# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring</td>
<td>2</td>
</tr>
<tr>
<td>Customized Business Training</td>
<td>3</td>
</tr>
<tr>
<td>Index</td>
<td>6</td>
</tr>
</tbody>
</table>
Spring

Welcome to CCM’s Continuing Education Programs!

County College of Morris (CCM) is excited to offer its Spring and Summer 2016 Continuing Education catalog to you! This semester we have added some wonderful new programs to enhance the growing list of professional and career certificates.

Career and Professional Programs

CCM is integrating all its Microsoft application training under the Microsoft IT Academy curricula. This spring we are introducing instructor led classes to the existing online courses in the Microsoft Office Suite. In the future, we will be revamping other programs in the MS Office Suite so that all our training is uniform and ensures it leads towards the Microsoft Office Specialist certification.

Additionally, you will see we have fully integrated the courses offered at our CCM in Morristown location throughout the catalog. Microsoft online courses offered in Morristown are now found under the computer applications section. English language learning (ESL or ELL) classes are listed under the “Languages” heading. And SCORE and small business development courses are now under the “Small Business” heading. We hope this will make it easier to find all the options available to you by topic.

Business – 2 – Business Programs

Our #1 ranked Center for Business and Technology continues to offer no-cost or low-cost training options in a host of Microsoft Office and business communications skills. Additionally, we can provide customized training at your location or ours to meet most any training need your company may have. Let us be YOUR training department.

Personal Enrichment – for Kids, Teens, Adults and the Young at Heart!

We are pleased to announce that our ever-popular swimming programs are back! Plus, we dramatically reduced the cost for our CCM Cooking School courses.

We invite you to learn more about our certificate program during our free information sessions in Cohen Hall on Thursday, January 7 at 6:30 p.m. We connect learning and life!

Paul Cecala, Coordinator of Career & Professional Programs

Student Finds Success in Her Job and for Her Employer after Completing Grant Writing Certificate at CCM

Megan LoBue, though relatively young in her career, has already racked up an impressive list of accomplishments in the nonprofit education space: A Fulbright Fellow as an English Teaching Assistant, Critical Essay Presenter, twice, at professional conferences, recipient of the President’s Fellowship for Summer Research at The University of Scranton, private English tutor, volunteer coordinator for the Jane Kopas Women’s Center in Scranton, PA. Now she is Assistant to the Principal and Foundation Trustee for the Calais School, a private, nonprofit school for students with special needs or multiple learning disabilities in grades Pre-K through 12 Plus, located in Whippany. She also recently completed CCM’s non-credit Grant Writing Certificate program.

As a one-person corporate communications and development office for the Calais School, she has in just two years made a significant impact on the school’s funding. In her words, “I have had tremendous success in grant writing. The school received the first two or three grants I wrote to fund new technology allowing me to grow my position. This year I have been developing our ‘together, we succeed’ campaign to raise money for the school. I have joined The Calais Foundation as a trustee.”

During the grant writing training, she researched potential funding opportunities and the information to put into the proposal, conferred with school staff for details and documentation, then compiled the information, and began writing the grant proposal.

One exciting program she worked on was the school’s Animal Adaptive Therapy program grant which brings service dogs to work with students. Her grant proposal and webinar presentation on how the service dogs detect stress in students helped the school win the Partlow Insurance Best Practices Award for Animal Assisted Therapy. She was also instrumental in organizing media coverage for the program at the New York Times, the Daily Record, the Star Ledger and the CBS evening news.

In two of the program’s four classes, she had her work evaluated by active grant writers and grant funders who provided feedback to improve the proposal. Lauren Swenn, CCM’s adjunct instructor for this program and director of development for the New Jersey Highlands Coalition, stated, “Over 30 seasoned nonprofit leaders have participated in reviewing students’ letters of inquiry and proposal narrative sections helping empower their success in gaining funds for projects impacting Morris County and beyond. Megan’s class set a high bar of excellence in this interactive class. She demonstrates through her dedication and enthusiasm that raising funds is an investment in the future.”

The Grant Writing Certificate program encompasses four courses totaling 27 classroom hours. Students learn how to prospect for grants including using the Foundation Center for Grants online database of funding sources. This database is made available to all Morris County residents at no cost through the CCM Sherman H. Masten Learning Resource Center.

