

Minnesota State Community and Technical College

WORKFORCE DEVELOPMENT SOLUTIONS

Custom Workforce Training That Works For You.



minnesota.edu/wds | 877.450.3322

More Than **500** Companies Have Already Hired WDS

More Than **9,000** Professionals Served Each Year

More Than **100,000** HOURS of Training Delivered Each Year

We work with your company to develop custom training that works for you.

Your preferred schedule. Your chosen location. Your unique needs.

For more than 20 years, Minnesota State Community and Technical College (M State) has been supporting businesses and industries throughout the region with custom-designed skills and technology training that meets their unique needs.

M State's Workforce Development Solutions (WDS) delivers more than 100,000 hours of training to more than 9,000 professionals each year. We make training convenient by offering it on-site, online or on our campuses in Detroit Lakes, Fergus Falls, Moorhead and Wadena.

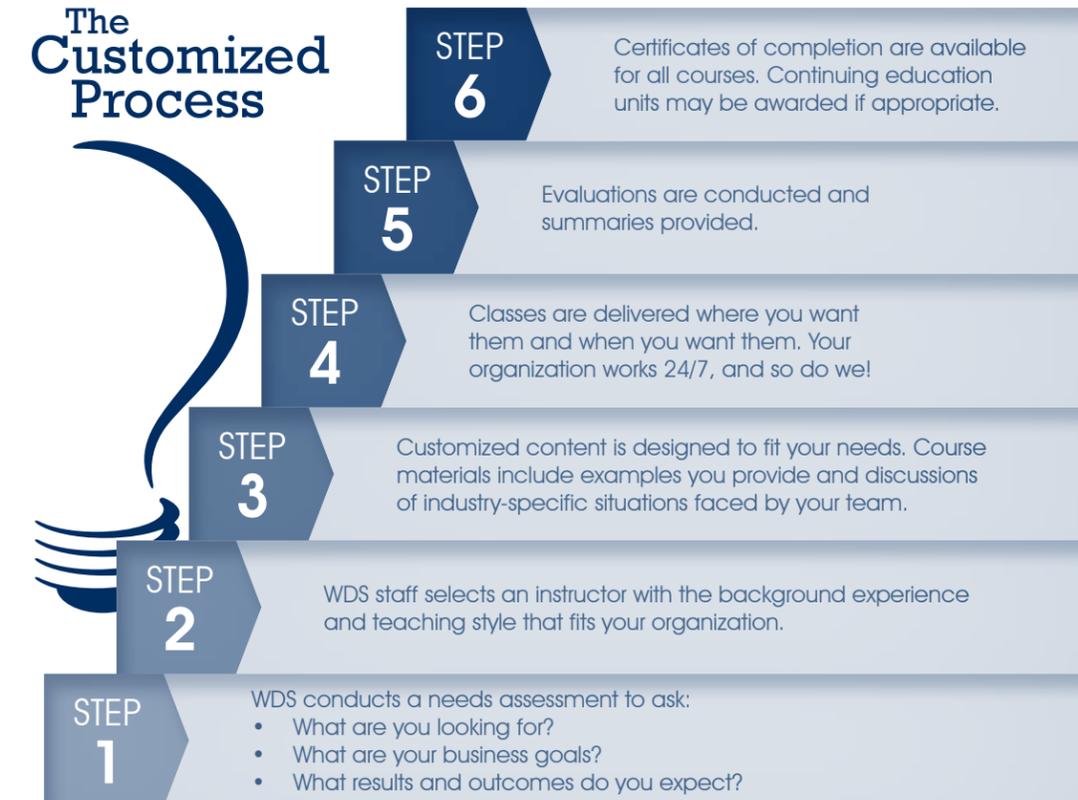
More than 500 companies have hired us for hour-based training that focuses on specific training or production needs and for credit courses that help prepare workers for new responsibilities and advancement.



TRAINING WE PROVIDE

- Business Technology
- Electrical
- Fire and EMS
- Healthcare
- Leadership Development
- Mechanical/Technical
- Safety and Compliance
- Specialized Trainings
- Transportation

The Customized Process





BUSINESS TECHNOLOGY TRAININGS

Help your employees sharpen their computer skills and enhance or improve their job performance, no matter your organization's platform or application. Our Business Technology trainings are geared to individuals in all roles and can help increase work performance, communication and collaboration, and leadership and promotion opportunities.

- Microsoft Office Suite: Access, Excel, Outlook, PowerPoint, Project, Publisher, Word



ELECTRICAL TRAININGS

Hands-on components are a valuable part of these trainings, and your organization's policies and procedures, such as safety procedures, can be included and reinforced as part of the curriculum.

