



**WORKFORCE DEVELOPMENT  
AND COMMUNITY ENGAGEMENT**



**A Look at the Programs Offered by  
EKU Workforce Development & Community  
Engagement**



## Eastern Kentucky University

An Authorized  
 **OSHA** Training Institute  
 Education Center®

The **EKU OTI Education Center** is dedicated to promoting a safe and healthy work environment by taking a proactive approach to safety education to reduce the number of workplace accidents and fatalities. With unique training facilities and state-of-the-art equipment, we are able to provide hands-on learning, further enriching participants' knowledge and understanding. EKU's OSHA Training Institute Education Center also offers customized on-site training to meet specific organizational needs.




- The ECU OTI Education Center is one of only 26 centers in the entire country to be authorized by federal OSHA to teach standard courses
- ECU serves an 8-state region, OSHA Region IV
- Provide open enrollment classes in Richmond, Louisville, and Northern Kentucky
- Provide on-site contract training
- Virtual Instructor Led Training (VILT)

OSHA Training Institute Education Center



## Core Safety Classes

- OSHA 511 General Industry Standards – 26 hours
- OSHA 510 Construction Standards – 26 hours
- OSHA 501 General Industry Trainer Course – 26 hours
- OSHA 500 Construction Trainer Course – 26 hours
- OSHA 503 General Industry Trainer Update – 18 hours
- OSHA 502 Construction Trainer Update – 18 hours



## One-Day Short Courses

- Recordkeeping – 4 hours
- Evacuation & Emergency Planning – 4 hours
- Lockout/Tagout – 7.5 hours
- Machine Guarding – 4 hours
- Introduction to Safety & Health Management – 5.5 hours
- Introduction to Incident Investigation – 7.5 hours
- Blood Borne Pathogens – 7 hours
- Noise Hazards – 5.5 hours
- Pandemic Illness & Workplace Preparedness – 5.5 hours



## Elective Courses

- Electrical Standards – 26 hours
- Industrial Hygiene – 26 hours
- Hazardous Materials – 26 hours
- Fall Protection – 18 hours
- Permit-required Confined Space Entry – 20 hours
- Trenching, Excavation & Soil Mechanics – 20 hours
- Respiratory Protection – 26 hours
- Maritime Safety – 35 hours
- Ergonomics – 18 hours



## Outreach Trainer Courses



- Allows you to become an Authorized OSHA Outreach Trainer
- Issue 10- and 30- hour OSHA cards to students around the world
- General Industry or Construction
- Prerequisites include 5 years safety experience and completion of standards course



## Certified Safety and Health Specialist

The Certified Safety and Health Specialist Program is designed for safety and health professionals who have at least five years of experience and desire to obtain in-depth professional development in the field

- Tracks in both General Industry and Construction
- 3 Required Courses: Standards Course, Trainer Course, OSHA 7845 Recordkeeping
- Choose from 11 Electives
- Minimum of 100 Contact Hours
- Visit [OSHA.EKU.EDU](http://OSHA.EKU.EDU) for more information



## Public Sector Safety and Health Certificate

- Tracks in both General Industry and Construction
- Minimum of 68 Contact Hours
- 3 Required Courses for a total of 39 Contact Hours
- Balance is made up of a minimum of 29 Contact Hours and 4 Courses
- Choose from over 10 Elective Courses
- Certificate issued by Federal OSHA



## Leadership Excellence Safety Certificate

Safety is vital for all employees in the workplace. It is imperative that leaders demonstrate commitment to safety as a core value. This certificate program addresses the foundations of leading by creating a safety culture in the work environment. Key topics include transformational leadership styles, decision making, problem solving, communication, coaching, and change management.

