



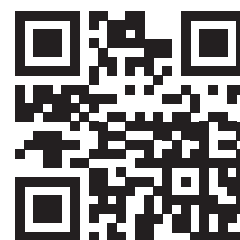
WORKFORCE DEVELOPMENT

AT GOVERNORS STATE UNIVERSITY

Invest in Your Future

- Programming for all ages: Youth programs (ages 11 - 16), training and credentials for career advancement, and a life-long learning program for the retired and semi-retired.
- Training courses that lead to industry recognized credentials, licensures, and professional and continuing education units.
- Customized business solutions, Department of Labor Registered Apprenticeship programs, and industry trainings for employee development and advancement.
- Grants that provide free training, industry certifications, and job opportunities in high demand careers to underserved, unemployed, and underemployed individuals.
- Participation in local and statewide economic development initiatives to retain and attract employers within the Chicago Southland.
- College credit for earned industry-recognized credentials, work experiences, and other trainings.
- Programs and events that connect high school students to careers in manufacturing, supply chain, robotics, aviation, drones, healthcare, and information technology.
- Mentoring programs and professional development for new teachers and school administrators.
- ESL for students, school districts, and employers.
- College and work readiness, and independence skills for individuals with moderate intellectual disabilities.
- Supporting the local community, chambers, and workforce/economic development organizations by hosting and attending resource fairs, expos, and hiring events.

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Registered Apprenticeships for the Supply Chain Industry Now at Governors State University

Create your talent pool in less than two years



Programs available:

Supply Chain Logistics Management

Supply Chain Logistics Managers play a crucial role in orchestrating the movement of goods and information across the supply chain, aiming to achieve efficiency, cost-effectiveness, and customer satisfaction.

Program Length: 1 ½ years

Certifications Earned:

- SCPro™ Fundamentals Transportations Operations Certification
- Lean Six Sigma for Supply Chain (LS3C)
- ASCM Certified in Logistics Transportation & Distribution (CLTD)

Industrial Production Management

Industrial Production Managers are responsible for overseeing the entire production process, from planning and resource allocation to quality control and process improvement. Their role is vital in maintaining efficient and effective manufacturing operations while ensuring that products meet high-quality standards.

Program Length: 1 ½ years

Certifications Earned:

- ASCM Principles of Manufacturing Management
- Lean Six Sigma Green Belt (LSSGB)
- ASCM Certified in Production & Inventory Management (CPIM)

Production, Planning and Expediting Clerk

Production, Planning, and Expediting Clerk plays a vital role in managing the logistical and scheduling aspects of production processes. By coordinating orders, materials, and resources, they contribute to the efficient functioning of manufacturing operations and help maintain customer satisfaction.

Program Length: 1 ½ years

Certifications Earned:

- SCPro™ Fundamentals Demand Planning Certification
- Lean Six Sigma Green Belt (LSSGB)
- CSCMP SCPro™ Level One Certification



10 Reasons to Implement Registered Apprenticeship Programs

- Skill Development
- Tailored Workforce
- Reduced Recruitment Costs
- Improved Employee Retention
- Enhanced Company Culture
- Diverse Perspectives
- Talent Pipeline
- Addressing Skill Gaps
- Positive Public Image
- Long-Term ROI

For more information:



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Scan the QR code for more information



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SUPPLY CHAIN INNOVATION CENTER & BUSINESS INCUBATOR

*As funding becomes available



Governors State
UNIVERSITY

Comprehensive Floor Supervision Training

Drive efficiency, quality, and employee engagement



Introduction to Supervision - 12 hours of instruction

This course will evaluate opportunities and challenges that your current workforce is demanding and will help floor supervisors build a team that will sustain successful outcomes for the future, such as employee engagement and empowerment, with immediate positive results in communication and teamwork.

Lean Six Sigma Green Belt - 14 hours of instruction

This course focuses on Advanced Lean Techniques and Six Sigma Green Belt methodologies. It integrates theories of business and statistics, with the goal of achieving tangible results through the elimination of waste and improved quality.

Mastering Supervision - 24 hours of instruction

This capstone course provides up-to-date content with real-life activities to engage and model the skills of successful leaders. Students will have a comprehensive understanding of how leadership has an impact on overall company performance.

Shop floor supervisory training can positively impact employee turnover by improving job satisfaction, communication, conflict resolution, skill development, policy adherence, and workplace safety. When employees are content and well-supported, they are less likely to leave their positions, leading to lower turnover rates.

This three-part program includes team activities and role playing using real company scenarios and includes 24 hours of assessment and 40 hours of post-project implementation.