- Basic Electrical Theory & Application
- Electrical Application & Troubleshooting Concepts
- Electrical CEUs
- Electrical Safety (70E) – Affected, Qualified and Refresher
- Electrical Theory and Safety



CANNABIS TRAININGS

As one of the fastest-growing industries in America, the cannabis industry has a critical need for workers trained in the cultivation, manufacture and sale of cannabis products. Start your cannabis career and become a cannabis professional in as little as nine weeks.

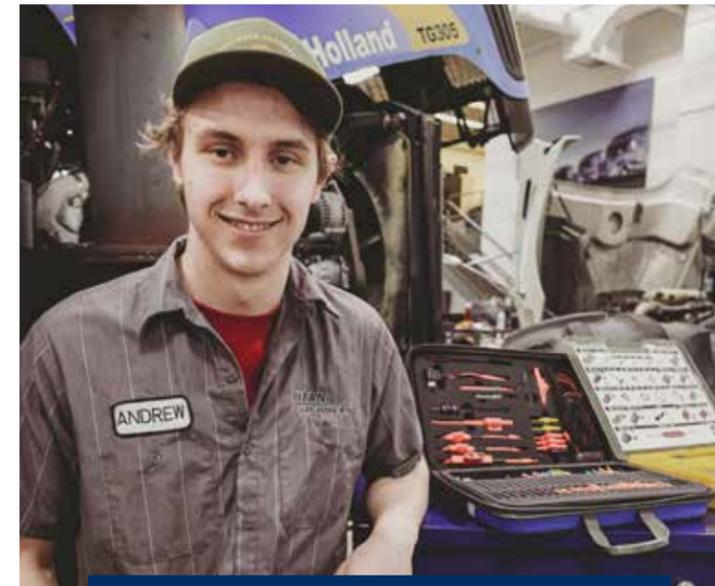
- Cannabis Cultivation Specialist Certificate
- Cannabis Retail Specialist Certificate
- Cannabis Extraction and Product Development



WHAT OUR CLIENTS SAY

"I enjoyed everything about this course, from seed germination to learning both vegetative cycle and flowering cycle. I was intrigued learning the differences and specifications between both. Learning different grow methods along with recognizing pest in cannabis."

Devon Bjork
Cannabis Cultivation Specialist



WHAT OUR CLIENTS SAY

M State has provided us with great training and an awesome facility! We had a need to advance the hands-on and technical skills of some of our employees, and we were fortunate to be able to work with M State.

Natalie Feldhake, HR Talent Manager, Dakota Fence Company of Fargo/Moorhead
Electrical/Mechanical Training Program and Leadership Development Training Program

MECHANICAL AND TECHNICAL TRAININGS

Address the specific skills needed in your organization with these customized, hands-on trainings that utilize our mobile trailers and equipment.

- Basic Mechanical
- Blueprint Reading
- Certified Production Technician Certification
- Geometric Dimensioning and Tolerance (GD & T)
- Hydraulics/Pneumatics
- Industrial Automation and Control – PLCs
- Industrial Maintenance
- Introduction to Machine Operator
- Machining for Manufacturing
- Mechanical, Electrical and Hydraulics Troubleshooting
- SolidWorks/3D Modeling
- Steam Plant Engineering (Boiler)-Low/High Pressure





FIRE AND EMS TRAININGS

Designed for fire and EMS personnel as well as industry partners, these trainings reinforce concepts learned in the classroom with realistic hands-on activities.

- EMR, CPR, First Aid
- National Fire Academy Courses
- NFPA 472/1072 Standard for Competence of Responders to Hazardous Materials
- NFPA 1001 Standard for Firefighter Professional Qualification (Firefighter I & Firefighter II)
- NFPA 1002 Standard for Fire Apparatus Driver/Operator Professional Qualification
- NFPA 1006/1670 Standard for Technical Rescuer Professional Qualifications and Standard on Operations & Training for Technical Search and Rescue Incidents (Vehicle Extrication, Rope Rescue, Confined Space Rescue, Water/Ice Rescue, Trench Rescue)
- NPFA 1021 Standard for Fire Officer Professional Qualification
- NFPA 1041 Standard for Fire Service Instructor Professional Qualification
- NFPA 1403 Standard for Live Fire Training Evolutions

WHAT OUR CLIENTS SAY

“The WDS training team is personable and very knowledgeable, and have a great attitude. They explain what and why we do the things we do, which brings scope to the classes.”