- Minimum of 75 Contact Hours
- 5 Required Courses for a total of 27 Contact Hours
- Balance is made up of a minimum of 48 Contact Hours and 8 Courses
- Over 15 Elective Courses to choose from



## Safety Certificate Core Classes

- Foundations of Safety Leadership – 7.5 hours
- Intro to Safety & Health Management – 6 hours
- Leadership Thinking Skills – 6 hours
- Intro to Evacuation & Emergency Planning – 4 hours
- Intro to OSHA for Small Business – 3.5 hours



## Safety Certificate Elective Classes

- NFPA Life Safety Code – 12 hours
- Hazardous Materials/DOT – 6 hours
- Blueprint Reading for Safety Professionals – 6 hours
- Workplace Violence Prevention – 6 hours
- Safety Culture – 6 hours
- Human Factory Analysis – 6 hours
- Behavioral Safety – 6 hours
- Personal Choice for Workplace Safety – 6 hours
- Legal Issues for Safety Managers – 6 hours
- Indoor Air Quality – 6 hours
- Process Safety Management – 6 hours
- Dealing with Difficult People – 6 hours
- Managing Stress – 6 hours
- Diversity in the Workplace – 6 hours



## Distillery Warehouse Safety Certificate

This program was developed based on a needs assessment performed by safety directors within the Kentucky Distillers Association. In addition to broadly applicable safety training for the warehouse environment, special emphasis is placed on barrel handling, storage, and flammable vapors. Each student completing the program will receive the following credentials:

- OSHA 10 Hour General Industry card
- OSHA 7505 Incident Investigation Certificate
- OSHA 7005 Public Warehousing Certificate
- ECU Distillery Warehouse Safety Manager Certificate



## MOA for Academic Credit

- Memorandum of Agreement (MOA) Awarding Academic Credit for successful completion of Army CP12 program (3-6 Graduate Hours)
- Other MOAs Award:
  - 1 Undergraduate Hour/50 Contact Hours
  - 1 Graduate Hour/80 Contact Hours



## Workforce Development

**Workforce Development** provides quality professional development and training opportunities throughout Kentucky and draws upon the expertise of faculty, area business leaders, and professional trainers to develop and deliver programs tailored to meet the current economic needs of business and industry.

We are dedicated to giving our students the best training possible through exceptional classroom and field experiences, thereby equipping professionals with the tools they need to be successful in their chosen occupation.





## First Line Supervision Certificate Program

### BASIC SUPERVISION CERTIFICATE

The First Line Supervision Program begins with an 18-hour seminar (three (3) one-day classes), Basic Core Concepts I. Once completion of Basic Core Concepts I, participants may select an additional 18 hours (3 days) of elective seminars— six (6) hours of which may be computer classes.

### ADVANCED SUPERVISION CERTIFICATE

Advanced Supervision is the second phase of the first line supervision program, 18-hour seminar (3 one-day classes), and Advanced Core Concepts II. Completion of Advance Core Concepts II, enables participants to select an additional 18 hours of elective seminars—6 hours of which may be computer classes—for a total of 36 hours.

Workforce Development



## First Line Supervision Core Classes

- Basic Core Concepts I – 18 hours
- Advanced Core Concepts II – 18 hours



## First Line Supervision Elective Classes

- Accident Prevention
- Business Writing
- Coaching & Workplace Communication
- Conflict Management
- Creative Problem Solving
- Customer Service
- Dealing with Difficult People
- DISC Personal Profile
- Diversity in the Workplace
- Effective Team Building
- Embracing Your Emotional Intelligence
- Generational Differences



## First Line Supervision Elective Classes

- Interpersonal Communication
- Leadership Thinking Skills
- Legal Issues for Supervisors
- Managing Stress
- Motivating Employees
- Microsoft Computer Classes
- Presentation Skills
- Project Management Fundamentals
- Sexual Harassment
- Time Management
- 5 S Training (Effective Workplace Organization)



## Leadership Excellence for Middle Managers

Leadership Excellence is a 72 hour high octane course that uses a variety of active-learning strategies—exercises, role plays, videos, class discussions, case projects, and online discussions on Blackboard—to promote application and long-term retention of the knowledge and skills gained in the course.

Course topics will include: principles of human behavior, selecting & developing talent, performance management/coaching, power & influence, communication/oral presentations, human capital value & costing, leading teams & groups, leading in a multicultural world, managing change, accounting/finance and integrity & credibility.



## Leadership Excellence for Middle Managers Core Classes

- Principles of human behavior
- Selecting and developing talent
- Performance management/coaching
- Power and influence
- Communications/oral presentations
- Human capital/value and costing
- Leading teams and groups
- Leading in multicultural world
- Managing change
- Accounting/finance
- Integrity and creditability



## Supply Chain Management

Preparatory courses for the Certification in Production & Inventory Management (CPIM)

- (Module 1) Part I – Basics of Supply Chain Management
- (Module 1) Part II – Strategic Management of Resources
- (Module 2) Master Planning of Resources
- (Module 3) Detailed Scheduling & Planning
- (Module 4) Execution & Control of Operations

Modules may be taken individually and certificates of completion provided for each class. Candidates must pass exam for all modules to earn the CPIM Certification.

