DPL and only owe \$249)**



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[Beginners' Design & Layout of Water-Based Sprinkler Systems](#)

During five days of comprehensive training, attendees will gain an understanding of how to plan, design and create a basic design and layout for a water-based fire sprinkler system, and formulate Hydraulic hand Calculations for Sprinkler Systems in accordance with NFPA 13. The attendees will learn through lecture, discussion, projects and simulations, as well as participate in hands-on training using AutoCAD and Hyrdatec software to design and layout a class sprinkler design project. This course is approved for 3.3 IACET CEUs.

Sinclair Community College Conference Center, Bldg. 20

11/03-11/07, 8:00am-5:00pm, \$1,495 (Early Bird Price \$1,295 if registered by 10/16)

[PMP Boot Camp](#)

This intense, hands-on PMP training course will enhance your project management skills and prepare you to become a certified project management professional (PMP)[®] - guaranteed! The PMP Certification Exam Boot Camp is constructed to help project managers master the material needed to obtain PMP certification. The PMP Boot Camp was designed with the recognition that because of the specific requirements of your organizations, practicing project managers (PMs) often have great expertise in some areas but would greatly benefit from the review of the entire project management field.

Miami Valley Research Park, 1900 Founders Dr., Kettering

11/03-11/06, 8:00am-6:00pm, \$1,625

[Filling Your Leadership Toolbox: A Foundation Course for New Managers](#)

This three-day series has been designed specifically with valuable information, skills and techniques for newer managers, supervisors, and employees seeking to advance into their first leadership role.

Miami Valley Research Park, 1900 Founders Dr., Kettering

11/07-11/21, 8:30am-4:00pm, \$695

[Inspection, Testing & Maintenance of Water-Based Systems](#)

During three days of comprehensive training, attendees will gain an understanding of the requirements and procedures for Inspection, Testing, and Maintenance of water-based fire protection systems and fire pumps and controllers in accordance with NFPA 25 and 20, recognize the components of water-based sprinkler systems and fire pumps, identify types of deficiencies and impairments of water-based sprinkler systems, and identify types of fire pump systems. Attendees will learn through demonstrations, lecture, discussion, and simulations, as well as participate in hands-on training on water-based sprinkler systems and fire pump and controllers. This course is approved for 2 IACET CEUs.

Sinclair Community College Conference Center, Bldg. 20

11/12-11/14, 8:00am-5:00pm, \$1,295 (Early Bird Price \$1,195 if registered by 10/16)

[Growing Your Business with Pay Per Click Advertising](#)

This class will explain how Pay Per Click (PPC) works and how to implement a PPC program that more than pays for itself. The course will provide an overview of PPC advertising; explain how to set a budget, strategy and estimate results, and demonstrations of Google AdWords and Bing Ads desktop tools.

Miami Valley Research Park, 1900 Founders Dr., Kettering

11/18, 1:30-4:30pm, \$109

[Numbers and Budgets](#)

Explore the purpose, structure and utility of your monthly statements and learn how to use your budget as a professional tool in managing your company, including the basics of the budget process, projections, and analysis. This course also explores accounting definitions and how to keep vital records of your activities to track day-to-day transactions.

Sinclair Community College, Bldg. 12

11/19, 8:30am-12:30pm, \$125 (\$100 if registered by 10/29)

[Human Resources Certification Training Informational Session](#)

Attend this Lunch n' Learn session to hear about Sinclair Workforce Development's PHR/SPHR Exam Prep Classes starting in January.

Items to be covered include:

- SHRM vs. HRCI certification for 2015 and beyond (see "Why" section below)
- Overview of our course and course materials
- Meet our instructor and hear about his experience
- Have a chance to participate in a brief Q&A after the presentation

Miami Valley Research Park, 1900 Founders Dr., Kettering

11/21, 8:00-9:30am, \$15

[Google Analytics](#)

Google Analytics is the free, highly powerful web analytics solution from Google that gives website owners rich insights into their website's traffic and marketing program effectiveness. Powerful, easy-to-use features enable Google Analytics users to see and analyze their website traffic data, including sources of traffic and how visitors interact with the website. This course will provide an overview of website performance metrics and how to set-up and use a Google Analytics account.

Miami Valley Research Park, 1900 Founders Dr., Kettering

12/02, 2:00-4:30pm, \$109

[Grant Writing: Step By Step – Your Blueprint for Success](#)

Perfect for those new to grant writing, or the seasoned professional, this two-day training breaks down the key components of a grant proposal into manageable, easy to understand sections. Participants will learn how to develop and write an effective proposal for submission to prospective funders. You will practice these skills through in-class writing exercises, lively discussion and candid feedback!