Introduction to Supervision Training

Communication, Evaluation, Compliance, and Inclusion for New Supervisors



12 hours of Instruction

This training program equips shop floor supervisors with a comprehensive skill set that directly benefits their growth and development while also positively impacting company performance by using real-life examples and immediate results on the shop floor. Examples include role playing and team activities to allow front line leaders to test their skills in guiding, training, and evaluating their team. Front line leaders will be tasked with weekly activities to report back to the team and establish shared purpose and common goals.

Topics covered:

- Effective Day-to-Day Communication including Conflict Resolution, De-escalation Skills, Motivation, and Instruction.
- Interview skills, evaluation techniques, and ethical considerations.
- Key labor laws, including ADA, FMLA, and FLSA, and how to navigate the regulatory environment.
- Best practice in documentation.
- Insights and strategies for fostering a more inclusive and equitable workplace.
- Leadership and trust Building.

This program includes three hours of assessment and three hours of post-project follow up.

Mastering Leadership

Transform organizations, enhance values, create efficiencies, and engage employees



18 hours of instruction

This course provides up-to-date content with real-life activities to engage and model the skills of successful leaders. Students will have a comprehensive understanding of how leadership has an impact on overall company performance, ultimately contributing organizations' ethical and social responsibility in a globalized environment.

Topics Covered:

- Think strategically and comprehensively about leadership, vision and strategy.
- Learn to communicate and listen with the intent to understand.
- Evaluate the change process, learn to prepare, execute and reinforce change.
- Understand models of leadership and assess individuals' styles of leadership.
- Learn essential communication skills for organization change and explore how clear expectations and communication enhance teamwork.
- Define your leadership strengths while identifying your team's strengths.
- Improve awareness of leadership practice through the study of current and past role models.
- Learn how successful leadership impacts organizational dynamics.
- Understand the practical responsibilities of leaders.

This program includes 24 hours of assessment and 40 hours of post-project implementation.

Diversity, Equity, Inclusion, Access & Belonging Corporate Badge Series

The DEIAB Corporate Badge series empowers employees to learn, apply proven concepts, and create meaningful change for themselves, peers, family, and your organization.



Bring this DEIAB program series to your organization and create a more inclusive community, fostering respect, diversity, and employee retention and advancement.

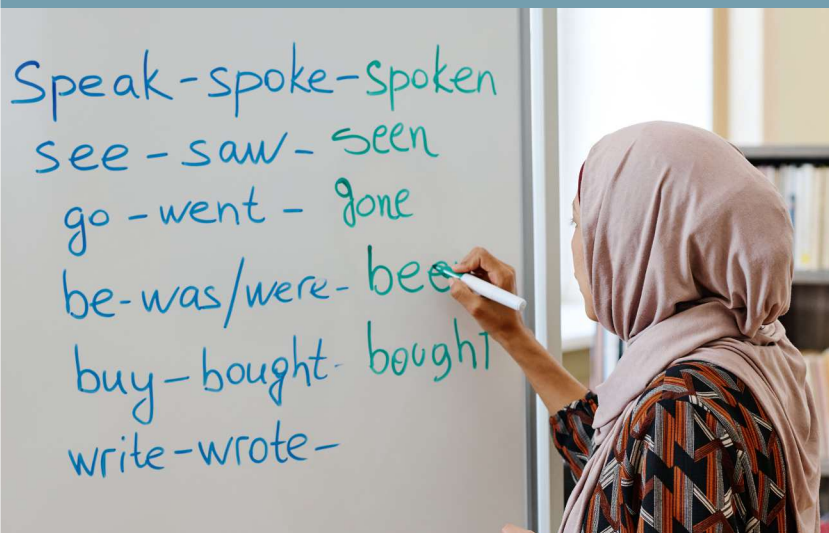
- 100% online self-paced modules, start anytime
- Customizable and co-branded to your organization
- Badges, certificates, and CEU's awarded

**To learn more about each
module, visit:**



To bring this program to your organization, contact:
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or 708.534.4099

English Language Training For Your Employees



Elevate your employees to build confidence in their communication skills. Bring English language courses with flexible scheduling and locations to your employees. Day and evening courses are available on-site, on GSU's campus or virtually. The comprehensive curriculum is designed and taught by experienced faculty.

Focus areas can include:

- Reading and vocabulary
- Listening and speaking
- Grammar
- Computer literacy training



CONTACT US:

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Governors State

U N I V E R S I T Y

School of Extended Learning

Microsoft Office Training

Microsoft Word

Introduction

Understanding the Word interface, creating and saving documents, typing and editing text, basic text formatting, paragraph alignment and spacing, page Layout, setting margins and paper size, page orientation, basic formatting tools, bulleted and numbered lists, applying styles and themes, inserting images into documents, and basic image formatting.