Additional courses include Grant Researching and Proposal Writing, Interactive Proposal Writing and Ethics in Grant Writing. In Grant Researching and Proposal Writing. Megan went step-by-step through the process. At each step, she and fellow students began writing and researching their potential proposals. The homework was to gather the needed documentation for the proposal. Then, she presented her proposal to a panel of local nonprofit leaders who shared their guidance on improving the proposal for submission.

During the Interactive Proposal Writing course, local funding source professionals attended the class evaluating students’ work and discussing different approaches funding sources take in reviewing proposals. “The panels are one of the most compelling aspects of the program,” said LoBue. “Panel discussions are great icebreakers. The most difficult part of fundraising is ‘the ask.’ Having the opportunity to meet and speak with funders makes
this less daunting. This makes it much easier to form relationships with grant makers, individuals and organizations who will not only support your organization but become collaborators and stakeholders as well."

Using a series of case studies, students in the Ethics in Grant Writing class needed to identify the ethical issues grant writers may face and ways to appropriate resolve them.

In summing up her experience, Megan said, “I can honestly say this program is one of the best I have taken. It has made a significant impact on my career, improved my communication skills, and given me the practical experience to feel comfortable calling myself a grant writer.”

With the popularity of this program so strong, CCM has added a new certificate called Nonprofit Fundraising Essentials. This introduction to fundraising gives a great overview of fundraising from individual donors to programmatic grants. Additional leadership and management training for the nonprofit sector is planned for next year and beyond.

**Customized Business Training**

**Did You Know CCM Works Directly with Companies and Organizations?**

For over 25 years, the Center for Business & Technology at CCM has been successfully providing business and staff development solutions to diverse organizations and industries in the greater Morris County area. This past year we served over 300 companies and over 4,000 employees.

We can help you:

- Solve Problems better and faster - Revitalize Innovation
- Increase Efficiency - Reduce Labor and Operating Costs
- Minimize Employee Turnover - Maximize Productivity
- Improve Customer Retention
- Strengthen Internal/External Communications
- Grow your Market Share and Maximize Profit Margins.

We provide services to:

- Customize solutions specifically for your unique business environment (realize gains of up to 30% ROI).
- Design a staff development plan, a corporate university, or simply add to what you already have in place.
- Identify what competencies will support your organization’s strategic plan and business objectives.
- Implement targeted solutions which utilize Needs/Skills Assessments, Performance Consulting, Tailored Training Programs, Certification Programs, On-Line Training and Coaching.
- Offer options ranging from private pay to grant funding that work within your budget.

The Center for Business & Technology will come to your location to understand your business and workplace culture at no cost. This allows us to design training programs which can be delivered on-site, off-site or on-line. Off-site courses can be held at our Randolph or Morristown facilities. 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

**Please contact us for a free consultation:**

Center for Business & Technology at CCM
Email cbt@ccm.edu or call 973-328-5185 for Training Solutions Assistance
or visit www.ccm.edu/cbt (http://www.ccm.edu/cbt) for Services/Training Topics Information

**Sample Topics**

**Sampling of Courses for Your Business**

**Business/Personal Development Skills**

<table>
<thead>
<tr>
<th>Business Writing</th>
<th>Performance Management</th>
</tr>
</thead>
</table>
| Business
Communications | Team Building |
| Customer Service Skills | Supervisory/Management Skills |
| Conflict Resolution | Change Management |
| Diversity Management | Work Life Balance |
| Emotional Intelligence | Strategic Planning |
| Team Effectiveness | Innovative Thinking |
| Time Management | Marketing & Sales |
| Critical Thinking Skills | Multi-Generational Mgmt. |
| Stress Management | Succession Planning |
| Presentation Skills | Leadership Development |

**Technical Skills**

| Business Math | Mechanical Prototyping |
| Blue Print Reading | Computer Integrated Mfg. (CNC) |
| Microsoft Office Suite | General Mechanical Skills |
| GDT | Logistics |
| Supply Chain Management | Lean Thinking |
| Project Management | Social Media |
| Lean 5S | Program Development Languages |
| Lean Visual Production | Database Tools |
| Six Sigma | Web Development & Media Tools |
| Business Process Improvement | Networking Fundamentals |
| GMP & GLP | Cisco CCNA Routing Certification |

**Language Skills**

| English as a Second Language (ESL) | Occupational Spanish |
Get details on hot in-demand programs we can provide for your business at [www.ccm.edu/BusinessCommunity/InDemand.aspx](http://www.ccm.edu/BusinessCommunity/InDemand.aspx).

