



SKILLS DEVELOPMENT PROJECT

MANUFACTURING TRAINING DESCRIPTION



BASIC SKILLS

- READING, WRITING, MATHEMATICS, SPEAKING AND LISTENING
- UP TO 80 HOURS ON THE COMPUTERIZED KEYTRAIN SYSTEM

WORKPLACE LANGUAGE

81 HOURS OF INTENSIVE ENGLISH

- ♦ THIS COURSE WAS DEVELOPED TO PREPARE NEW AMERICANS , FOR WHOM ENGLISH IS A SECOND LANGUAGE, FOR MANUFACTURING OR CERTIFIED NURSING ASSISTANT TRAINING.
- ♦ EMPHASIS IS ON WORKPLACE VOCABULARY, SAFETY, MATH, AND CRITICAL THINKING SKILLS.

WORK SKILLS (CRITICAL THINKING) – 14 HOURS

- ♦ “WHAT IT TAKES TO SUCCEED: THE BASIC PRINCIPLES” – 2 HOURS
- ♦ “GETTING THE INFORMATION YOU NEED” – 2 HOURS
- ♦ “POSITIVE RESPONSES TO CHANGE” – 2 HOURS
- ♦ “SPEAKING WITH CONFIDENCE” – 2 HOURS
- ♦ “HELPING YOUR TEAM WORK” – 2 HOURS
- ♦ “DEFUSING EMOTIONALLY CHARGED SITUATIONS” – 2 HOURS
- ♦ “MANAGING LIFE OUTSIDE WORK: HANDLING EMERGENCIES AND RESISTING TEMPTATIONS” – 2 HOURS

MENTORING

- GIVING + LEARNING PROGRAM
- SENIOR MENTORS ARE PROVIDING ASSISTANCE TO NEW AMERICANS WHO ARE LEARNING OUR ENGLISH LANGUAGE

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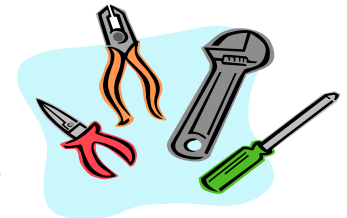


SKILL TRAINING

MANUFACTURING INDUSTRY

EQUIPMENT AND TOOLS

- ♦ FORKLIFT – 4 HOURS
- ♦ POWER TOOLS – 13 HOURS
- ♦ HAND TOOLS – 13 HOURS
- ♦ BLUEPRINT READING – 35 HOURS
 - READING AND MEASUREMENT TOOLS
 - PRE-EVALUATION TEST
 - INTRODUCTION TO ENGINEERING DRAWINGS
 - GENERAL TOLERANCING
 - BASIC MEASUREMENT TOOLS (MICROMETERS AND CALIPERS)
 - GENERAL MATHEMATICS
 - POST EVALUATION TEST
- ♦ SAFETY – 9 HOURS
 - SPECIFIC TO EACH OF THE TOOL AREAS AS WELL AS SAFETY



LEADERSHIP SKILLS – 14 HOURS

- ♦ “THE BASIC PRINCIPLES FOR A COLLABORATIVE WORKPLACE” – 2 HOURS
- ♦ “EXPRESSING YOURSELF: PRESENTING YOUR THOUGHTS AND IDEAS” – 2 HOURS
- ♦ “HANDLING EMOTIONS UNDER PRESSURE” – 2 HOURS
- ♦ “PROACTIVE LISTENING” – 2 HOURS
- ♦ “THE LEADER IN EACH OF US” – 2 HOURS
- ♦ “HELPING YOUR TEAM WORK” – 2 HOURS
- ♦ SUMMARY OF WORK SKILLS – 2 HOURS