



## Course Descriptions For Industrial Basic Skills

### **Basic Mechanical Knowledge**

This course deals with four distinct topics (Fasteners, Hand Tools, Lubrication and Rigging), which cover areas of basic skills sets required by Mechanical Technicians. It is designed to provide the necessary knowledge and skills in the four areas to allow the learner to safely participate in basic maintenance tasks. This course is structured for learners with little or no knowledge in the subject matter. Safety issues related to chosen applications will be emphasized.

### **Mechanical Components**

This course is designed for the mechanical maintenance personnel to recognize the different types of mechanical power transmission devices, their applications, care and the importance and practices of precision measurement. The course will include practical aspects such as troubleshooting, testing, measuring vibration and the fundamentals of coupling alignment.

### **O.S.H.A. 10-Hour Outreach**

This course will provide the student with an O.S.H.A. 10 hour certification card which covers basic safety requirements associated with the following: Hazard Communication, Personal Protective Equipment (P.P.E.), Fire Extinguishers, Confined Space, and working hazards.

### **Fork Lift Truck Safety**

This course will provide the student with safety training in the operation of a fork lift truck and also provide knowledge of the O.S.H.A. regulations as required by CFR 1910.178 and CFR 1910.179.

### **Basic Arc Welding & Cutting**

Introduces the basic concepts of joining metal by the S.M.A.W. process (stick welding) in the flat and horizontal positions. Both fast freeze and fast fill type electrodes techniques are covered, along with the oxy-fuel cutting of mild steel. Weld shop safety and the care and use of basic welding tools and equipment will be addressed.

### **It's the Law: The Legal Side of Management**

Managers today are expected to do more than just supervise daily work activity. They are also legally obligated to understand and enforce company employment policies and procedures to reduce the chance of discrimination and lawsuits. ***It's the Law: The Legal Side of Management*** uses workplace scenarios to illustrate that taking critical precautions and having a clear understanding of the law will minimize employment discrimination and maximize equal employment opportunity. This seminar explores critical issues—hiring/firing, discipline, harassment, ADA, and more; and turns managers into a frontline defense against costly litigation.

## **Harassment And Discrimination**

This seminar is designed to help managers understand that harassment can take many forms—and that *all* forms can lead to charges not only of harassment but of discrimination as well. As the line becomes more and more blurred, it is critical that managers understand what constitutes harassment and discrimination and what they can do to prevent them.

This seminar brings managers up to speed fast using straightforward language and real-world examples. Managers gain the knowledge, tools and insights they need to protect themselves and their organizations from lawsuits and regulatory actions. This course is designed for mechanical maintenance personnel to reinforce knowledge of print interpretation with special emphasis on visualization and interpretation of material (including assembly, detailed fabrication drawings, structural designs and piping layouts) along with a review of mathematical principles applicable to mechanical print reading. Upon completion, the student should be able to relate dimensions to a pictorial representation correctly and accurately.

## **Substance Abuse: Creating and Maintaining a Drug free Workplace**

This program is designed to help you gain a practical understanding of a manager's responsibility regarding the enforcement and maintenance of a drug-free workplace. Participants will gain answers to several of the most common questions managers struggle with, including:

- Do you need to be absolutely sure a person is using drugs or alcohol before you confront them about his or her behavior?
- When addressing performance issues with someone you suspect is using drugs or alcohol on the job, do you communicate these suspicions directly to the individual?
- If you confront the employee and they start crying or get angry, what do you do?
- As a manager, is it my job to diagnose and counsel an employee with a suspected substance abuse problem?
- Can we just spring a drug test on an employee we suspect has a substance problem?

## **Workplace Violence**

No organization wants its name on the front page when the headline involves workplace violence. This seminar explores preventive measures and examines the legal obligations of managers and their organizations.

Topics include hiring policies, appropriate responses to angry outbursts, dealing with employee threats, procedures for investigating rumors, and the importance of maintaining confidentiality

## **Discipline & Termination**

Discipline and termination are critical legal issues managers deal with regularly. This seminar uses straightforward language and real world examples to present the most common issues and potholes managers and organizations face. Then it provides specific actions any manager can implement to help them avoid their day in court. In addition to preventing litigation, this information also helps an organization maintain a quality workforce.

Issues covered include avoidance, delegating discipline, transferring problem employees or fabricating “layoffs” inconsistently, by making exceptions based on tenure or cultural differences; too much or too little documentation and more.

## **Recruiting & Hiring: A Manager's Guide to Staying Out of Court**

Recruiting and hiring can be a legal minefield for managers. This program equips them with the skills they need to avoid legal pitfalls in finding and hiring the right people. Also, it addresses the most common stumbling blocks, including job descriptions, job advertising, interviewing and equal opportunity concerns.

It's all too easy for a manager with great intentions to put your organization at risk. Now, this Legal Briefs module can help you equip your managers to *find and hire the right people and stay in compliance with the law*. With straightforward language and real-world examples, this program addresses the most common and dangerous potholes managers face—and presents specific actions managers can implement to keep themselves and your organization out of court.

## **The ADA: Tough Questions & Straight Answers**

*The ADA: Tough Questions & Straight Answers* is designed to help managers gain a clearer understanding of how Title I of the Americans with Disabilities Act impacts their workplace on a daily basis. This seminar is designed to cut through the legal jargon to provide clear and concise information in terms that everyone can understand.

In addition, the seminar provides managers with five specific actions they can take to help ensure they keep themselves and their organizations in compliance with the law.

## **Workplace Privacy: Does it Really Exist?**

Do your managers clearly understand the rules about privacy in the workplace? This program examines employees' right to privacy and your organization's rights to protect its information and property. Managers will learn how to effectively and legally establish, document, communicate and enforce policies regarding privacy.

## **The Family & Medical Leave Act: What Every Manager Should KNOW**

Many managers believe the Family and Medical Leave Act to be the single most confusing piece of employment law they deal with in the workplace. This program offers practical and clear examples that help eliminate confusion. Managers gain an understanding of what constitutes qualifying for a leave based on a serious health condition or medical certification.

This program will provide managers with the basic knowledge of the law they need and with specific actions they can take to insure FMLA is administered fairly and correctly in your organization—and that you are protected from liability. Using straightforward language and real world examples this program touches on the most common and difficult issues managers face.