



WORKFORCE DEVELOPMENT
& COMMUNITY ENGAGEMENT

2026

WORKFORCE DEVELOPMENT



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WORKFORCE DEVELOPMENT & COMMUNITY ENGAGEMENT

SUMMARY

EKU's Workforce Development and Community Engagement provides quality professional development and training opportunities throughout Kentucky. We utilize the expertise of faculty, area business leaders, and professional trainers to develop and deliver programs tailored to meet the current economic needs of business and industry.

Classes are scheduled on EKU Richmond Campus. On-site classes may be hosted at your company with sufficient enrollment. EKU specializes in customized work skills boot camps and assistance with planning your next team building activity or retreat. Please contact us for a free price quote, or to discuss specific workforce development needs.

Whether you are interested in team building, leadership development, computer technology or taking part in a safety course, it is our goal to make an impact on your continued, lifelong learning.

MILITARY CREDENTIALING ASSISTANCE

As part of the Army Credentialing Opportunities Online (COOL) service, the Army Credentialing Assistance (CA) program provides qualifying soldiers with up to \$4000 per fiscal year in career educational benefits.

The CA program allows soldiers to earn professional and technical credentials. This program creates new opportunities for soldiers to enhance their skills and professionalism while serving and increasing their overall employability upon transitioning from the Army. The EKU OSHA Training Institute Education Center has several programs approved for those in the health and safety officer (HSO) career track.

DIGITAL BADGING

EKU has partnered with Badgr to issue digital badges to students completing training with EKU Workforce Development & Community Engagement. Digital badges are a real-time transcript that can inform a potential employer about a student's particular skill-set. Each student is assigned a digital backpack when they complete a class and earn a badge. As students complete additional classes their badges will accumulate in their digital backpack.

EKU's badging platform also includes support for our cumulative certificate programs. The Pathways system provides a visual way for students to track their progress through a given certificate program. Students will be able to tell what classes have been completed and plan for what class to take next. These badges can easily integrate into social media platforms such as LinkedIn, Facebook, and Twitter.



TRAINING FOR SUPERVISORS

FIRST LINE SUPERVISION CERTIFICATE PROGRAM

Now that you are a supervisor, you have most likely developed the technical skills required in your field. Your continued success depends on the ability to get things accomplished through others. EKU's supervision program develops your interpersonal skills or "people skills" area. The programs are designed to offer a bridge between technical skills and supervising others to increase overall company performance. These classes are helpful for new supervisors, those without formal training, and workers who hope to move into a supervisory role in the future.

BASIC SUPERVISION CERTIFICATE

The First Line Supervision Program begins with an 18-hour seminar (3 one-day classes), Basic Core Concepts I. Participants then select additional 18 hours (3 days) of elective seminars—6 hours of which may be computer classes. This completes the Basic Supervision Certificate for a total of 36 hours. **Basic Core Concepts I is required to receive the Basic Supervision Certificate.**

BASIC CORE CONCEPTS I

Basic Core Concepts I provides participants skills needed to successfully supervise in today's ever-changing workplace. The course is based around the following topics: Learning Your New Role, Expectations of Supervision, Motivating and Coaching Others, and other critical issues.

ADVANCED SUPERVISION CERTIFICATE

Advanced Supervision is the second phase of the program and consists of another 18-hour seminar (3 one-day classes), Advanced Core Concepts II. Participants then select an additional 18 hours (3 days) of elective seminars—6 hours of which may be computer classes—for a total of 36 hours of training. This completes the Advanced Supervision Certificate. **Advanced Core Concepts II is required to receive the Advanced Supervision Certificate.**

ADVANCED CORE CONCEPTS II

Advanced Core Concepts II offers an opportunity for a supervisor to expand the concepts introduced in Core I through detailed examination and case-study experience. Added material includes the performance appraisal process, the changing workplace, legal aspects of supervision, and growing into management. Learn to make your best skills as supervisor become second nature.