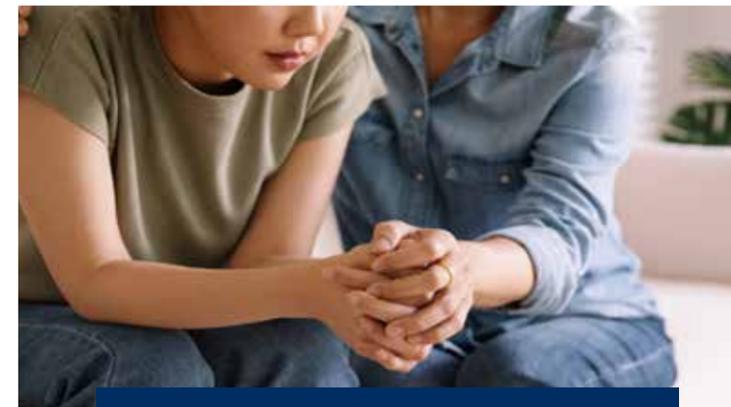
*Kyle Lefebvre
Newfolden Fire Department
Fire Apparatus Driving*



HEALTH TRAININGS

Our healthcare trainings are approved by licensing agencies in both Minnesota and North Dakota, making Continuing Education Units easily accessible and available to healthcare professionals throughout our region.

- BLS CPR
- Cancer Conference (every spring)
- Continuing Education for Nurses, Social Workers, Dental, and Health Professionals
- LPN IV Therapy Certification
- LPN and RN Refresher Courses
- Medication Administration for School Personnel
- Medication Assistant II/Medication Administration for Unlicensed Personnel (TMA)
- Nitrous Oxide/Oxygen Inhalation Sedation
- Nurse Assistant Training, Testing and Skills Refresher



WHAT OUR CLIENTS SAY

“Our team was able to complete their Mental Health First Aid Certification, which gives our team tools and resources to aid in responding to a potential mental health challenge. Whether the individual involved is a member, team member, stranger or even a family member, this group of individuals now has resources available to assist when needed.”

*Ashley Blegen and Laken Beeler-Kerestes
Great River Federal Credit Union
Mental Health First Aid*



WHAT OUR CLIENTS SAY

“Our experience working with M State has been top-notch! Especially Denice, she’s always very helpful! They take care of our CPR certification for all our staff, every other year. These are great people whom you can trust.”

*Natalie Lowman, Practice Manager
South University Dental Associates
CPR Training*

SPECIALIZED TRAININGS

These trainings are designed to meet licensure requirements and are offered in a variety of formats.

- Mental Health First Aid





LEADERSHIP DEVELOPMENT TRAININGS

Appropriate for workers at all levels of experience looking to build or sharpen their leadership skills, the sessions in this series are especially geared to those who provide training within an organization. Sessions are live or virtual and are highly interactive, with experiential activities and group discussions.

- Always the Professional
- Building a Strengths-based Team: Start with Talent; Finish with Strength
- Building Inclusive Work Teams
- Building Internal and External Relationships Through Communication
- Building Trust During Communication and Conflict
- Coaching for Motivation, Engagement and Performance
- Connecting Your Team in All the Right Places
- Effective Meeting Management
- Emotions in the Workplace
- Holding Yourself Accountable
- Individual Leadership Coaching Sessions
- Is There an "I" in Team?
- Leading for the Future
- Leading Through Change
- Lead with Your Full 34 and Maximize the Strengths of Your Team
- Listening to Motivate, Understand and Succeed
- Presentation Skills
- Problem Solving
- Strategic Planning and Critical Thinking
- Strength and Scenario-based Communication
- Surviving and Thriving Through Change
- Unleash Your Talents and Lead with Your Strengths
- Using Strengths, Curiosity and Growth Mindset to Foster an Inclusive Culture
- Work-Life Fusion
- You are a Leader Only if Others Follow
- Train-the-Trainer Series
- Effective Training Techniques
- The Role of Trainer and Mentor

WHAT OUR CLIENTS SAY

"Vector has been honored to participate in the M State leadership development programs for many years. They have truly changed our leaders' abilities to inspire and lead our teams effectively. The various curriculums are designed to help in real-world scenarios and give participants deep insight."

Bridget Grenier
Co-Owner and Director of Human Resources, Vector Windows
 Leadership Development Training Program



SAFETY AND COMPLIANCE TRAININGS

These essential trainings are enhanced by hands-on activities and the use of our mobile training trailer and equipment.