Sinclair Community College, Bldg. 12

12/05 & 12/12, 8:30am-4:30pm, \$199



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Human Resources Certification Training Informational Session

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- SHRM vs. HRCI certification for 2015 and beyond (see "Why" section below)
- Overview of our course and course materials
- Meet our instructor and hear about his experience
- Have a chance to participate in a brief Q&A after the presentation
- Why you shouldn't put your career on hold
- Recommended expectations to succeed in preparing for and passing either the PHR or SPHR exam

Courseview Campus, 5386 Courseview Dr., Bldg. B, Mason 12/08, 8:00-9:30am, \$15

Six Sigma Yellow Belt Certification

In this fast-paced, fun and hands-on workshop, participants will receive a broad understanding of the Six Sigma improvement methodology, concepts, and language, along with a complete toolbox of basic process improvement methods applied using a Six Sigma framework. The course is applicable to all levels of personnel interested in improving business processes who need familiarity with the overall method and basic process improvement tools. It follows the DMAIC principles of Six Sigma. The format of the class is interactive with application exercises throughout the course that allow the principles to be applied to the process improvement project. Upon completion, students will receive their Six Sigma Yellow Belt Certification from Sinclair Workforce Development.

Preble Manufacturing Building, 311 N. Cherry St, Eaton, OH 45320 01/09-01/23, 8:00am-5:00pm, \$875

HR Certification Preparation

Wanting to advance your career in Human Resources? Sinclair Workforce Development can help. Enroll today for our HR certification exam preparation courses (offered in both Dayton and Mason) and prepare for either the SHRM or HRCI exams (as they will no longer be affiliated beginning January 2015).

Sinclair Workforce Development takes a college course-like approach in preparing participants for the HR certification exams. Between classes participants are assigned reading, plus online work and practice exams, to help them become proficient in both the "grammar" and "rhetoric" of the HR profession. In other words, participants learn the accepted language and standards of the profession (the 'grammar') as well as how to apply that in practice (the 'rhetoric'). So, you learn what's important in the profession. Our classes meet for 4 hours every other Friday for a total of 8 sessions.

McGohan Brabender, 3931 S. Dixie Dr Dayton, OH 45439 01/16-04/24, Class meets every other Friday, 1:00pm-5:00pm, \$750 *Also offered at our Courseview campus, 01/23-05/15, Class meets every other Friday, 1:00pm-5:00pm

Fundamentals of Supervision

Without training in what it really means to be a supervisor, good employees may fail in their new assignments simply because they don't know how to get good performance from others. Participants in this class gain clarification on what the company expects from them as supervisors, what their employees expect from them, and how these priorities may conflict. They learn to anticipate difficult situations and plan ahead for how to deal with them. They learn what to do and what not to do as supervisors.

01/16 – Transitioning from Peer to Supervisor

02/19 - Goals and Standards Setting for Success & Coaching for Good Performance

03/19 - Coaching Poor Performance and Difficult Employees

Miami Valley Research Park, 1900 Founders Dr., Kettering 9:00am-12:00pm, \$289 for series, \$109 for individual sessions

Six Sigma Green Belt Certificate

This five-day course encompasses helping companies discover a disciplined, data-driven approach and methodology for eliminating defects. Students will learn DMAIC methodology and the importance of each phase, basic measures and how they can be used to quantify and improve business issues; utilize Minitab to perform statistical analysis, and more.

Miami Valley Research Park, 1900 Founders Dr., Kettering 02/15-03/06, 8:00am-5:00pm, \$1,950

The ABC's of the Human Resource Function

02/27 – Establishing HR Systems & Processes

03/13 – Basic Employment Law Overview

03/27 – Job Descriptions and Classifications

04/10 – Do's and Don'ts of Interviewing

04/24 – Hire Legally

05/08 – Effective Performance Review Systems

Miami Valley Research Park, 1900 Founders Dr., Kettering

02/27-05/08, 8:30am-10:00am, \$89 per session or \$429 for the series

Lean Six Sigma Black Belt Certification

The Black Belt class will take you through the phases of Six Sigma: Define, Measure, Analyze, Improve and Control. It will contain a blend of both Lean and Six Sigma tools. The class is "hands on" in format using class projects and data within the scope of the classroom setting. Certification is achieved by class attendance and application to a process improvement project. The instructor is available to support the projects through completion. It is our objective that students learn to *do* Six Sigma, not just learn *about* Six Sigma.

