

## **WORKFORCE DEVELOPMENT**

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The Workforce Development Division at Snead State Community College offers training opportunities designed to give you the skills you need to succeed. We provide personal enrichment classes, professional development opportunities, business and industry specific training and short-term skill training programs aimed at helping you obtain those skills needed in today's workforce. For more detailed information on specific training being offered each semester, please visit [www.snead.edu/workforce](http://www.snead.edu/workforce) or contact the Workforce Development staff.

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## **CAREER SKILLS TRAINING**

Career skills training programs are designed to provide individuals with employable skills in an accelerated, condensed manner. These programs may be completed within 15 weeks to 11 months in a variety of career fields. Financial assistance is available for those who qualify through the Workforce Innovation and Opportunity Act (WIOA) for a select number of programs.

## **BUSINESS AND INDUSTRY TRAINING**

The Training for Existing Business and Industry Program at Snead State Community College provides company-specific training, and open-enrollment classes, to businesses in Marshall County and the surrounding areas. The College works with businesses to identify employee training needs and tailor services around those needs. The training can take place on location at the business or on the college campus.

## **READY TO WORK PROGRAM**

The Alabama Ready to Work is a program that assesses and scores your job skills and work habits. It's a way for you to prove to employers that you are The One. Ready to Work is FREE. Upon successful completion of the program, students will receive two credentials: Alabama Certified Worker and the ACT National Career Readiness Certificate. The credentials complement other diplomas, certificates and degrees. It shows employers what you can do and measures the skills that employers and colleges seek. Whether looking for work or preparing for a better job, get ready! Snead State Community College can prepare you to be Career Ready! As an added benefit, graduates of Snead State's Ready to Work program will receive a FREE 3-hour credit class.. The curriculum for the Ready to Work program includes:

- Job Acquisition-Resumes, Applications, Interviews
- Computer Skills-Basic Computer, Word, Excel, and PowerPoint
- Problem Solving-Time Management, Decision Analysis, Problem Solving, Conflict Resolution
- Workplace Behavior-Diversity, Harassment, Workplace Violence, Work Ethics, Teamwork
- Operations- Quality, Lean/JIT, Workplace Safety
- Communication
- Customer Service
- Financial Literacy

## **CONTINUING EDUCATION**

Personal enrichment classes and professional development opportunities are available through continuing education courses. We offer a wide range of highly interactive courses that you can take entirely over the Internet. All of our courses include expert instructors, many of whom are nationally known authors. Our online courses are affordable, fun, fast, convenient, and geared just for you. Snead also offers private music lessons on campus for piano, voice, guitar and violin, as well as the Alexander Technique. Snead also serves as the host for the Alabama School of Gospel Music each year in June. In addition, Snead State is authorized to award professional continuing education units for childcare and nursing coursework.

## **PROFESSIONAL CERTIFICATIONS AND TESTING**

Certification proves your commitment to your chosen profession and can help individuals obtain better pay, career opportunities and job security. Snead State offers several professional certifications to assist individuals with professional growth and career opportunities.

### **ACT Workkeys and the National Career Readiness Certificate**

WorkKeys® is a job skills assessment system that helps employers select, hire, train, develop, and retain a high-performance workforce.

**Career Seekers:** Taking WorkKeys tests is an important first step to prepare for education, training, or a career. WorkKeys scores help you compare your skills to the skills real jobs require. Employers across the country are requiring the WorkKeys assessments or recommending the National Career Readiness Certificate. These scores help employers choose the most qualified candidates for their jobs.

**Employers:** WorkKeys gives you a complete solution for employee selection and development. Our powerful solution offers both Foundational Skills and Soft Skills assessments, enabling you to assess the full potential of applicants and employees. The tools in this comprehensive system can be mixed and matched to meet diverse organizational needs including selection, screening, training & development and succession planning.

Successful completion of ACT WorkKeys assessments can lead to earning ACT's National Career Readiness Certificate. The Certificate is a portable credential that shows employers anywhere in the United States the achievement of a certain level of workplace employability skills in Applied Mathematics, and Locating Information, and Reading for Information. These workplace skills are highly important to the majority of jobs in the workplace.

Snead State Community College is a Career Solutions Provider with ACT WorkKeys, and offers the following assessments by appointment only:

Foundational Skills – Applied Mathematics\*, Reading for Information\*, Locating Information\*, Applied Technology, Business Writing, Workplace Observation, Teamwork and Listening for Understanding (\*Also available in WorkKeys for Healthcare version)

Soft Skills – Fit, Performance and Talent

### **National Healthcareer Association (NHA) certification**

Just as each patient is special, so is each patient care provider. By providing students with the support and certification needed to succeed in the allied health field, NHA is one of the nation's largest allied health certification providers. Snead State is an approved testing site with NHA (National Healthcareer Association) to provide the following certifications. Pricing for certification includes a study guide:

- Certified Phlebotomy Technician (CPT) - \$225
- Certified Medical Administrative Assistant (CMAA) - \$225
- Certified Clinical Medical Assistant (CCMA) - \$275
- Certified EKG Technician (CET) - \$225
- Certified Billing Coding Specialist (CBCS) - \$225

### **Multi-CrafTest Maintenance Testing**

Improve your hiring, training and promotion process for maintenance employee selection. The Multi-CrafTest is for use in selecting maintenance employees who have knowledge in seven different craft areas. Categories tested include:

- Hydraulics & Pneumatics
- Welding & Rigging
- Power Transmission, Lubrication, Mechanical Maintenance, Shop Machines, & Tools & Equipment
- Pumps, Piping & Combustion
- Motors, Control Circuits & Schematics & Print Reading
- Digital Electronics, Power Supplies, Computers & PLC, & Test Instruments
- Basic AC/DC Theory, Power Distribution & Electrical Maintenance

Transcripts are available upon written request by a participant. The policy concerning confidentiality of student records extends to student records through Workforce Development's non-credit training programs, and continuing education courses. (Refer to the section on "Confidentiality of Student Records" in this catalog.) Documents and records are maintained in the Tom Bevill Continuing Education Center. Submitted for retention are the application/registration form, activity description, copy of award certificate, class roll, and evaluation forms. In the event of the demise of the College as a postsecondary institution, records would be referred to the Alabama Department of Archives and History in Montgomery, Alabama.