

Seminars and Workshops for Business, Industry & Workforce Development

*Department of Continuing Education
York County Community College*

Communication

- Business Communication
- Introduction to Communication
- Interpersonal Communication
- Presenting with PowerPoint
- Small Group Communication
- Speaking with Confidence
- Technical Writing

Computer Skills

- Excel I & II
- Microsoft Office: An Overview
- Outlook
- PowerPoint
- Word I & II

Managers and Supervisors

- Frontline Supervision
- Leadership Skills for Supervisors
- Conflict Resolution

Math Skills

- Algebra I
- Foundations of Math I & II
- Geometry I
- Industrial Math

Machine Operator

- Blueprint Reading
- CNC Milling and Turning
- Geometric Dimensioning and Tolerancing
- Lean
- Manual Milling, Turning, and Grinding
- Metallurgy
- Precision Layout and CMM
- Precision Measurement
- Principles of CNC
- Concepts in Quality Assurance

Professional Skills

- Critical Thinking
- Essentials of Customer Service
- Fundamentals of Sales
- Grant Writing I & II
- Workplace Ethics and Principles

Continuing Education

YCCC offers proven, timely and cost effective instruction to businesses and organizations. Our training solutions range from classes, seminars, and workshops, to creating custom-designed corporate trainings tailored to meet your requirements. We work with all sizes of companies, governments, health care and community organizations, and we welcome the opportunity to work with your organization.

Contact Stefanie Bourque in the *Department of Continuing Education* at 207-216-4321 or sbourque@yccc.edu for additional information and to schedule a discussion of how YCCC can assist with your training needs.

