



UPCOMING WORKSHOPS

BASIC SAFETY

Instructor: Mike Shaw

The Basic Safety Workshop will be customized to the needs of the participants. Topics will include but not limited to:

- Accident Causes and Results
- Hazard Recognition
- Struck-By Hazards
- Personal Protective Equipment
- Electrical Hazards

MICROSOFT OFFICE

Instructor: Michelle Waites

Microsoft Office time-saving tips, tricks and organization.

- Organize and prioritize your mail messages with categories, folders, and rules
- Move through your messages quickly
- Spend less time on responses
- Navigation tips & tricks
- How to use Find & Replace
- Tricks with graphics
- Customizing Word options
- Organizing information in tables
- Building dynamic presentations

CONFLICT RESOLUTION

Instructor: Debbie Hardy

Effective Problem Solving in the Workplace. Participants will:

- Discuss Conflict Management Styles
- Identify Conflict Resolution Strategies and Techniques
- Develop Action Steps for Effective Problem Solving

WELDING

Instructor: Tim Campbell

The welding workshop will be customized to meet the needs of the participants. Topics included but not limited to:

- TIG welding
- MIG welding
- Arc welding



For more information:

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