**Testimonials**

**Maximizing Success for Morris Businesses…….**

- AAA New Jersey Automobile Club (p. 4)
- Atlantic Health System (p. 4)
- Dassault Falcon Jet (p. 4)
- GlaxoSmithKline (p. 4)
- Jewish Community Housing Corp. (p. 4)
- The MIGroup (p. 4)
- Tangoe, Inc. (p. 4)
- Metem Corporation (p. 5)

The Center for Business and Technology at County College of Morris (CCM) has played a key role in the delivery of productivity focused training programs for over 25 years. Here are some examples of customized solutions that increased business success:

**DASSAULT FALCON JET: Robin Moriates, Training and Development Manager.** The world leader in the integration of advanced and innovative airborne systems turned to CCM to increase their competitiveness through programs to upskill leadership and technology skills for their workforce. Robin feels, “Our relationship with CCM has been invaluable to the organization and training department. CCM, a strategic learning partner, has provided us with robust workshop topics from Leadership Development, Communications, Computer Skills and Presentations training. The facilitators are highly engaging and deliver interactive sessions. CCM is very flexible in customizing training content and ensures that the programs are relevant to our teams. The interactive exercises and activities make the training interesting and energizing for all participants.”

**TANGOE, INC.: Beth Turano, Implementation Manager – Training.** As a proven leading edge global provider of Communications Lifecycle Management (CLM) software and services to a diverse range of international businesses, Tangoe needs a highly skilled workforce to keep the company on top of its game. They reached out to CCM to improve technical skills and increase productivity. Beth related, “The training provided by CCM, as part of the NJBIA grant funding, allowed us to provide Excel training to over 60% of our NJ workforce….The instructors did a great job working with the different skill levels within each class as well as working to understand our business environment and specific needs. As a result of this training, participants are already putting to use what they learned! We look forward to more Excel training and exploring other topics as well. Partnering with CCM was easy and successful and such a wonderful way to provide our employees with training.”

**JEWSH COMMUNITY HOUSING CORP.: Laurie Loughney, Chief Operating Officer.** A major provider of senior housing and elder care services for seniors in the greater Morris area, this organization turned to CCM for technical skills training geared for impact. Laurie shared regarding Excel training provided to her Site Manager, “(my Manager) diligently applied what she learned in the (CCM) course….she created a Marketing Management Program (and) because of her initiative (and the training received) the company did not have to buy an $8000 software program.” She further commented, added Critical Thinking Skills training has allowed advanced “problem solving techniques (to be) incorporated into JCHC quality assurance (practices)”.

**ATLANTIC HEALTH SYSTEM: Amanda Raddin McGrath, Coordinator Organization Development.** This recognized leader in quality health care and advanced medical technology chose to work with CCM to improve workforce communications and technology skills critical to their mission. Amanda relayed that “CCM is responsive to our needs….The course material is clearly presented and made relatable to the audience…our employees walk away with valuable tips and knowledge.” She additionally stated that the courses Atlantic Health selected to be delivered by CCM “….are useful to (our) employees because they improve their day to day work environment, team work, (and) learning how to cope in stressful situations and (to) communicate better.”

**AAA NEW JERSEY AUTOMOBILE CLUB: Betsy Adey, President.** This leading provider of road side assistance, car care, travel and insurance offerings called on CCM to support the transformation of their business to be a sales-focused culture. Betsy recounts how this collaboration has unfolded, “AAA New Jersey Automobile Club began the process of exploring a training grant from the Department of Labor with County College of Morris over a year ago. Our goal was to give our employees the skills they need to succeed in a competitive and demanding business environment. CCM’s Center for Business and Technology guided us through the complex process of getting a grant. They monitored grant availability, assisted us in writing the grant, and made sure that we were first in line to receive an $80,000 training grant. We are currently in the process of implementing a year-long sales and sales management training program developed by CCM. We are thrilled to receive the funding needed to offer a training program to our employees that will address our corporate goals and have a direct impact on our bottom line. We are two months into the training and employee feedback has been very positive. We are extremely grateful for the expertise and commitment we received from CCM that made this possible.”

