

General Welding **\$349**

Course #: 25007 **Date(s):** 9/29/09-11/24/09
Site: Emmetsburg (2105) **Time:** 6:30-9:30pm (Tues.)

Topics include common welding and cutting processes, weldability of metals, identification of metals, welding terms and definitions. No welding experience required. Upon completion students have the option to take certification exams in one or more of the AWS, API or ASME codes for an additional fee of \$100 per exam. Instructor is a Certified Welding Educator and Certified Welding Inspector through the American Welding Society.

Biodiesel Mechanics **\$15**

Course #: 25843 **Date(s):** 12/2/09
Site: Emmetsburg (2104) **Time:** 5-8:30pm (Wed.)

Commonly, the biodiesel community hears anecdotes of diesel mechanics discouraging the use of biodiesel. A thirst for good information and education about renewable fuels exist. The intent of this course is to raise the level of knowledge of biodiesel and its performance in diesel engines. Supper is provided.

Variable Frequency Drives **\$249**

Course #: 25319 **Date(s):** 10/27/09
Site: Algona **Time:** 9am-4pm (Tues.)

This course introduces the student to the VFD and provides an understanding of its functions. The Allen-Bradley Powerflex 40 VFD will be used for this session. This class is approved for 6 electrical continuing education hours for Iowa. Please provide license or application number at time of registration.

Customized Business Training

We can provide customized training and problem-solving expertise for your organizational challenges. All classes and courses listed in this edition of our catalog, in addition to a variety of other industrial and business-related topics, can be tailored to meet your needs and delivered at the location of your choice.

**For more information,
please contact:**

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Mark Your Calendar

Managing Change

with Kathy Peterson is coming
March 31, 2010

Watch for details in the spring catalog!

2008 NEC Update **\$249**

Course #: 25320 **Date(s):** 11/10/09
Site: Algona **Time:** 9am-4pm (Tues.)

This presentation will cover areas in the 2008 code where changes to the code will have the biggest impact. Some prior knowledge of the previous 2005 code will be helpful in understanding how these changes will affect your installations. Bring your 2008 NEC book (required) for this session. This class is approved for 6 Iowa electrical continuing education hours. Please provide license or application number at time of registration.

2008 NEC Concepts & Calculations **\$249**

Course #: 25318 **Date(s):** 10/20/09
Site: Algona **Time:** 9am-4pm (Tues.)

This seminar enhances the participant's working knowledge of the NEC, with the focus of the session covering chapters 1 thru 4, including tables found in chapter 9. Worksheets with example calculations such as box fill, voltage drop, conductor ampacity, conduit fill and motor branch and feeder circuits will be discussed during this session. Bring your 2008 NEC book and calculator (required) for this session. This class is approved for 6 electrical continuing education hours for Iowa. Please provide license or application number at time of registration.

Professional Development

Key Principles Every Leader Should Know **\$59**

Course #: 25317 **Date(s):** 10/23/09
Site: Spencer **Time:** 8:30-11:30am (Fri.)

Whether you are new to a supervisory role or have been supervising for years, you will see how these principles apply directly to your work and leave this session armed with practical strategies that can be implemented to make you a more confident and effective leader.

About the Instructor: Brenda Clark Hamilton, MA Ed. is a dynamic trainer who provides fresh perspectives in leadership, communication skills and team-building. A Congressional Teaching Scholar, Brenda holds a Master's degree in English Education. Past program participants describe Brenda as a fun, engaging speaker who presents useful strategies that can be implemented in their daily lives right away.

Supervising Spanish-Speaking Employees

This is a comprehensive Spanish language program that includes important cultural information and provides immediate access to functional language skills for non-Spanish-speaking individuals. The language component utilizes phonetic encoding. In addition, we will customize the vocabulary to include industry specific words and phrases that you identify. This course is appropriate for people who supervise Spanish-speaking employees as well as HR personnel. No prior Spanish knowledge necessary.

More Spanish classes available:

- Spanish for Industries, Manufacturing and Warehousing
- Spanish for Construction Sites
- Spanish for Office Personnel
- Spanish for Requesting Personal Information and Data
- Spanish for Retail Sales
- Spanish for Automobile Sales & Service
- Spanish for Banking

These courses can be scheduled for your staff on-site or at one of our facilities, upon request.

Call DeeAnn Bates at 800-252-5664, ext. 7934 for more information.

How to Get the Job You Want

\$59

Course #: 25505 **Date(s):** 10/14/09&10/21/09
Site: Spencer **Time:** 6-8pm (Wed.)

This course will teach you how to write a job-winning resume, gain self-confidence when speaking to potential employers during an interview and review how to present a good business image.

Notary Education

\$65

Course #: 25437 **Date(s):** 10/14/09
Site: Spirit Lake **Time:** 2-5pm (Wed.)

This class will educate you on how to become a valuable employee and how to better protect your employers business. You will be given instructions on how to obtain your notary commission for the State of Iowa. You will acquire skills and tools to complete your state assigned job duties as described by the Iowa Secretary of State.

SHRM

\$899

Course #: 25438 **Date(s):** 9/8/09-11/17/09
Site: Spirit Lake (122) **Time:** 6:30-9:30pm (Tues.)

This course is specifically designed for managers and staff members with experience in general management or human resource management who are interested in becoming PHR or SPHR certified.

IN-HOUSE SUPERVISOR SERIES

This training series is designed for first-time supervisors as well as experienced supervisors who want to improve their leadership skills. Each session is presented in a 3-hour session and can be scheduled for your staff on-site or at one of our facilities, upon request. Offer the entire series or choose sessions to address your needs. Contact DeeAnn Bates at 800-252-5664 x7934 for more information.