Intermediate

Advanced formatting, applying page borders and shading, creating and modifying headers and footers, using and customizing built-in styles, creating and applying custom styles, creating tables for data organization, formatting tables and adjusting column widths, adding section breaks for different formatting, using page breaks, creating document templates, and performing a basic mail merge.

Advanced

Advanced page layout, using columns for complex document layouts, using text boxes and shapes effectively, creating master documents for large projects, managing subdocuments within a master document, creating and modifying multi-level lists, generating table of contents and indexes, using captions and cross-references with images, wrapping text around images, and recording and running macros.

Microsoft Excel

Introduction

Understanding the Excel interface, workbook vs. worksheet, data entry and formatting, entering data into cells, basic text formatting (font, size, bold, italic), cell alignment and wrapping, basic formulas and functions, simple arithmetic formulas and functions, using references in formulas, basic data manipulation, sorting data, and filtering data.

Intermediate

Advanced Formatting, conditional formatting, cell styles and themes, data bars and color scales, data Validation, setting up dropdown lists, input message and error alerts, advanced formulas and functions, charts and graphs, creating column, bar, and pie charts, customizing chart elements, and creating PivotTables and PivotCharts.



Contact us:

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<https://www.govst.edu/office-training/>

Advanced

Advanced data analysis, advanced filtering techniques, understanding array formulas, using array functions for complex calculations, consolidating data from multiple sheets or workbooks, using 3D references, recording and running macros, writing simple code, importing and transforming data using Power Query, and creating relationships and calculations in Power Pivot.

Microsoft PowerPoint

Introduction

Understanding the PowerPoint interface, creating and saving presentations, adding new slides, slide layouts, typing and editing text on slides, basic text formatting, inserting images and clipart, adding basic shapes, and applying slide transitions for animations.

Intermediate

Slide layout and design, customizing slide layouts, applying design themes and colors, text and paragraph formatting. adjusting line spacing and indentation, using bullet points and numbering effectively, modifying the Slide Master, creating and editing slide layouts, inserting videos and audio clips, adjusting media playback settings, applying entrance and exit animations, and setting slide transition timings.

Advanced

Advanced design tools, customizing background graphics, creating custom color schemes, creating SmartArt diagrams, inserting and customizing charts, using comments for collaboration, packaging a presentation for CD or online sharing, adding hyperlinks to slides and web content, creating interactive navigation using action buttons, creating motion paths for custom animations, and using triggers to control animations.



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The Beginning Teacher Program

The Beginning Teacher Program supports and challenges new teachers to reach their full potential through professional development meetings and activities with a mentor. The activities address the development of meta-cognitive skills of the new teacher and accentuate the importance of becoming reflective practitioners.



Benefits of The Beginning Teacher Program:

- Mentor support and guidance
- Structured, insightful activities for new teachers and mentors
- Ongoing professional development (more than 75% of what is needed for relicensing)
- Teachers receive stipend for participating
- Limited administrator workload
- Networking with other districts

"The evidence demonstrates that comprehensive induction programs accelerate the effectiveness of beginning teachers."

- New Teacher Center



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Spanish Courses for your Teachers and Administrators



¡Hola!

We offer a convenient and customizable program!

- On-site or virtual (synchronous) offerings
- Flexible scheduling
- Curriculum and materials based on the needs of participants – e.g., communicating with students, parents, community members in Spanish
- Open language lab offered as an additional program option

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For more information, contact:
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New Leaders Mentor Program

The New Leaders Mentor Program is designed to:

- Address the needs of new educational leaders (Principals, Assistant Principals, Directors, Deans, etc.)
- Support district and building leaders with experienced administrators
- Provide fifty hours of one-on-one collaboration and assistance throughout the school year
- Offer virtual and in-person interactions

Mentor/Protege Teams meet monthly for professional development to help maintain administrators' certification. One Administrative Academy Course per year is also provided. Some of the monthly topics for the new school year include:

- Diversity, Equity and Inclusion
- Providing a Quality Education for All
- Implementing an Effective School Improvement Process
- Data Driven Culture
- Strategies to Improve Parent and Community Engagement
- Restorative Practices in Schools

Costs for 2024-2025

District Fee: \$500.00

Participant Fee: \$2,600 per participant

Contact

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smickles2@govst.edu

Scan here
for more information!