[www.ascm.org](http://www.ascm.org)

The logo for Eastern Kentucky University (EKU), featuring the letters 'EKU' in a stylized, bold, italicized font with a horizontal line underneath.

## Property Management Certificate Program

- The Basic Property Management Certificate Program begins with four 6 hour Core classes: Coaching and Workplace Communication, Effective Team Building, Time Management, and 5 S Training.
- Participants then select an additional 24 hours (4 days) of elective seminars—one topic may be a computer class—for a total of 48 hours.
- The Advanced Property Management Certificate is the second phase of the program and consist of eight additional electives.
- This completes the Advanced Property Management Certificate for a total of 48 hours. The completion total for both certificates is 96 hours.

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## Property Management Certificate Program

### Electives:

- Accident Prevention
- Basic Computer Skills
- Cultural Diversity and Inclusion
- DISC Personal Profile
- Embracing Your Emotional Intelligence
- Generational Differences
- Google Cloud: G Suite Administrator
- Google Analytics Foundations
- Google Ad Foundation
- Interpersonal Communication
- Leadership Thinking Skills
- Legal Issues for Supervisors
- Managing Stress
- Motivating Employees
- Personal Choice for Workplace Safety
- Safety Culture
- Sexual Harassment
- Skills for Workplace Readiness



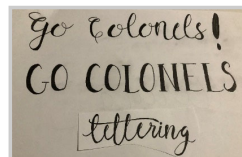
## Community Education

**EKU's Community Education Department** offers a wide variety of non-credit classes that are open to the general public. Courses are taught by EKU faculty and staff, community professionals and local tradespersons.



## Community Education Programming

- Arts & Crafts
- Basket Weaving
- Computer Classes
- Ed2go
- Personal Growth
- Reading Skills and Speed Reading
- Recreation and Exercise



Join our  
Modern Calligraphy  
Beginner Class!

Community Education



## Ed2Go Online Programming

- **Over 700 courses available**
- **Choose from instructor-led or self-paced courses**
- **Professional Development, Personal Enrichment and Skills training**
  - Art & Design
  - Business
  - Computer Applications
  - Health & Fitness
  - Hospitality
  - Information Technology
  - Language
  - Math & Science
  - Teacher Professional Development
  - Test Prep
  - Writing



## Ed2Go Online Programming

- **Career, Professional, and Certification Training**
  - Project Management
  - Cyber Security
  - Process Improvement, Business Operations
  - Hospitality, Catering and Events
  - Computer Science, Programming
  - Medical Billing and Coding, Healthcare
  - Industry Certifications and Credentials
  - Legal Programs
  - Cloud Computing
  - Marketing and Sales



## MindEdge Online Programming

- **These courses meet requirement for CEU, PDU, SHRM, HRCI, or CFRE credits.**
- **Self-paced online training**
  - Creativity & Innovation
  - Emergency Management
  - HR Management
  - Leadership
  - Management
  - Marketing
  - Project Management
  - Six Sigma & Lean



## MindEdge Online Programming

- **FREE courses until December 31, 2020**
- **Certificate in Creativity and Innovation**
  - Introduction to Critical Thinking
  - Personal Creativity
  - Creativity in Teams and Organizations

<https://workforce.eku.edu/certificate-creativity-and-innovation>



## Continuing Education Units

- Continuing Education Units (CEU's) are awarded on the basis of one CEU to every ten contact hours of participation in a qualifying continuing education experience.
- Under the CEU system, each person participating in a qualified program has a permanent and confidential record on file listing the programs completed and accumulated units of credit
- For a fee of \$8, a person may receive his/her cumulative record or have it sent at any time to an employer or person he/she designates (in writing).
- While the CEU is not intended to be equated with academic credit or applied towards an academic degree, many business firms and professions have recognized the CEU as a factor in considering persons for promotion, salary increases, transfers, etc.





## O'Donnell Scholarship

- In accordance with KRS 164.284, persons ages 65 or older are eligible to enroll in Workforce and Community Education classes at no cost using the O'Donnell Scholarship. The scholarship only applies to the tuition and does not include textbooks or other supplies.