FIRST LINE SUPERVISION ELECTIVE DESCRIPTIONS

- **Accident Prevention** - Highlights practical approaches to promote safety and prevent accidents in the workplace.
- **Business Writing** - Improve your written communication skills.
- **Coaching & Workplace Communication** - Assess employees' development needs and respond with appropriate leadership style.
- **Conflict Management** - Use communication skills to defuse conflict and solve problems. Learn how to respond successfully in a variety of situations that occur in the workplace.
- **Creative Problem Solving** - Learn how to effectively apply creative techniques for problem solving while capitalizing on your own creative talents.
- **Customer Service** - Is anything more important than good customer service? This course will provide tips for dealing with difficult people, how to be assertive without appearing rude, and techniques for working with the public.
- **Dealing with Difficult People** - This course emphasizes communication and flexible thinking as key methods of dealing with difficult people.
- **Effective Team Building** - Learn the practical framework required for building teams within a work unit.
- **Embracing your Emotional Intelligence** - Leaders will understand how aware they are of their emotions, as well as those of others, how to deal with negative emotions, and how to utilize positive emotions to improve their leadership performance and that of their teams.
- **Generational Differences** - Learn how work behaviors result from values that may vary based upon generation, stage in career, and stage in life.
- **Interpersonal Communication** - Learn how to communicate effectively with people. Effective communication leads to increased efficiency and effectiveness of workers.
- **Leadership Thinking Skills** - This course provides students with a toolbox of highly effective thinking concepts and methods to apply in their lives and in their work place.
- **Legal Issues for Supervisors** - Explore legal aspects and obligations of being a supervisor.
- **Managing Stress** - From burnout to performance learn what causes stress, its effect on behavior, physical and mental health, and ways to alleviate stress.
- **Motivating Employees** - Learn practical leadership skills to increase employee motivation and performance.
- **Microsoft Classes** - Instructor-led Microsoft computer classes are available. Only one computer class may count towards each certificate.
- **Professional Workplace Fundamentals** - Provides employees with essential skills and knowledge to succeed in a professional environment. This training covers key topics such as effective communication, time management, and workplace etiquette.
- **Project Management Fundamentals** - Successfully managing a project requires effective planning and adherence to the industry's best practices in every step of the process.
- **Time Management** - Designed for anyone who wants to do a better job managing their time - both in the workplace and at home.
- **5S Training** - Focuses on effective workplace organization and standardized work.

TRAINING FOR SUPERVISORS

2026 CLASS SCHEDULE - ECU RICHMOND CAMPUS

Classes are 9AM to 4PM

Our seminars can be taken as part of the Certificate program or as an individual professional development topic.

SPRING SCHEDULE

- Basic Core Concepts I – January 15, 22, 29
- Coaching & Workplace Communication – February 3
- Creative Problem Solving – February 12
- Leadership Thinking Skills – February 19
- Accident Prevention – February 26
- Generational Differences – March 5
- Time Management – March 19
- Dealing with Difficult People – March 26
- Project Management Fundamentals – April 2
- Advanced Core Concepts II – April 7, 14, 21
- Excel Basic – April 8
- Effective Team Building – April 30
- Excel Intermediate – May 6

FALL SCHEDULE

- Basic Core Concepts I – August 6, 13, 20
- Legal Issues for Supervisors – August 27
- Excel Advanced – September 2
- Interpersonal Communication – September 8
- Embracing Your Emotional Intelligence – September 10
- Professional Workplace Fundamentals - September 15
- Customer Service - September 24
- Business Writing – October 8
- Advanced Core Concepts II – October 20, 27, Nov 3
- Managing Stress – November 5
- Motivating Employees – November 12
- Conflict Management – November 19
- 5S Training – December 3

COURSE TUITION (INCLUDES MATERIALS)

3 DAY SEMINAR

\$650

1 DAY SEMINAR

\$350

MANUFACTURING MAINTENANCE CERTIFICATE PROGRAM

The Manufacturing Maintenance Technician Certification Program is designed to help local industries develop a skilled, job-ready maintenance workforce with training in safety, troubleshooting, preventive maintenance, and more. The program combines classroom instruction and hands-on experience to ensure participants gain the necessary skills to succeed.

The program offers Basic and Advanced certificate levels. Each includes three foundational modules covering skills like safety, computer literacy, and problem-solving, with a focus on earning the National Career Readiness Certificate (NCRC) in Applied Math, Graphic Literacy, and Workplace Documents.

By enrolling in these courses – whether for yourself or your team – you're investing in growth that delivers real results. Participants gain skills that lead to stronger performance, safer work practices, and greater confidence on the job. Organizations benefit from reduced downtime, improved productivity, and a stronger return on investment.

FLEXIBLE OPTIONS

Each module can be taken individually or applied toward the full certificate. Whether you're training a team or advancing your own skills, you can tailor the learning experience to meet your specific goals.

WHO WILL BENEFIT?

