

Professional Development

Medication Nurse Assistant

The Medication Nursing Assistant (MNA) training is for the Licensed Nursing Assistant (LNA) who have worked with an active LNA license for two full years (4,160 hours) within the past 5 years. The MNA training is 75 hours long and prepares the student to administer medication to patients in long-term care facilities. The MNA functions as a care partner of the RN/LPN in the task of administration of medication to stable clients.

Geographic Information Systems

Geographic Information Systems (GIS) is a computer-based tool that uses spatial geographic data to analyze and solve real-world problems. The introductory course is designed to teach students the basic principles and techniques of GIS before they build upon that knowledge with ESRI ArcMap skills in the GIS Applications course.

Fork Truck Safety and Operation

Offering an overview of safe forklift operation and use, this course encompasses how to properly inspect the forklift for all safety devices and to ensure it meets the criteria for safe operation. Students will learn in a “toolbox talk” style with a PowerPoint presentation followed by practical demonstration of skills and safety.

Frontline Management Essentials

Being a frontline manager is challenging. Meeting organizational demands in an efficient and effective way can be challenging and at times frustrating. To succeed, the frontline manager must not only have the technical skills to do the job but must also have the people skills necessary to cultivate and maintain a culture where employees are recognized as the organization's most important asset and are consistently treated that way. Topics covered include the importance of human factors; making the break from the line to manager; supervisory success steps; courtesy, civility, and respect; and leadership.

Management and Teamwork

This training provides an active learning environment where management skills of developing self-awareness, managing stress, solving problems creatively, communicating supportively, motivating others, managing conflict, and building teams will be explored. The importance of attitude, success as a team member, human relations, and sensitivity to issues in the workplace are emphasized.

Organizational Behavior and Communication

This training presents the theory, concepts, and applications of organizational behavior with particular emphasis on the impact that individuals and groups can have on organizational performance and culture. A wide range of practical approaches engage students in entrepreneurial thinking, managing change, using tools/technology, and responsible management practices.

Welding Skill Enhancer - Walking the Cup

Students in this course benefit from instructor guided development of next-level TIG welding skills. From learning the dos and don'ts of how to “walk the cup” with your TIG torch to using different size cups to practice with, students will expand on their experience of this technique, which is best suited for carbon steel and stainless-steel pipe.

WorkReadyNH

WorkReadyNH prepares participants for the National Career Readiness Certificate (NCRC) based on their performance using the online WorkKeys Assessments in Workplace Documents, Applied Mathematics, and Graphic Literacy. In addition, participants will complete a sixty-hour people skills training course. The people skills course is a classroom-based component of the WorkReadyNH program that places participants in simulated workplace-related settings and covers topics that include:

- Identifying One's Personal Brand,

- Interviewing Techniques and Showcasing Skills,
- Workplace Safety,
- Communication Skills,
- Team Building and Critical Thinking,
- Problem Solving and Conflict Resolution,
- Customer Service, and
- Business Ethics and Workplace Sensitivity.

For more information on the WorkReadyNH program, contact Angela Kalampalikis at 603-230-3534.