The Supervisor's Job

Identify the role of supervisor and discuss expectations of the company and employees. Discuss traditional management methods compared to empowerment style of management.

Becoming a Leader

Identify the characteristics of a good leader and discuss how to get the most out of your own leadership potential.

Motivation

Identify what factors motivate employees. Topics include motivational needs, traditional methods of motivation and guidelines for effective motivation.

Communication Skills

Identify strategies and develop techniques to communicate with clarity and conviction to subordinates and supervisors.

Problem Solving

Identify and develop problem-solving skills necessary for both employee performance issues as well as productivity issues.

Interviewing & Hiring

Define and practice behavioral interviewing techniques. Develop interview questions specific to the open position.

Evaluating Employees

Provide input to employees on performance & goals for success. Topics include: why evaluate, writing performance expectations, writing performance goals and objectives.

Employee Discipline

Discuss the difference between discipline and punishment. Topics include diagnosing performance problems, implementing disciplinary actions.

About the Instructor:

Don McKee has been in education and training for 15 years, including work as a Training Director and Training Consultant. Don is a certified Zenger-Miller Leadership Trainer, Life Orientations Behavioral Trainer, and LEAN 101 Facilitator. Don's approach to training is "Making Common Sense Common Practice". Don utilizes tools and strategies designed to pick up where traditional "theory" training drops off.

Professional Development

How to REALLY Start a Business \$25

Course #: 25433 **Date(s):** 9/17/09
Site: Spirit Lake (129) **Time:** 6-9pm (Thurs.)

Course #: 25434 **Date(s):** 10/15/09
Site: Estherville **Time:** 6-9pm (Thurs.)

Course #: 25435 **Date(s):** 11/19/09
Site: Emmetsburg **Time:** 6-9pm (Thurs.)

Course #: 25436 **Date(s):** 12/17/09
Site: Algona **Time:** 6-9pm (Thurs.)

This workshop is designed for individuals interested in starting a business, inventors and entrepreneurs and existing business owners.

Auto Dealers Survival Guide \$149

Course #: 23314 **Date(s):** 9/14/09
Site: Estherville (60) **Time:** 8am-1pm (Mon.)

This course will provide dealers with training on comprehensive legislative changes, including Time 21 legislation which became effective July 1, 2008 and changes to Iowa law which occurred Jan. 1, 2009 relating to new registration fee requirements and dealer requirements under the law. This five-hour certification course provides dealers with understanding of current legislation.

Getting Paid to Talk \$40

Course #: 25443 **Date(s):** 11/9/09
Site: Estherville (74) **Time:** 6:30-9pm (Mon.)

Today, voice acting (voice overs) are everywhere, from commercials to audio books, training material, documentaries, animation, telephone systems and even the internet. Getting Paid to Talk is a single evening class that takes a realistic and entertaining look at the positive and negative components of building success as a voice actor in our area. In addition to having the opportunity to hear voice acting demos from working professionals, each student will have the opportunity to record a real script under the direction of our producer right there in the class. Each student's recording is then played back at the end of the session as a class finale.

Driving Classes

S.T.O.P (12-Hr.) \$60

Course #: 25054 **Date(s):** 3/15/10 - 3/24/10
Site: Emmetsburg (Rm 120) **Time:** 7-10pm (Mon., Wed.)

This 12-hour program is required for all first-time permit holders in accordance with Section 321.376 Iowa Code. Attendance is required at all sessions for successful completion. Missed sessions must be made up before permit is issued. Certificates issued after class.

Entrepreneurship: Navigate Your Own Business Journey

Entrepreneurship is a journey, and you've taken the first step. And what a step that is! Starting your own business is a major impact on your life. These courses are designed to help you navigate your own personal journey to business ownership. The instructor is going to inspire and instruct, tell you things you don't know and remind you of things you need to do. This class will take you from how to get an idea for a business to finally opening its doors.

Starting Your Own Business \$35

Course #: 25458 **Date(s):** 9/23/09
Site: Spirit Lake (121) **Time:** 6-8pm (Wed.)

Starting Your Own Business helps prepare you to open the doors to your new business. You will learn what to expect at each step and map out the best routes to take.

Creating a Successful Business Plan \$35

Course #: 25459 **Date(s):** 10/7/09
Site: Spirit Lake (121) **Time:** 6-8pm (Wed.)

So you have made the decision to start your own business...congrats! This class is devoted to explaining and making entertaining an important concept relating to business plans. Topics range from why you need a plan to what to do with it when you're finished. You'll learn techniques for figuring your break-even ratio and tips for approaching potential investors.

Financing Your Business \$35

Course #: 25460 **Date(s):** 10/21/09
Site: Spirit Lake (121) **Time:** 6-8pm (Wed.)

This class has something for everyone, regardless of state of development with your business. Most businesses fail to raise the money they need not because they aren't viable but because they approach the wrong sources. This class will show you what sources to use to make your business a success!

Marketing Your Business \$35

Course #: 25461 **Date(s):** 11/4/09
Site: Spirit Lake (121) **Time:** 6-8pm (Wed.)

Marketing your business is not a choice, it's a MUST! Your market will form an opinion about your product one way or another, and they'll act on that opinion. You want to play a role in how your business is perceived to the public and this class will help you.

Entrepreneurship Series (all four classes listed above) \$100

Course #: 25814