To Our Customer:

What follows is a list of training topics to aid you in your planning. Please keep in mind that many of these topics are general in nature and may require joint discussion with GOCC to develop a plan that will meet your organization’s special needs. There are also many other training topics not included on this list. Please feel free to contact us @ 269-294-4267 for help with your company’s training needs.

Leadership and Supervisory Skills
- Understanding your Leadership/Communication Style and the Style of Others
- Provide and Receive Effective Performance Feedback
- Coaching for Optimal Performance
- Effectively Manage Conflict
- Motivate and Engage Your Employees
- Establishing and Managing Performance Goals
- Decision Making and Problem Solving
- Transitioning to a Supervisor

Professional and Communication Skills
- Proactive Listening
- Teamwork
- Managing Work Priorities
- Time Management
- Stress Management
- Communication
- Customer Service

Computer Services
- Computer Basics
- Microsoft Suite
- Project Management

Industrial Manufacturing
- CNC Machining
- Welding
- Electronics
- Production Assembly

Safety Training
- Fire Extinguisher
- Safety Awareness
- OSHA 10 & 30

Quality Programs
- Core Tools
  - Advanced Product Quality Planning (APQP)
  - Measurement System Analysis (MSA)
  - Statistical Process Control (SPC)
  - Failure Mode & Effects Analysis (FMEA)
  - Production Part Approval Process (PPAP)
- Kaizen/Continuous Improvement
- Kanban
- Lean Simulation for Manufacturing
- Value Stream Mapping
- Improving Workplace Organization (5S)
- Value Stream Mapping
- Toyota Production System (TPS)
- ISO/QS 9000
- ISO/QS 9000 Internal Auditing/Auditor Training
- Six Sigma
  - Black Belt
  - Green Belt
  - Yellow Belt
- Blueprint Reading
- Geometric Dimensioning/Tolerancing (GD&T)
- 8D Problem Solving
- Gage Repeatability & Reproducibility

Other Topics
- Measurement Skills
- Productivity & Process Improvement
- Shop Math
  - Basic
  - Advanced
- Languages
- Crystal Reports