



C O R P O R A T E  
E D U C A T I O N  
& T R A I N I N G

CET...taking your organization to new heights

### **Why do we need training?**

Today's most successful organizations actively invest in learning. Faced with highly competitive markets, changing technology and limited resources, remaining successful is impossible without skilled, motivated people.

### **Why choose Prairie State College?**

For more than 10 years the Corporate Education and Training (CET) department of Prairie State College has successfully met the unique training needs of organizations throughout the Chicago Southland. From basic work skills to highly technical training and computer skills, CET has the right program for you.

### **CET delivers:**

- Customized training solutions: Programs are designed to fit your needs.
- Cost-effective rates: Competitive rates and potential funding resources ensure you get the most for your training dollar.
- Current technology: Our tools and equipment match what's available in the real world.
- Convenient locations: Training can be provided at your facility or at one of our locations.



## WHAT WE OFFER

Every organization has unique challenges. CET strives to understand those challenges and develop the best solution. CET consultants and their clients jointly identify the right course of action for the organization. We offer an extensive array of training and consulting services to help meet your business goals. Here's just a sample of the subject areas in which CET provides training:

*“We appreciate the professionalism exhibited by Prairie State College in the role of educating our employees and management.”*

First National Bank of Chicago Heights

### Leadership/Management

- Leadership principles
- Effective coaching
- Performance management
- Strategic business planning
- Time management
- Financial management
- Presentation skills
- Managing diversity
- Team building

### Sales and Marketing

- Marketing planning
- New product development
- Advertising and promotion
- Target marketing
- Developing customer loyalty
- Customer service
- Telephone techniques
- Sales training
- Bank teller training



## Workplace Education

- Basic math skills
- Basic reading skills
- Basic English skills
- English as a Second Language (ESL)
- Command Spanish (customized by industry)
- Shop math
- Testing and assessment
- Work Keys® job profiling and skill assessment

## Computer Training

- Computers On-the-Go
- Computer literacy
- Microsoft Office applications
- Microsoft Windows (95, 98, NT, XP)
- Lotus products
- Corel products
- Application/task-specific software
- Most commercially available software



*“For several years now, the Park Forest Public Library has relied upon Prairie State College’s corporate training for convenient, cost-effective solutions to our software training needs.”*



*“Ours is the first major stand-alone stamping facility in North America to become ISO certified. None of this would have been possible without the guidance and assistance of Prairie State College’s ISO-9000 consultant.”*

Ford Motor Company — Chicago Stamping Plant

### Quality Management

- Strategic quality planning
- Baldrige quality system
- Benchmarking
- Process management
- Problem-solving
- Quality tools and techniques
- Statistical process control
- International standards (ISO, QS, TE, TL, AS, TS, SA)
- Health care standards (IWA)

### Health and Safety

- Food service sanitation
- CPR and first aid\*
- Ergonomics\*
- Hazardous materials handling\*
- Confined space entry\*
- Underground storage tank review\*
- Environmental practices\*

\* OSHA-compliant training



*“Prairie State College has always provided for our organization very focused and individualized training. Many of your professors have spent hours learning our production system and processes in order to better direct their training and discussions. Keep up the great work and thanks for partnering with UGN University.”*

United Globe Nippon (UGN)

### **Manufacturing Practices**

- Warehouse operations
- Production management
- Inventory management
- Supply management
- Lean manufacturing
- Cycle time management
- Mistake proofing

### **Technical Training**

- Blueprint reading
- Instrument measurement
- Computer-aided design (CAD)
- Metallurgy and metrology
- Geometric design and tolerances
- Computer Numerical Control (CNC) programming
- Apprentices programs





*“The facilities at Prairie State College have been excellent for our meetings, and we could not expect more in cooperation from its support staff.”*

