

# M-TEC Training Programs

## Business

Coaching vs. Bossing  
 Communicating Effectively  
 Courageous Conversations  
 Cultural Diversity  
 Customer Service  
 Effective Meeting Management  
 Facilitating Team Efforts  
 Foundations of Management  
 Fundamentals of Front Line Leadership  
 High Performance Work Teams  
 Managing Conflict  
 Managing Difficult Personalities  
 Managing People  
 Managing Projects  
 Managing Teams  
 Organizational Performance Measurements  
 Power of Presenting

## Business Software

Adobe Photoshop  
 Adobe InDesign  
 Auto Desk Inventor  
 Auto Cad  
 Introduction to Pro-E  
 Microsoft Office 2007 Upgrade  
 Microsoft Office 2003 Applications  
 Microsoft Office 2007 Applications  
 Mini-Tab

## Languages

French  
 Workplace Spanish® for Banking  
 Workplace Spanish® for Construction Supervisors  
 Workplace Spanish® for Customer Service  
 Workplace Spanish® for Human Resources  
 Workplace Spanish® for Manufacturing

## Lean

5S Visual  
 Applying Kanban  
 Error Proofing  
 Heijunka Leveling  
 Lean Simulation – Introduction  
 Administrative Value Stream Mapping  
 Productivity Workshop  
 Quick Changeover  
 Shop Floor Value Stream Mapping

## Professional Development

Certificate of Executive Management – *University of Notre Dame*  
 Certified Quality Engineer Exam Preparation  
 SHRM Certification Exam Preparation  
 SHRM Fundamentals of HR Management  
 Residential Builder's License Exam Preparation  
 Supervisory Development – *University of Notre Dame*

## Maintenance

AC Polyphase Motors & AC Drive Fundamentals  
 Basic Electrical Review  
 Electrical Code Update  
 Fluid Power  
 Fundamentals of Applied Electricity  
 Geometric Dimensioning and Tolerancing (GD&T)  
 Grounding and Bonding  
 Hands-On Electrical Troubleshooting  
 Hydraulics  
 Instrumentation  
 Ladder Logic Programming  
 Machining  
 Mixing Equipment Technology  
 Programmable Controllers  
 Reliability Technology Overview  
 Sensors  
 SLC500 Allen Bradley  
 Team Problem Solving for Mechanics  
 Total Productive Maintenance  
 Variable Frequency Drives

## Manufacturing

Basic Mathematics  
 Blueprint Reading  
 Failure Modes & Effect Analysis (FMEA)  
 Gage R & R  
 Machine Tool Fundamentals  
 Manufacturing Skill Series  
     Technical Math  
     Measurement  
     Quality Principles  
 Mechanical, Physical & Equipment Concepts  
 Mechanical Wear and Contamination  
 Metals 101  
 Metrology  
 Operations Mechanic Series:  
     Mechanical Safety  
     Mechanical Alignment & Timing  
     Team Problem Solving  
     Mechanical Wear and Contamination  
     Tools  
     Precision Measurement  
     Electrical Safety  
     Fuse Sizing & Selection  
     Sensors II  
     Electric Motors  
     Introduction to PLCs  
     Root Cause Failure Analysis  
 Productivity Workshop  
 Repair Welding Techniques  
 Root Cause Analysis – 8D Problem Solving  
 Sensors  
 Team Leader Training  
 Welding Inspection  
 Welding Skill Building & Certification Testing