



*Providing excellent  
training for your  
employees, current  
or future.*

**Learn how CVC  
can help you train  
others on your team!**

## **“Upgrading your employees workforce skills for today’s knowledge economy.”**

Your employees are the lifeblood of your organization, and the skills they need to keep your organization competitive are constantly changing. Cedar Valley’s Workforce Training Area can tailor a program to fit your needs, ensuring that your workers will have the most up-to-date, cutting-edge skills. The college staff will also work closely with you to provide training that will improve employee performance and keep your organization one step ahead of the competition.

Cedar Valley College trainers have proven business and industry experience. Their professional background helps them to better understand the needs of your staff and organization.

### **Business/Management Skills**

- Basic Supervision
- Dealing with Difficult People
- Employment Law
- Food Service Manager Certification
- Front-line Security
- Harassment/Hostile Work Environment
- Interviewing/Hiring Skills
- Motivating Employees for Productivity
- Organizational Behavior
- Performance Appraisals
- Problem-Solving/Decision-Making
- Team Building

### **Communications Skills**

- Business Grammar and Usage
- Business/Technical Writing
- Customer Service
- Interpersonal Skills
- Listening Skills
- Positive Attitude

### **Computer Skills**

- Microsoft Access
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Word
- Microsoft Project Management

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### **Language Skills**

- English as a Second Language (ESL)
- Spanish

### **Technical Skills**

- OSHA Training
- Logistics
- Welding

### **Training Services**

- Academic Programs at your Organization
- Assessments (pre/post)
- Career Coaching
- CEU Credits
- Training Consultation
- Customized Training Programs
- eLearning Technologies
- HRD – Performance Enhancement
- Leadership & Team Development
- Lean Enterprise & Process Improvement
- Organizational Development
- Quality and Performance Improvement

**Call us today! 972-860-2995, or visit our website  
[www.cedarvalleycollege.edu](http://www.cedarvalleycollege.edu)**