

# Solutions for Business

**CCM's Center for Workforce Development works directly with companies and organizations**

**We can help you:**

- Revitalize Innovation
- Reduce Labor and Operating Costs
- Maximize Productivity
- Improve Customer Relations
- Strengthen Internal/External Communications
- Cultivate a Positive Work Environment

**We provide services to:**

- Customize workforce development solutions to meet your specific business goals
- Design a staff development plan, a corporate university, or supplement your existing training
- Identify competencies that support your organization's strategic plan and business objectives
- Implement targeted solutions which utilize Needs/Skills Assessments, Tailored Training Programs, Certification Programs, and Performance Consulting and Coaching through private pay or grant funding options
- Offer options ranging from private pay to grant funding that work within your budget

For over 30 years, CCM's Center for Workforce Development team has been successfully providing business and staff development solutions through customized business training to diverse organizations and industries in the greater Morris County area, serving over 4,000 employees.

The Workforce Development Center professionals will come to your location to understand your business and workplace culture at no cost. This allows CCM to design training programs which can be delivered on-site, off-site or through a hybrid approach (virtual and in-person). Off-site courses can be held at our Randolph campus.

You decide the dates, the time, a given course length and the delivery options.

Your payoff comes in two key ways:

- Lower Training Costs
- Increased Workplace Productivity, Efficiency and Profitability

**We welcome you to find out more about us and learn how our workplace programs can benefit your organization.**

**For a free consultation please contact:**

Alexandra Hoffmann, Director, Center for Workforce Development

County College of Morris Customized Business Solutions

[ahoffmann@ccm.edu](mailto:ahoffmann@ccm.edu) ([cbt@ccm.edu](http://cbt@ccm.edu)) or 973-328-5186

Visit our [website \(https://www.ccm.edu/programs/customized-business-training/\)](https://www.ccm.edu/programs/customized-business-training/) for more information.

## Sample Topics

### Sampling of Courses for Your Business

#### ***Business / Personal Development Skills***

Supervisory Management Skills	Performance Management
Leadership Development	Strategic Planning
Emotional Intelligence	Change Management
Business Communications	Business Writing
Customer Service Skills	Marketing and Sales
Team Building	Team Effectiveness
Time Management	Conflict Resolution
Diversity Management	Multigenerational Management
Critical Thinking Skills	Innovative Thinking
Stress Management	Work-Life Balance
Presentation Skills	Sales

#### ***Technical and Manufacturing Skills***

Microsoft Office Suite	Computer Basics
Social Media	Database Tools
Data Analytics	Data Visualization
Project Management	Business Process Improvement
Programming Languages	Mechanical Prototyping
Computer Integrated Manufacturing	Manual Machining
Manufacturing Basics	GDT
Blueprint Reading	CNC
CAD	NIMS
CAM	

#### ***Industry Certifications***

Project Management (PMI-PMP, CAPM, ACP)	Microsoft Office Specialist certifications
CompTIA A+ certification	CompTIA Network+ and Security+ certifications
Welding AWS Level 1 (MIG, TIG, FCAW)	Remote Pilot (Drone) FAA 107 certification
Tableau Desktop Specialization	

#### ***Language Skills***

English as a Second Language (ESL)	Spanish in the Workplace
Accounting/QuickBooks in Spanish	

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## Funding Options

### Cost Effective Training for Your Employees with County College of Morris

CCM, as a recommended training provider for the New Jersey Department of Labor, can help you access varied grant training funds which are currently available to develop and upgrade the skills of your workers. We can also design competitively priced private pay programs specifically tailored to your business.

For more information, contact us at cbt (<http://catalog.ccm.edu/noncredit/customized-business-training/cbt@ccm.edu>)@ccm.edu ([wfd@ccm.edu](mailto:wfd@ccm.edu))

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### Grant-Supported Training for Your Employees

The Center for Workforce Development at CCM offers no cost grant-supported training to non-governmental New Jersey businesses and employees in the areas of Business skills, Technology skills and Manufacturing-related skills. Classes typically run at our Randolph campus or as Remote-Live sessions via Zoom.

For information on eligibility requirements, course schedules and registration, visit <https://www.ccm.edu/programs/grant-supported-training/>. (<https://www.ccm.edu/programs/grant-supported-training/>)

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### Customized Business Training

The Center for Workforce Development delivers outstanding, timely, and highly regarded customized training programs and professional development education. CCM's programs advance knowledge, build skills, improve retention, promote job effectiveness and increase the productivity of staff through an investment in your most important strategic asset – your workforce. Set your organization apart as an employer dedicated to improving and advancing its workforce.

Training at the CCM campus, remotely, or at a company's location is available at an affordable cost. Career and skills enhancement training options include customized business solutions, foundational courses, and certification prep courses, some of which can be delivered as one-day professional development courses. Developing your personal leadership and management skills, or developing a whole team's skills, has never been easier.

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