

Sinclair's Workforce Development is a community resource partnering with regional employers to build employee skills. After assessing client needs, our Workforce Development professionals use the expertise of both internal and external resources to provide "Best Solutions". Capabilities include a wide range of assessments, coaching, consulting, support services, and training, development and industry certifications in areas such as the following:

Professional & Organizational Development

- ◇ Building High Performance Teams
- ◇ Business & Technical Writing
- ◇ Communication & Presentation Skills
- ◇ Conflict Management
- ◇ Customer Service
- ◇ Delivering Effective Feedback
- ◇ Effective Decision Making
- ◇ Executive Coaching
- ◇ Getting Business Results
- ◇ GO (Getting Organized) System
- ◇ Grant Writing
- ◇ Intergenerational Strategies
- ◇ Management & Effective Leadership Development
- ◇ Managing Change
- ◇ Managing Non-Performers
- ◇ Meeting Facilitation
- ◇ Moving from Peer to Boss
- ◇ Personal & Group Effectiveness
- ◇ Problem Solving
- ◇ Project Management
- ◇ Sales
- ◇ Social Media
- ◇ Strategic Planning
- ◇ Team Leader Training

LEAN, Quality & Process Improvement

- ◇ Building a Lean Culture
- ◇ Continuous Improvement
- ◇ 5 S & Visual Controls
- ◇ Lean Coaching & Consulting
- ◇ Lean Tooling & Setup Reduction
- ◇ Lean Manufacturing
- ◇ Lean Office
- ◇ Lean Team Leader
- ◇ Rapid Prototyping Services
- ◇ Root Cause Analysis & Error Proofing
- ◇ Six Sigma – White, Yellow, Green & Black Belt

Engineering & Manufacturing

- ◇ CAD/CAM
- ◇ CNC Programming
- ◇ Controls, PLCs, Automation, Robotics
- ◇ Hydraulics & Pneumatics
- ◇ Industrial Maintenance
- ◇ Manufacturing Process Evaluation
- ◇ Metrology & Measurement Analysis
- ◇ Print Reading & GD&T
- ◇ Production Support
- ◇ Safety & OSHA
- ◇ SolidWorks, SolidEdge
- ◇ Traditional & Rapid Prototyping Services

Information Technology

- ◇ Business Analyst
- ◇ CISSP
- ◇ CMMI 1.3 & CMMI Services
- ◇ ColdFusion
- ◇ CompTIA Certifications – A+, Network+ & Security+
- ◇ ITIL
- ◇ Microsoft Server 2008
- ◇ Microsoft Team Foundation Server
- ◇ Oracle
- ◇ Project Management
- ◇ Roadmap to Service Oriented Architecture
- ◇ Virtualization in the Enterprise
- ◇ Web Development
- ◇ Windows 7

Computer Applications

- ◇ Graphic Design Applications
- ◇ Microsoft Applications

Assessments

- ◇ Selection: Predictive, Descriptive, Skills, Aptitude
- ◇ Development: Descriptive Personality, Behavioral, Leadership Strengths & Styles, Team Building, Succession Planning

Support Services

- ◇ Contract Training
- ◇ Executive Coaching
- ◇ Individual & Organizational Consulting
- ◇ Meeting Facilitation
- ◇ Online Learning
- ◇ Open Enrollment Classes
- ◇ Strategic Planning

State-of-the-art Facilities

- ◇ AIM (Advanced Integrated Manufacturing) Center
- ◇ Learning Center at Miami Valley Research Park
- ◇ Sinclair Conference Center
- ◇ Testing Center at Miami Valley Research Park
- ◇ Courseview in Warren County

Workforce Development's Mission

Your partner in meeting the workforce learning needs of individuals, employers and the community through an array of innovative, high-value, customer-focused programs and services.