

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 (ACT Workkeys/CRC)
- 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.

- Forklift Training
- Safety Training
- HazMat
- Welding
- Manufacturing Basic Skills
- Basic Electrical
- Carpentry/Weatherization/Home Repair
- Supervisory Management
- CPR & ACLS (Advanced Cardio Life Support)
- Environmental Services
- GED Preparation/Adult Education
- Sexual Harassment/Workplace Harassment
- Customer Service
- Conflict Resolution
- Time Management
- Leadership Management
- Industrial Maintenance
- Computer 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 (ACT 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 EDUCATION

Adult Education classes provide an opportunity for adults who did not complete high school to achieve their personal goals and work toward employment, HSE completion and self-improvement. The tuition-free program provides books and materials as well as direct instruction and computer software. Schedules and assignments are specialized to meet the needs of each individual.

Adult education class enrollment can be achieved by visiting or calling the Adult Education Program at 662-621-4314.

Adult Education offers adults the chance to prepare for a high school equivalency certificate, college entrance, vocational-technical education, employment, career readiness or job promotion.

As a result of Adult 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
- Career Readiness

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 17 years of age or older by July 1st of the current school year

HIGH SCHOOL EQUIVALENCY TESTING

Computer based GED and Computer/Paper-based Hi-SET testing are offered at Coahoma Community College and Ned W. Gathwright Workforce Development Center. Information, registration, testing dates and schedules are available at www.ged.com or www.hiset.org and/or by calling [662-621-4209](tel:662-621-4209) or [662-621-4313](tel:662-621-4313).

MI-BEST (Mississippi's Integrated Basic Education and Skills Training)

MI-BEST incorporates academic skill development, career advising, work-readiness training, and workforce training through Adult Education and Career and Technical Education course work. The workforce training program allows students to:

- Be job ready in 6-12 months
- Train in high demand careers
- Earn national certifications quickly
- Professional support team for student success
- Enroll in Adult Education and college courses simultaneously

What is MI-BEST?

MI-BEST is an innovative workforce training program dedicated to preparing people who need help with foundational skills for careers by mixing career training with additional support for HSE training including math, writing, and reading inside the classroom. This student- first approach gives participants the skills they need to succeed in school and compete in the workforce by working on technical and basic education skills at the same time while also providing support services to students through a Student Navigator and Student Services. The navigator helps students complete college paperwork, provides general support, and develops plans for students to meet their goals, tracks student progress and makes referrals as needed. Student Services will conduct a skills assessment, assists with resume writing, job search activities, training services, career counseling, and provides job referrals.

The goals of MI-BEST are to:

- Assist students who need to earn their HSE (High School Equivalency) certificate, to do so while they are also enrolled in college courses focused on preparing them for a career
- Help students to earn one or more certifications that helps them get a better job with a family sustaining wage
- Allow students to earn college credits that leads to a degree in the future

Who can participate?

MI-BEST is open to students without a high school diploma who wants to train for a career and needs additional help with:

- Math
- Reading and/or
- Language/Writing

In order to determine if this program applies to you, you will need to take the Career Readiness Certificate and the TABE test. These tests will be administered during a MI-BEST Orientation and Registration session.

How do you know if you need help with college math, reading, and writing?

- If you have not earned your High School Diploma/HSE certificate
- If you have your High School Diploma/HSE but it has been a while since you have went to school
- If you took the COMPASS or ACCUPLACER test and tested into developmental education courses.

If you would like to find out if you qualify for the MI-BEST program, contact the MI-BEST navigator at 662-621-4301.