Miami Valley Research Park, 1900 Founders Dr., Kettering 04/06-07/28, Meets for 11 sessions, 8:00am-5:00pm, \$5,300



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Advanced Manufacturing and Supply Chain Management

Lean Overview

Lean is about operating the most efficient and effective organization possible, with the least amount of cost and zero waste. It is an approach that requires companies to make smart use of all their resources- Technology, Equipment, and especially the knowledge and skills of their People. While manufacturing is the arena which launched a variety of Lean initiatives, and especially the Toyota Production System, the manufacturing sector is not the only industry that can benefit from the process improvement techniques of Lean. This Lean Overview class will introduce you to the fundamentals of the process and is generally taught to entire organizations as the first step on their lean journey.

Preble Manufacturing Lab, 311 N. Cherry St, Eaton, OH 45320
10/30, 11/6 & 11/13, 8:30am-12:30pm, \$450

Basics of Supply Chain Management (CPIM)

The basic concepts in managing the complete flow of materials in a supply chain from suppliers to customers are covered in the Basics module. This module covers manufacturing, distribution, service, and retail industries. This includes the fundamental relationships in the design, planning, execution, monitoring, and control that occur. Knowledge of the material in this module is assumed as a prerequisite for the other APICS CPIM modules, which cover similar topics in much greater depth.

Sinclair Community College, Bldg. 12
01/20-03/17, Meets weekly for 10 sessions, 6:00-8:30pm, \$650
APICS Member: \$550, (Early Bird Discount \$550 if registered by 12/25)

Certified Supply Chain Professional (CSCP)

The APICS CSCP exam consists of three important modules. The 2013 exam reflects critical changes in the marketplace and in the evolving roles and responsibilities of operations and supply chain managers. This class will help you prepare for the exam by covering each of these areas: APICS Supply Chain Management Fundamentals, Supply Chain Strategy, Design, and Compliance, and Implementation and Operations.

Sinclair Community College, Bldg. 12
01/21-04/08, Meets weekly for 12 sessions, 6:00-8:30pm, \$1,600
APICS Member: \$1,500 (Early Bird Discount \$1,500 if registered by 12/25)

Detailed Scheduling and Planning

Acquire a working knowledge of inventory management, material and capacity scheduling and planning, supplier relationships, and the influence of lean and Just-in-Time philosophies on these areas. The course explains capacity planning in detail, introduced other capacity planning techniques such as a processor-dominated scheduling in continuous flow processes, and reviews project management techniques.

Sinclair Community College, Bldg. 12
01/22-03/19, Meets weekly for 9 sessions, 6:00-8:30pm, \$650
APICS Member: \$550 (Early Bird Discount: \$550 if registered by 12/25)

Master Planning of Resources (CPIM)

Examine the topics of demand management, sales and operations planning, and master scheduling in-depth in this module. Both supply and demand planning for mid- to long-term independent demand are discussed. Priority planning and capacity planning issues also are addressed.

Sinclair Community College, Bldg. 12
01/26-03/16, Meets weekly for 8 sessions, 6:00-8:30pm, \$650
APICS Member: \$550 (Early Bird Discount: \$550 if registered by 12/25)

UAS

COA Smart

COA Smart: This course provides the background information needed to apply for the Certificate Of Authorization (COA) required to operate Unmanned Aerial Systems (UAS) in the National Airspace System as a public entity and reviews the options currently available for private operators. Students will develop the materials to support an example COA application during the course.

Online course, available starting 04/01/14, \$650

UAS First Responder

Unmanned Aerial Systems (UAS) are rapidly becoming ubiquitous, finding utility in military, commercial, and public sector applications. The rapid expansion of UAS is building on the existing infrastructure of aviation, air vehicle design, and an ever-expanding range of applications. UASs allow low cost and limited risk solutions for providing a variety of data sources supporting military, first responder, and a variety of commercial functions while enabling operations without risk of human life. The maturation of UASs have necessitated a significant transition of the national air traffic control system, air traffic control training, pilot training, air space operations, sensor packages, data collection methods, and data processing centers. For all these reasons, the creation and availability of quality UAS related courses and training is vital for the continued growth and safety of UAS operations in the United States.

Online course with rolling enrollment
09/01-12/31, \$650

Precision Agriculture

Precision agriculture is a growing industry that can save both time and money for the agricultural community. UAS operations offer the potential of higher crop yields, more precise application of treatments, early detection of crop health issues and increased revenues. This course reviews the current state and future potential of UAS in precision agriculture. The continued and expanded use of UAS in the national air-space has raised questions regarding the commercial applicability of the technology for precision agriculture. This course provides an overview of UAS capabilities and how they may be applied to precision agriculture tasks.

Southern State Community College
11/07, 8:00am-4:30pm, \$495 (includes all materials, morning refreshments, lunch, and parking)

Most of our offerings can be tailored or fully customized and delivered to your organization, either at one of our Sinclair Community College locations or at your facilities. Call us today at **937.252.9787** for more information or visit **workforce.sinclair.edu**