

# Workforce Education and Academic Pathways

## Notary Preparation

An employee with a notary distinction is important to any business. Notary Prep covers all the legalese of law topics including Executive & Election Law, Public Officers, Real Property, Judiciary, County Law, Banking Rules, Civil Practice Law, and Domestic Relations Law. Participants will be prepared with the fundamentals to take the NYS Notary Exam.

Cost: \$65 (textbook included)

Tuesday, October 11

12:00pm-4:00pm

Dormann Library, Bath, NY

Or

Wednesday, November 16

12:00pm-4:00pm

Academic & Workforce Development

Center, Elmira, NY

## Five Behaviors of a Cohesive Team

How does Microsoft, Nestle, Amazon, KPMG, CISCO, Intel, Proctor and Gamble and Southwest Airlines build high performing teams? They invest in "The Five Behaviors of a Cohesive Team" training.

Based on the New York Times bestselling book "*The Five Dysfunctions of a Team*" (2.5 million copies sold) this specialized training gets teams to trust and support each other, engage in healthy conflict, commit to key team goals and then hold each other accountable for results.

The process is powerful, simple and proven.

Cost: \$79

Friday, November 18

8:30am-10:30am

Academic & Workforce Development

Center, Elmira, NY

## Employee Engagement

Based on the New York Times Best Seller, "The Truth About Employee Engagement: Addressing the Three Root Causes of Job Misery", this training shows managers at all levels how to engage and motivate direct reports. Managing for Employee Engagement is a specialized training developed by NYT Bestselling Author, Patrick Lencioni that can dramatically improve employee engagement!

- Learn the three root causes of job misery and how to change it.
- Learn how your managerial approach is either helping or hurting.
- Discover How CISCO, P&G, the Sheraton, Southwest Airlines, Nestle, Chick-fil-A and others use this training to develop a truly engaged workforce.

Cost: \$149

Friday, November 18

8:30am-12:30pm

Academic & Workforce Development Center,  
Elmira, NY

## Visual Process Management

This course was developed for people who are responsible for documenting, sharing, and applying their organization's knowledge. To attend this, you should have an understanding of your organization's processes. You will learn the importance and benefit of knowledge management, sharing, and application. The course contains working sessions for attendees to begin to develop your own knowledge management system.

Cost: \$149

Wednesday, November 30

8:30am-12:30pm

Airport Corporate Park, Horseheads, NY



Contact 607-936-5501/[ilearn@corning-cc.edu](mailto:ilearn@corning-cc.edu) for more information  
Or visit [corning-cc.edu/workforce](http://corning-cc.edu/workforce)



# Workforce Education and Academic Pathways

## Legal and Effective Interviewing for Supervisors

How important is selecting the right employee's for your organization? How often do you ask managers and/or supervisors conduct interviews? This 4-hour training will cover the essential interview skills all supervisors and managers need to legally and effectively interview applicants at any level in the organization. We cover the laws and regulations that impact interviewing applicants, build job profiles, practice mock interviews and work through the do's and don'ts of interviewing. As the employment landscape continues to change, legal and effective interviewing is a critical skill all managers and supervisors need in this changing environment.

Cost \$59.00

Tuesday, October 25

8:30am-12:30pm

Airport Corporate Park, Horseheads, NY

## HR Law for Supervisors

The legal environment continues to change and grow in complexity. Managers and supervisors are asked to understand in much greater detail the intricate workers of labor and employment law. This 4-hour course is designed with your managers and supervisors in mind. The training contains lecture, breakout group discussions, questions and answer and what if scenarios. As the legal landscape changes the environment in which we work, so should the knowledge and training we provide our leaders.

Cost \$59.00

Thursday, November 17

8:30am-12:30pm

Airport Corporate Park, Horseheads, NY

## COMPUTER CLASSES

### Excel 2013 Level 1

This course establishes some basic skills for Microsoft Excel. Students are instructed on common spreadsheet vocabulary, learn to navigate a file system, and to use Office Help for Excel. They demonstrate by hands-on training, how to enter data into a worksheet, enter and edit formulas, work with pictures, save and update a workbook. They learn about AutoSum and other common functions. Students learn to format data in cells, rows, columns. They learn to create simple charts with Excel and learn basics of formatting charts. They obtain additional skills in manipulating large spreadsheets for easier navigation.



Cost \$99.00

Friday, October 21

8:30am-3:30pm

Airport Corporate Park, Horseheads, NY

### Excel 2013 Level 2

Excel 2013 Level 2 provides the latest software updates to create and manipulate data, display data using graphs and charts, consolidate data, advanced pivot tables and charts, create cell ranges, track changes, share workbooks, formatting, auditing, migrating Word with Excel, using hyperlinks/web pages, and using templates.