## Work Ready Kentucky Scholarship

- Approved Programs
  - Six Sigma Yellow Belt Prep Course and Exam – Online
  - Six Sigma Green Belt Prep Course and Exam – Online
  - Human Resource Management – Online
  - Certified Safety and Health Specialist (General Industry)
  - Certified Safety and Health Specialist (Construction)
  - Public Sector and Health Fundamentals (General Industry)
  - Public Sector and Health Fundamentals (Construction)



## Work Ready Kentucky Scholarship

- Approved Programs
  - OSHA Authorized Outreach Trainer (General Industry)
  - OSHA Authorized Outreach Trainer (Construction)
  - First Line Supervision Program
  - Leadership Excellence Safety Certificate Program
  - Supply Chain Management
  - Leadership Excellence for Middle Managers

[https://www.kheaa.com/website/kheaa/work\\_ready?main=1](https://www.kheaa.com/website/kheaa/work_ready?main=1)



## Military Credentialing Assistance

- Approved Programs
  - Certified Safety and Health Specialist (General Industry)
  - Certified Safety and Health Specialist (Construction)
  - Public Sector and Health Fundamentals (General Industry)
  - Public Sector and Health Fundamentals (Construction)
  - OSHA Authorized Outreach Trainer (General Industry)
  - OSHA Authorized Outreach Trainer (Construction)
  - Correctional Safety Officer Certificate Program



## Digital Badging

- ECU has partnered with Badgr to issue digital badges to students completing training with ECU Workforce Development & Community Engagement. Digital badges are a real-time transcript that can inform a potential employer about a student’s particular skill-set.
- Each student is assigned a digital backpack when they complete a class and earn a badge. As the student completes additional classes their badges will accumulate in their backpack.
- Badges integrate into social media platforms such as LinkedIn, Facebook, and Twitter.



**Basic Supervision Certificate**  
Created on Jul 1, 2020

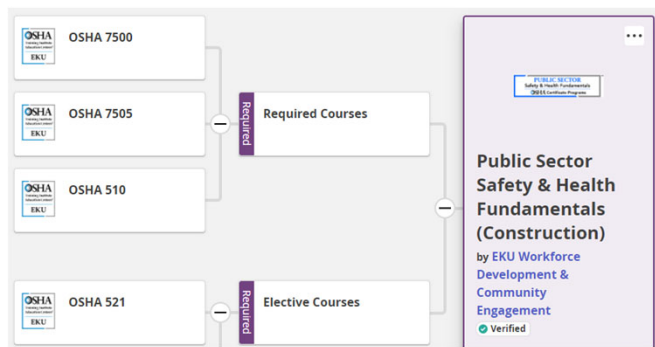
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Offered By  
EKU Workforce  
Development & Community  
Engagement  
Verified



## Digital Badging

- The Badgr platform includes support for cumulative certificate programs. The Pathways system provides a visual way for students to track their progress through a given certificate program.



# Facilitation Center

**EKU's Facilitation Center** provides professional facilitation services to small and large groups. The Center is well-respected and highly-sought after by a variety of regional, national and international organizations for their expertise and collaborative approach.



## Meeting Facilitation

- Problem solving, including subjects that have been historically stalled or seemed unsurmountable
- Strategic planning services, including generating buy-in and ownership from the group on organizational priorities
- Reaching consensus on controversial issues or “hot” topics
- Collect valuable customer feedback through focus groups and community forums
- Building relationships so teams work together more effectively

<https://facilitation.eku.edu/>

Facilitation Center



## Leverage DISC To Improve Communications and Teamwork

- This session will highlight how to utilize the DISC model to facilitate better understanding of ourselves and those we interact with. The DISC model characterizes how we act and interact, by measuring behaviors based on the four dimensions of **D**ominance, **I**nfluence, **S**teadiness and **C**ompliance. DISC lays the foundation for improving communication, maximizing personal strengths and minimizing problematic behaviors when working with others.



## Workforce Development and Community Engagement

- **Programming**
  - OSHA Training Institute Education Center
  - Workforce Development
  - Community Education
  - Facilitation Center

**Customized, Virtual, Face-to-Face, & Online**

**EKU can meet your training and education needs!**



## Contact Us

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