

WORKFORCE DEVELOPMENT

The goal of the Coahoma Community College Workforce Development Center is to provide workforce education to the citizens of Bolivar, Coahoma, Quitman, Tallahatchie and Tunica counties by providing them the skills needed to be more productive and have an improved quality of life and to provide the employers of our area a better trained and educated workforce.

Non-credit workforce education enables the Workforce Development Center to respond to local labor market demands by meeting the workforce needs of current and future employers, as well as the needs of individuals for short-term skills training.

CUSTOMIZED TRAINING

For businesses and industries, the Workforce Development Center provides customized training which is designed to meet the specific needs of business and industry. Our skilled and dedicated team will work with you to develop a training curriculum to meet those needs. The WDC can provide a large range of services including: employee assessment, assistance in screening/training potential employees, skills upgrade training for current employees and leadership training for management. Whatever your training needs may be, the Workforce Development Center is here to work with you in meeting those needs.

Services and resources available include:

- Assistance in designing customized training plan for business/industry
- Training facilities and equipment (can be on-site at business/industry or at the Workforce Development Center)
- Paid instructors
- Funds for the cost of training
- Training manuals/materials
- Pre-employment assessment/screening (Workkeys/CRC, Job Pass)
- Pre-employment skills training
- On-the-job skill development

Types of Training:

The following is a list of trainings offered but the Workforce Development Center is not limited to this list. All of our training is customized to fit the specific needs of the business/industry.

- Environmental Services
- Forklift Training
- GED Preparation/Adult Basic Skills
- Safety Training
- Sexual Harassment/Workplace Harassment
- HazMat
- Customer Service
- Welding
- Conflict Resolution
- Manufacturing Basic Skills
- Time Management
- Basic Electrical
- Leadership Management
- Carpentry/Weatherization/Home Repair
- Medical Billing and Coding & Electronic Medical Billing and Coding
- Supervisory Management
- CPR & ACLS (Advanced Cardio Life Support)

- Industrial Maintenance
- Computer Training
- Paralegal Training
- Pre-employment Training
- Spanish
- Train-the-Trainer
- HVAC

WORKFORCE TRAINING

Workforce Training Programs are short-term courses geared towards specific workforce skills. Working closely with the WIN Job Center and area businesses/industries, classes and curriculum are developed to provide short-term training for individuals seeking to enter the workforce or upgrade their skills. We keep abreast of current labor market trends to offer training that will meet the workforce needs in the community, as well as providing a marketable skill for individuals.

Available services include, but are not limited to:

- Career Counseling
- Job Skill/Dexterity Assessments (Job Pass)
- Aptitude/Skills Assessments (Workkeys/CRC)
- Report Writing
- English as a Second Language (ESL)
- Employability Skills Workshops
- Customer Service
- Resume Writing Workshops
- Interview Skills Workshops
- Computer/Keyboarding Courses
- Specialized Career Training Classes

ADULT BASIC EDUCATION PROGRAMS (ABE)

The tuition-free program is open to any adult who:

- Is currently not enrolled in school
- Does not have a high school diploma
- Will be 18 years of age or older by July 1st of the current school year and do not fall under the compulsory school attendance law.

Adult Basic Education offers adults the chance to prepare for the General Educational Development (GED) test, college entrance, vocational-technical education, employment, or job promotion.

As a result of Adult Basic Education classes, students are to obtain a basic knowledge of:

- Math
- Science
- Social Studies
- Reading
- Writing
- Consumer Education
- Civic Education
- Citizenship
- Life Skills
- Employability Skills

Adult Basic Education classes are free of charge and all books and other educational materials are included upon enrollment. Schedules and assignments are specialized to meet the needs of each individual.

ABE/GED class enrollment can be achieved by visiting or calling the Adult Basic Education

Program at 662-621-4314.

GED TESTING

Computer-based GED testing is offered at Coahoma Community College as well as the Workforce Development Center. Information, registration, testing dates and schedules are available at www.ged.com or by calling 662-621-4209.