Cost \$99.00

Friday, December 9

8:30am-3:30pm

Airport Corporate Park, Horseheads, NY

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# Workforce Education and Academic Pathways

## **Alzheimer's Disease Dementia Care Seminar**

This Alzheimer's Disease Dementia Care Seminar will prepare professionals to earn the Certified Dementia Practitioner (CDP®) credential. This earned credential is recognized as the highest standard in Alzheimer's and Dementia education. CDP® certification provides recognition, competency and a commitment in the area of Alzheimer's and Dementia care education. Upon completion of this course, qualified participants will be ready to apply for the CDP® certification. Topics covered are:

- Introduction to Dementia
- Diagnosis, Prognosis and Treatment
- Communication and Feelings
- Depression and Repetitive Behaviors
- Delusions, Hallucinations, Hoarding and Wandering
- Aggressive Behaviors, Catastrophic Reactions, Intimacy and Sexuality
- Personal Care
- Activities
- Environment
- Staff, Family Support, Abuse and Neglect Prevention
- Diversity and Cultural Competence
- Spiritual Care and End of Life Issues

Cost \$150.00 (textbook & lunch included)  
Tuesday, November 15  
8:30am-5:00pm  
Academic and Workforce Development  
Center, Elmira, NY

## **Grant Writing: Idea to Application**

The ability to secure grants and other funding opportunities is critical to the success of organizations across many industries. With the right planning and processes, ideas can grow into successful programs, and projects can turn into organizations, but it all starts with an application or proposal. To many, the process of writing grants or proposals is a mystery or is daunting,

missed opportunities or poorly executed proposals lead to continued frustration or rejection. In other cases, well-crafted proposals end up with the wrong "funder", and go nowhere.

Cost \$149  
Thursdays, October 18, November 3 and 17  
12:00pm-5:00pm  
Airport Corporate Park, Horseheads, NY

## **Property & Casualty Pre-Licensing**

Approved by the NYS Department of Financial Services under Section 119 for the training of applicants taking the brokers examination. This course satisfies the 90 hour pre-licensing requirement as approved by the State Department of Financial Services. Once the State exam has been successfully completed the individuals may then apply for an insurance license through the Department of Financial Services (DFS). The topics covered during this program are:

- Insurance Regulation NYS
- General Insurance
- Insurance Basics
- Dwelling Property Insurance
- Personal Umbrella Liability
- National Flood Insurance Program
- Personal Watercraft Insurance
- NY Property Insurance Underwriting Assoc.
- Excess Lines
- Homeowners Insurance
- Personal Auto Policy
- Commercial Auto Insurance
- Commercial Package Policy (CPP)
- Business owners Policy
- Workers Compensation & NY Disability Law
- Accident and Health Insurance

Cost \$799 (textbook included)  
Mondays and Wednesdays  
September 26-December 19  
5:30pm-9:30pm  
Airport Corporate Park, Horseheads, NY

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# Workforce Education and Academic Pathways

## Intro to SolidWorks® 2016



2016 SolidWorks® Introduction provides an understanding of 3D parametric CAD and teaches the necessary skills to create part assemblies and drawings. Participants incorporate design intent into models, use sketching and modeling tools, and gain an understanding of geometric

relationships and dimensioning geometry. They create 3D & 2D modeling and 3D assembly models both static and with motion. Hands-on projects are completed after each module.

Cost \$875 (textbook included)

Tuesdays and Thursdays

October 18-November 17

5:30pm-9:30pm

Airport Corporate Park, Horseheads, NY

## ServSafe® Food Safety Management Training

This ServSafe® program provides food safety training, exams and educational materials to foodservice managers. Students can earn the ServSafe® Food Protection Manager Certification, accredited by the American National Standards Institute (ANSI)-Conference for Food Protection (CFP).

The program blends the *latest FDA Food Code*, food safety research and years of food sanitation training experience. Managers learn to implement essential food safety practices and create a culture of food safety. The ServSafe® program helps prepare you for the ServSafe® Food Protection Manager Certification exam.

Cost \$169

Tuesday, October 25

8:30am-12:30pm

Airport Corporate Park, Horseheads, NY

## Welding Program

Looking for a dynamic career with a bright future? CCC's Welding Technology Program provides the theoretical and practical experience necessary to develop basic foundational welding skills. The curriculum was designed to meet regional employer needs and meets the minimum skill standards established by the American Welding Society (AWS) for entry-level welders.

The objective of our program is to train students to apply the necessary skills and competencies required to handle welding equipment associated with the various methods of welding, cutting, and fabricating metals; as well as interpreting blueprints, drawings, weld symbols, and written work orders. Students will be able to execute fillet and groove welds in the flat and vertical positions in accordance with AWS D 1.1, D1.2, D1.3 and D1.6 Standards. Graduates of our program will be prepared for entry-level welding positions.

For more information or to sign up for an information session:

<https://www.corning-cc.edu/welding>

**NEW\* ONLINE COURSES!**



*\*Quality training programs through online learning—  
education your way!*

<https://www.corning-cc.edu/workforce/online-classes>

Contact 607-936-5501/ilearn@corning-cc.edu for more information  
Or visit [corning-cc.edu/workforce](http://corning-cc.edu/workforce)

