

Customized Workforce Training

A prime regional leader in Workforce Education, the Pennsylvania Highlands Workforce Continuing Education department has provided training to over 25,000 employees in the Southern Alleghenies over the past 15 years. Many organizations and businesses have limits on how, when, and where they can conduct training. We work with business and industry to devise a strategy that best meets a company's needs within a time frame and budget that supports its core mission.

Our staff works with company personnel to determine specific needs, including availability and competencies of employees, identifying and developing a curriculum, and determining outcomes that will support the goals established by a company's strategic plan.

Whether it is on-site or at one of the College's regional facilities, or through a hybrid approach such as combining online with classroom training, our goal is to improve a business's operations and help the economic vitality of the region. In pursuit of this goal, we want to make Pennsylvania Highlands the college of choice when it comes to workforce education.

We are ready to work for you! Get started today by calling 814.262.3815.

A sampling of the workshops and courses provided through Workforce Continuing Education:

Computer Skills

- AutoCAD
- Microsoft Access
- Microsoft Excel
- Microsoft Outlook
- Microsoft PowerPoint
- Microsoft Project
- Microsoft Windows
- Microsoft Word
- PC Basics
- Using the Internet
- Web Page Design

General Business

- Basic Accounting
- Basic Mathematics
- Basic Writing Skills
- Business Letter & Report Writing
- Business Office Etiquette
- Creating a Social Media Plan for My Business
- Customer Service
- Dealing with Difficult People
- Diversity, Equity and Inclusion
- Facilitator Training
- Grant Writing
- Interpersonal Communications
- Leadership Training
- Making the Most of Networking Opportunities
- Management Training
- Problem Solving Skills
- Project Management
- Selling Skills Training
- Sexual Harassment
- Stress Management
- Supervisory Training Skills
- Team Building
- Technical Writing
- Time Management
- Workplace Safety

Advanced Manufacturing Skills

- Blueprint Reading
- Design for Manufacturing
- Industrial Electrical Training
- Risk Management in Manufacturing

Quality & Continuous Improvement Tools

- 5S/6S for the Workplace
- Lean Familiarization Training
- Lean Six Sigma Black Belt Certification
- Lean Six Sigma Green Belt Certification
- Lean Six Sigma Yellow Belt Certification
- Value Stream Mapping