

# BUSINESS AND INDUSTRY

## **Business and Industry Training**

The Business and Industry Training Program strives to meet the needs of the service community by providing instruction appropriate to the needs of area businesses. Training programs are customized to the requests of the specific business. Assistance establishing appropriate instruction opportunities for individuals and groups as well as assistance securing training grant funds is available.

## **Mission**

Arkansas Tech University - Ozark Campus' Business and Industry Program works to create a professional effective workforce by meeting the customized training needs of the community and assisting in regional economic development efforts.

## **Non-credit Instruction**

Instruction is customized to the needs of a specific business. Examples of some of the non-credit courses offered include:

### **Communication**

- Conflict Resolution
- Motivating Employees
- Problem Solving
- Running Effective Meetings

### **Computer Skills**

- Microsoft Excel
- Microsoft Word
- Microsoft Powerpoint
- Microsoft Windows

### **Leadership and Strategy**

- Diversity
- Sales and Marketing Optimization
- Strategy Development
- Team Building
- Time Management

### **Manufacturing**

- Lean Manufacturing/Lean Office
- Quality Systems (ISO, etc)
- Six Sigma, Lean Six Sigma

### **Miscellaneous**

- Conversational Spanish
- Environmental, Health and Safety (OSHA, ROHS-WEE, etc.)
- Finance and Accounting

### **Paramedic/EMS**

- Advanced Cardian Life Support
- Basic Life Support CPR Classes
- Basic and Advanced EMS Training Refresher
- Basic and Advanced Prehospital Trauma Life Support
- Pediatric Advanced Life Support

### **Technical Skills**

- Welding
- Industrial Controls
- Hydraulics, Pneumatics
- Maintenance (mechanical or electrical)

**Program Coordinator**  
**Ken Warden**