Chicago Computer Society — South Suburban Chapter

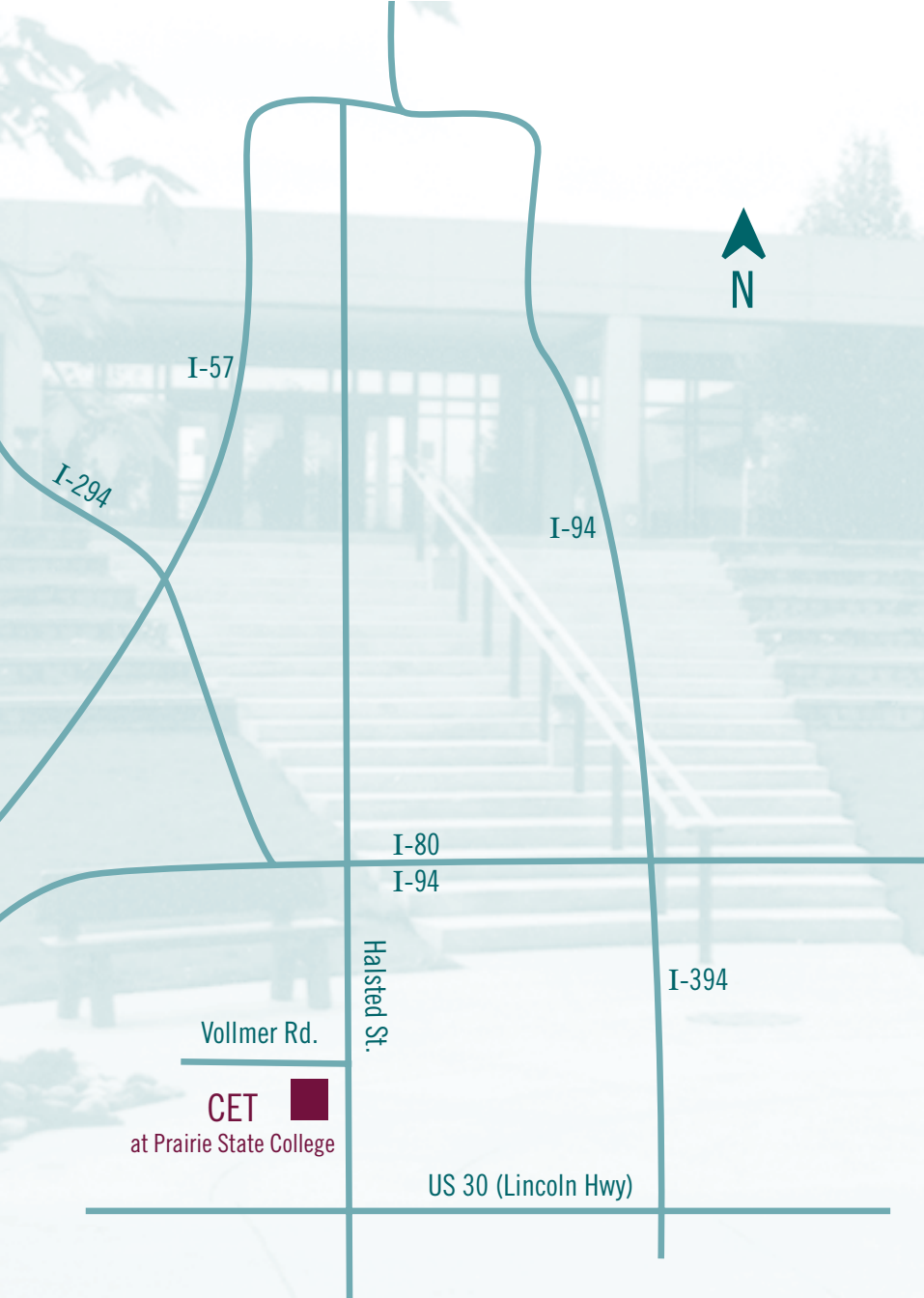
### **Business and Community Education Center (BCEC)**

To get the most from your training requires focus. Sometimes, offsite training is the best way to minimize distractions. Prairie State College's BCEC is the perfect place to train your staff. The BCEC is a full-service conference center. It features a 486-seat teaching auditorium along with several smaller breakout rooms — ideal for training. It is conveniently located and has ample free parking.

Additionally, the BCEC offers:

- Satellite teleconferencing
- State-of-the-art audio/visual equipment
- Catering services
- Event planning assistance

Our professional BCEC staff is ready to meet your needs. Whether it's for training, meetings or receptions, the BCEC is the perfect site for your event.



## FUNDING RESOURCES

CET has access to several funding sources that may be used to defray training costs. Eligible organizations may save as much as 50 percent on their training investment. Your CET consultant can show you how to get the most out of your training dollar.

### For more information, please contact:

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