- Aerial Lift / Scissor Lift Competent Person and User
- Bleed Control for Injuries (B-Con)
- Bloodborne Pathogens/Right-to-Know
- Confined Space Entry – Permit Required & Refresher
- CPR/First Aid/AED
- Ergonomics
- Emergency Action Plan Assessment & Consultation
- Fall Protection Competent Person and User
- Fire Extinguisher
- Forklift Operator & Forklift Train-the-Trainer
- Hazmat: Awareness, Operator and Technician
- Hazmat Monitor Awareness
- HAZWOPER – Initial & Refresher
- Lock Out/Tag Out
- OSHA 10 and 30 General Industry & Construction
- Qualified Rigger
- Qualified Signal Person
- Safety Inspection & Audits
- Scaffolding Competent Person, Erector and User
- Trenching & Excavation



WHAT OUR CLIENTS SAY

"I usually do a follow-up survey with my people after any training, but it was obvious how they felt about this class. I could hear the engagement and laughter from my office. If you have laughter in an OSHA 10 class, you are winning. The guys stopped by my office afterward to let me know they enjoyed the instructor, and that the material was worth it. We will absolutely use WDS for our OSHA 10 training needs in the future."

Kathleen Rocheleau, Safety Coordinator
J-Berd Companies
 OSHA 10 Training



TRANSPORTATION TRAININGS

These training are offered for transportation training requirements.

- Commercial Drivers License (CDL)
- Minnesota Mandatory Inspection Program (MIP) Re-Certification
- Motorcycle Training: Basic & Intermediate
- Pilot Car
- Road Guard Training



COMMERCIAL DRIVER'S LICENSE TRAININGS

Our CDL training courses include 20-30 hours of self-paced online theory training and 15-20 hours of one-on-one range and road training with an instructor. Drivers who complete the training will be prepared to pass the Minnesota Class A or Class B road test. This course will cover vehicle inspection, as well as range and road training with hands-on practice sufficient to prepare the permitted participant for the CDL road skills test and Class B licensure. All standards are based on 49 CFR Part 380.

- Class A
- Class B
- Hazmat Endorsement
- School Bus Endorsement



WELDING TRAININGS

Our well-equipped, 10-station mobile welding trailer makes it possible for us to provide a full welding training program at your facility or job site. We offer welder certifications in accordance with AWS, API or ASME standards, and can build a custom curriculum around your company's needs.

Our mobile welding trailer offers:

Gas Metal Arc Welding (MIG)

- Aluminum, steel and stainless steel
- Short circuit, spray and pulsed spray metal transfers
- Metal core

Fluxed Cored Arc Welding

- Stainless Steel and hard facing with gas shielded or self-shielded

Gas Tungsten Arc Welding (TIG)

- Aluminum, steel and stainless steel
- Standard and pulse

Shielded Metal Arc Welding (Stick)

- Steel and stainless steel

Thermal Cutting Stations

- Oxygen fuel cutting (Manual and mechanized)
- Plasma arc cutting (Manual)

Inspection/Testing Stations

- Visual inspection
- Guided bend testing

Classroom Capabilities

- Process theory and application
- Print reading
- Weld symbols
- Basic math
- AWS standards



WHAT OUR CLIENTS SAY

“Our experience working with M State has been outstanding. We have used their mobile welding trailer for trainings and have heard only positive comments from our employees. The staff is easy to work with and accommodates the needs of our company. What has surprised me the most is how helpful the people are. WDS has helped us achieve our goals and we can't wait for the next opportunity to work with WDS again. ”

*Keith Yonemura, Learning and Development Leader
BTD Manufacturing
Welding Trailer*

Be a **TRAINER** for **WORKFORCE** **DEVELOPMENT** at **M STATE**

SHARE YOUR PASSION AND GET PAID

We are looking for subject matter experts from all backgrounds and expertise. Customized training subject matter experts are needed for business, leadership, healthcare, manufacturing, transportation and a variety of other areas. If you are a subject matter expert and interested becoming a corporate trainer, let's start a conversation.

CLASS-BASED TRAINING

Provide custom-designed trainings on-site at client facilities, online, or at one of M State's campuses in Detroit Lakes, Fergus Falls, Moorhead and Wadena. Training groups average about 20 people each.

COMPENSATION

Get paid by the hour, including training hours, development hours and one-way travel time when travel and travel expenses are required. Hourly rates vary depending on the training topic.

GROWTH POTENTIAL

Grow and expand your career, maximize your potential and achieve your professional goals. Being a trainer means you have options to pursue coaching and training certifications as well as opportunities to build facilitation, communication and technical skills.

NETWORKING

Work with a broad range of employers and employees in your field of expertise, from all across our west central Minnesota training area.

FLEXIBLE HOURS

Work as often or as little as you want. Make training your side hustle, or make it something more.



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Workforce Development Solutions

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customtraining@minnesota.edu



MINNESOTA STATE

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