

# COMMUNITY COLLEGE OF VERMONT

## ADDRESSING THE NEEDS OF THE VERMONT WORKFORCE



### GOVERNOR'S CAREER READINESS CERTIFICATE PROGRAM

The Governor's Career Readiness Certificate (GCRC) program can help take the guesswork out of your hiring decisions. Using our six point assessment process we can help identify the strengths and improvement needs of new and potential employees as well as develop a plan for helping you and your employees reach new levels of workplace readiness.

Industry-Focused CRC<sup>Pro</sup> Programs further build upon the skills and training developed in our GCRC program with added specialized, industry-specific skill sets in the following areas:

- **CRC<sup>Pro</sup> – Customer Service** Participants develop skills in exceptional customer service, greeting and setting a positive tone, professional image, communication, and dealing with difficult situations.
- **CRC<sup>Pro</sup> – Health & Human Services** Participants develop professionalism skills necessary to be successful in entry-level health and human services fields. Core skills include confidentiality, appropriate dress, teamwork, dealing with difficult situations, and communication skills.
- **CRC<sup>Pro</sup> – Manufacturing** Participants develop skills in safety, teamwork, and math for manufacturing.
- **CRC<sup>Pro</sup> – Tech** Participants focus on core employability skills and professionalism, with a focus on Microsoft Office.

**WE CAN ALSO CUSTOMIZE A CRC<sup>Pro</sup> TO MEET THE INDIVIDUAL NEEDS OF YOUR BUSINESS!**

**[workforce@ccv.edu](mailto:workforce@ccv.edu)**

### CUSTOM COURSES, WORKSHOPS, AND TRAININGS

- Full day, half day, and week-long trainings to meet your immediate needs
- Topics range from spreadsheets, presentations, and computer software to communication and team building

### SUPERVISORY LEADERSHIP DEVELOPMENT

- Give your supervisors next-level leadership skills
- Training strengthens communication, team building and conflict resolution techniques

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## YOUR PARTNER IN WORKFORCE EDUCATION

### ATTENTION MANUFACTURERS: CERTIFIED PRODUCTION TECHNICIAN (CPT) TRAINING CERTIFICATE

Let us help you:

- Match the right person to the right job
- Reduce turnover
- Reduce training costs
- Save time and take the guesswork out of hiring



The CPT certificate is an industry-recognized credential developed by the Manufacturing Skill Standards Council, an industry-led, nationally validated skills standards organization. The CPT training program consists of five modules: Safety, Quality Practices & Measurement, Manufacturing Processes & Production, Maintenance Awareness, and Green Production (optional). The four required modules of the CPT cover the four critical production functions common to all sectors of manufacturing. Participants sit for a national, industry-recognized assessment for each module.

#### SAFETY

- Utilize effective, safety-enhancing workplace practices
- Perform safety and environmental inspections
- Identify unsafe conditions and take corrective action

#### QUALITY PRACTICES & MEASUREMENT

- Check calibration of gages and other data collection equipment
- Take corrective actions to restore or maintain quality
- Use common measurement systems and precision measurement tools

#### GREEN PRODUCTION (Optional)

- Learn how to improve the environmental performance of equipment, technologies, and processes across a variety of manufacturing sectors

#### MANUFACTURING PROCESSES & PRODUCTION

- Set up equipment for the production process
- Set team production goals and coordinate work flow with team members
- Communicate production and material requirements and product specifications

#### MAINTENANCE AWARENESS

- Perform preventive maintenance and routine repair
- Monitor indicators to ensure correct operations
- Perform all housekeeping to maintain production schedule

*Programs are funded in part by a grant from the U.S. Dept. of Labor. CCV is an equal opportunity employer. Auxiliary aids and services are available upon request to individuals with disabilities.*

