

# COST-EFFECTIVE TRAINING CLOSE TO HOME!

Workforce Solutions offers employee training tailored to your business to help transform your organization into a more advanced, more productive competitor in the global economy.

Whether you prefer training online, face-to-face, on-site or at one of our three college campuses, we can accommodate your needs.

## OPEN ENROLLMENT TRAINING

What is “Open Enrollment” training? It is a training that’s **OPEN** to **ANYONE** (usually 18 years or older) who is interested in attending. You do **NOT** have to be a current college student to attend.

## CUSTOM-TAILORED TRAINING

Don’t know where to start? Contact Workforce Solutions at (606) 326-2072 or (606) 326-2482 to set up a discovery meeting. Let our team perform a **FREE** training needs analysis to determine the right course for you!

We can set up a custom training for your co-workers at your company location!

## FOR MORE INFORMATION:



**ASHLAND.KCTCS.EDU**  
CLICK >> WORKFORCE SOLUTIONS



**ROBIN HARRIS**  
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ROBIN.HARRIS@KCTCS.EDU



**(606) 326-2252**



**ROBERTS DRIVE CAMPUS**  
4700 ROBERTS DRIVE, ASHLAND, KY 41102



## GAINFUL EMPLOYMENT INFORMATION

*For more information about graduation rates, the median debt of students who completed the program, and other important data on this program, visit ACTC’s website at [Ashland.KCTCS.edu/Education-Training/Program-Finder/Gainful-Employment-Disclosures.aspx](http://Ashland.KCTCS.edu/Education-Training/Program-Finder/Gainful-Employment-Disclosures.aspx)*

## COLLEGE ACCREDITATION

*Ashland Community and Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Ashland Community and Technical College. Note: The Commission is to be contacted only if there is evidence that appears to support an institution’s significant non-compliance with a requirement or standard.*

**ACTC IS AN EQUAL EDUCATIONAL AND EMPLOYMENT OPPORTUNITY INSTITUTION.**

APRIL 2020

# CUSTOMIZED EMPLOYEE TRAINING



**ASHLAND**  
COMMUNITY  
& TECHNICAL COLLEGE

**WORKFORCE  
SOLUTIONS**

CUSTOMIZED EMPLOYEE TRAINING

# COMMON TRAINING TOPICS

## SHORT TERM PROGRAMS

- Commercial Driver's License (CDL)
- Power Linemen
- State Registered Nurse Aide (SRNA)
- Phlebotomy
- Kentucky Medication Aide (KMA)
- CPR & First Aid

## TECHNICAL/SKILLED

- License/Exam Preparation Classes (HVAC, Electrical, Real Estate)
- ServSafe Food Safety Certification
- HVAC Skills
- Marine Deckhand
- Welding Skills
- Hazwoper and OSHA

## CONTINUING EDUCATION

- Plumbing
- HVAC
- Contractor
- Electrician and Master Electrician

## COMPUTER SKILLS

- Keyboarding
- Intro to Computers
- Management
- Microsoft Office (Word, Excel, PowerPoint, Publisher, Access, Outlook)
- Office 365



## SOFT SKILLS

- Leadership
- Generational Differences
- Effective Meetings
- Social Media for Business
- Marketing/Advertising
- Time Management
- Sexual Harassment Prevention
- Team Building

## ASSESSMENT CENTER

- Pearson Vue Testing Center (Electrical, HVAC, GED, EMT, Pharmacy Tech and More)
- Scantron
- PSI True Talent
- Kryterion
- PROV
- KY Board of Cosmetology Exams
- KY Department of Insurance Exams
- Pre-Employment Testing

# SATISFIED CUSTOMERS

CITY OF ASHLAND  
FEDERAL CORRECTIONAL INSTITUTION  
(ASHLAND)  
KING'S DAUGHTERS HEALTH SYSTEM  
KINGSBROOK LIFECARE CENTER  
MARATHON ASHLAND PETROLEUM LP  
MARATHON MARINE  
OAKMONT MANOR  
SMITHFIELD  
THE JORDAN CENTER  
TURNER INDUSTRIES  
VEOLIA NORTH AMERICA  
REGENERATION SERVICES  
WOODLAND OAKS

**Don't see the training  
you're looking for?**

Contact Workforce Solutions to set  
up a custom training for you  
and your employees.

**[AS\\_WORKFORCE@KCTCS.EDU](mailto:AS_WORKFORCE@KCTCS.EDU)**

**(606) 326-2072**