**THE MIGROUP: Donna Collins, VP Domestic Client Services.** As a global relocation outsourcing company, The MIGroup finds that strong communications, critical thinking and customer service skills are paramount to their success. They reached out to CCM to help achieve the attainment of these professional development goals for their employees. Donna shared that the grant course training “allows us to achieve these goals in a cost effective way and allows us to bring value to our clients and team members.” She added they were “able to heighten the quality of customer service” and that “the courses (delivered) through CCM have been a wonderful asset.”

**GLAXOSMITHKLINE: Gilbert Shanga, Manager, Biostatistics.** This major global healthcare company connected with CCM to implement a professional effectiveness program (Leadership Development focused). Gilbert commented “in particular, we really appreciated the kind of flexibility you (CCM) had in serving our
specific needs for our Medical Department." He further reported “My colleagues...scored the training with high marks...the training was well delivered and received.”

**METEM CORPORATION: Elise Mundrick, Director, Human Resources.** A leading innovator and supplier of advanced machining and engineering solutions for turbine engine super-alloy components in the power generation and aerospace industries worldwide, Metem came to CCM to strengthen management communication skills, knowledge of computer technology and ESL training for their production workforce. Elise shared regarding the delivery of our training services that, “CCM transformed Metem’s desire to offer pertinent on-site training opportunities to our employees into reality! Their responsiveness and flexibility, coupled with high level of professionalism, met the challenges of our busy, growing, multi-shift organization. The (delivery) process is simple, with minimal administration required on our part, and maximum results! The courses exceeded our expectations, as the instructors truly took the time to address the individual concerns our employees raised-and thus even solved a few everyday operational challenges! Our employees appreciated the opportunity to enhance their personal skills, in a format that accommodated their busy schedules, as we continue to expand and grow our in-house technology. CCM is a valued business partner and we look forward to offering more learning opportunities in the near future.”

The above snapshots are just a few examples of how CCM can design and tailor programs to meet specific objectives while saving your company money. To learn more, visit us at www.ccm.edu/cbt (http://www.ccm.edu/cbt) / (http://catalog.ccm.edu/noncredit/spring/customized-business-training/www.ccm.edu/cbt).

To find out how we can do the same for your company and employees, contact us at www.ccm.edu/cbt (http://www.ccm.edu/cbt) / (http://catalog.ccm.edu/noncredit/spring/customized-business-training/www.ccm.edu/cbt) or 973-328-5188.

**No-Cost Training**

**No-Cost Training for Business**

Take advantage of cost-free training through a special state grant program! Classes are held on the Randolph campus at no charge to your company. Participation must be done online through CCM’s Center for Business & Technology. Classes available in Business/Communication Skills and Computer Skills. Most topics are offered as a one day course. For information, schedule and registration, go to www.ccm.edu/BusinessCommunity/NoCost.aspx/.

We encourage you to share this opportunity with friends, family and coworkers and join thousands of others who have benefited from the training we provide.

**NOTE: For Employers and Employees**

Employees must meet the following eligibility requirements:

- Public employees and unemployed persons are NOT eligible for this program (a special program for unemployed can be found at http://rtwnj.org)
- Employees must work either part-time or full-time for a New Jersey business
- Employees must be paid by their employer at their usual hourly rate while in training (companies with less than 250 employees are exempt)
- Employer’s valid FEIN Number is required (Tax ID number - see your Human Resources Dept.)
- For PC courses, employees must have Windows knowledge and keyboard/mouse skills

**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.

Customized Training Grant programs cover the following:

- Course Development for Topics
- Class Materials (most topics)
- Instructor and Delivery

Proven programs that ready your workforce and organization to meet today’s business challenges and remain viable and competitive:

- Transformational Leadership Program
- Supply Chain Management Program
- Succession Planning Development & Support
- Logistics for Profits Program
- Strategic Plan Development Services
- Project Management Certification
- Sales Training for Results Programs
- Six Sigma Certification
- Cyber Security at Work & Home

Contact the Center for Business & Technology at CCM today to help drive your business’ success!

Email us at cbt@ccm.edu or call 973-328-5186.
Index

C
Customized Business Training ............................................. 3

S
Spring ................................................................................. 2