

For more information or to register for any of the B&I classes listed below, please call 734.384.4229.

HealthGuard Professional Food Manager Certification

Monroe County Community College is offering a one-day HealthGuard Professional Food Manager Certification Training session in conformance with the Michigan Food Law. The Michigan Food Law requires all licensees to have a certified food manager. This course, along with a passing score on the exam, meets that requirement. The cost includes the NSF HealthGuard Certified Professional Food Manager Manual, exam, lunch and refreshments. CEUs: .8

\$143 (Senior Fee \$127.75) per section

CSM 718-71

Tuesday Sep. 12
8 a.m. - 5 p.m. Z 257 Childress

CSM 718-72

Tuesday Oct. 10
8 a.m. - 5 p.m. Z 257 Childress

CSM 718-73

Tuesday Nov. 7
8 a.m. - 5 p.m. Z 257 Childress

Pesticide Training & Review

Participants will receive four pesticide recertification credits in one of the following categories: Private, Commercial Core or Commercial categories 1A, 1 B, 3A, 3B or 6. The class will review parts of the National Pesticide Applicator Certification core study manual. The Monroe County Conservation District MAEAP Technicians will present an overview of the MAEAP program structure and give an update of programs for farms to be environmentally verified. Audience: Farmers and commercial pesticide applicators. CEUs: .4

AGRI 707-71

\$10 (Senior Fee \$10)
Tuesday Nov. 7
9 a.m. - 1 p.m. Z 271 Birkey

Business and Industry Customized Training and Retraining Programs

In collaboration with your company, MCCC can create training and retraining programs to meet the changing dimensions of skills in today's workplace. Whether your company needs training in supervision/management, a new manufacturing process, software applications or basic skills, representatives from the college can work with members of your staff to develop a customized training program tailored to meet the specific needs of your employee groups. The training can take place at your office or plant or at the college on a time schedule convenient to your company and employees. **For more information, contact Barry Kinsey, director of workforce development, at 734.384.4124.**

Resume and Interviewing Workshop

Learn how to develop effective job search correspondence for today's market. Barry Kinsey, director of workforce development at MCCC, will assist those who don't yet have a resume or want to improve the one that they have. Included are the "7 Keys" of experience and tips for writing cover letters and interviewing. Also, learn about upcoming community job fairs in which you can participate. Please visit the Workforce Development Web site (www.collegecentral.com/monroeccc.edu) to view employment opportunities in our region.

All Resume and Interviewing workshops are free and open to the public but registration is required. Please call the Office of Workforce Development to register at 734.384.4229.

PERS 765-71

Wednesday Sep. 20
10 - 11:30 a.m. Z 271

PERS 765-72

Thursday Oct. 19
5:30 - 7 p.m. Z 271

PERS 765-73

Tuesday Nov. 21
9 - 10:30 a.m. Z 271

PERS-765-74

Wednesday Dec. 6
5:30 - 9 p.m. Z 271

Basic Instructor Skills (Train-the-Trainer)

The credibility of a training program depends on the quality of the instructors. Instructors should be technically competent and should have the basic skills necessary to train and evaluate assigned trainees. This course is designed to give individuals performing training functions the basic skills needed to function as an entry level instructor. This program identifies types of students, general training skills, task instructions, program integrity, how to respond to questions and when/how to offer advice. This program reviews instructional strategies related to the adult learner, training stressors and the adult learning environment.

This course will provide those attending an overview of methods and theories of training implementation and delivery techniques including professionalism, maturity, integrity, communication modeling, personal standards of performance, and commitment to training. This program engages students in guided discussions about the role of instructors, student values and attitudes, and best practices.

This course is taught using lecture, hands on exercises/scenarios and guided discussions. Cost includes light breakfast and lunch. CEUs: .6

PERS 790-71

\$169 (Senior Fee \$91.11)
Tuesday Oct. 24
8 a.m. - 3 p.m. Z 258