Maintenance Technicians & Mechanics
Machine Operators
Production Supervisors
Lead Hands / Team Leads
New Hires & Apprentices

SPRING SEMESTER 2026

BASIC TECHNICAL MODULE MACHINE SHOP

January 13 - March 26
Tuesday/Thursday
Tuition - \$2,700

CTE Ignite Academy - North Campus
All Classes 5PM - 8PM

BASIC TECHNICAL MODULES

- 1) Machine Maintenance (60 Hours)
- 2) Industrial Electricity (45 Hours)
- 3) Electronics/Ladder Logic (36 Hours)
- 4) Welding (84 Hours)
- 5) Machine Shop (60 Hours)
- 6) Fluid Power (39 Hours)
- 7) Plumbing (36 Hours)
- 8) HVAC (24 Hours)
- 9) AutoCAD (36 Hours)

ADVANCED TECHNICAL MODULES

(Prerequisite - Basic Module)

- 1) Industrial Electricity (45 Hours)
- 2) Electronics/Ladder Logic (45 Hours)
- 3) Welding (168 Hours)
- 4) Machine Shop (60 Hours)

CERTIFICATION REQUIREMENTS

Basic Technical Certification

Successful completion of all three Foundation Modules and six of the nine Basic Technical Modules

Advanced Technical Certification

Successful completion of Basic Certification and two of the four Advanced Technical Modules

For class registration email amanda.lawson@eku.edu or contact (859) 622-6205

LEADERSHIP EXCELLENCE MIDDLE MANAGERS CERTIFICATE

PRINCIPLE

Explore human behavior, power, and influence while sharpening your communication and presentation skills.

COACHING

Develop your ability to select and grow talent, manage performance, and lead high-performing teams.

ACCOUNTABILITY

Build key accounting and finance skills while understanding human capital value and costing.

INTEGRITY

Gain experience leading with integrity and credibility in a diverse, everchanging multicultural world.

WEEK

1

FRIDAY, FEB. 6TH

IN-PERSON 9AM-4PM

WEEK

2

THURSDAY, FEB. 12TH

VIRTUAL 5-7PM

WEEK

3

THURSDAY, FEB. 19TH

VIRTUAL 5-7PM

WEEK

4

FRIDAY, FEB. 27TH

IN-PERSON 9AM-4PM

WEEK

5

THURSDAY, MARCH 5TH

VIRTUAL 5-7PM

WEEK

6

THURSDAY, MARCH 12TH

VIRTUAL 5-7PM

WEEK

7

FRIDAY, MARCH 20TH

IN-PERSON 9AM-4PM

WEEK

8

THURSDAY, MARCH 26TH

VIRTUAL 5-7PM

WEEK

9

THURSDAY, APRIL 2ND

VIRTUAL 5-7PM

WEEK

10

FRIDAY, APRIL 10TH

IN-PERSON 9AM-4PM
*GRADUATION CEREMONY

LEADERSHIP EXCELLENCE

"Leadership Excellence" is a dynamic program using hands-on activities, discussions, and projects to build lasting leadership skills.

NEW DESIGN

The newly designed "Leadership Excellence" program offers a flexible hybrid format to fit the needs of today's busy leaders. Combining in-person sessions with virtual discussions provides balance, engagement, and meaningful hands-on learning.

MIDDLE MANAGERS

Middle Managers face added challenges due to greater responsibility and leading other supervisors. To succeed, they must refine their skills and strategies to enhance their effectiveness as organizational leaders.

ASK ABOUT OUR INTERNAL & PARTNERSHIP RATES!

ENROLLMENT FEE: \$3,150

FOR REGISTRATION INFORMATION:

Paige Quintin | paige.quintin@eku.edu | (859) 622-1164

TEAM BUILDING & RETREATS



Team Building is an essential part of any organization. Whether your team is newly-formed or has been established for a long period of time, you will reap the rewards of letting us assist in planning your next team building activity or retreat!

Topics may include:

- Team Goals
- Professional Development
- Skills Building
- Conflict Management (TKI)
- DISC Personal Profile
- Customer Service
- Networking & Fun!
- Myers-Briggs Type Indicator (MBTI)

Contact Susan Cornelius for additional information at susan.cornelius@eku.edu, or (859) 622-6216

CREDIT FOR PRIOR LEARNING

EKU recognizes that occasionally students have completed education, training classes, and work experiences that result in learning sufficiently similar to major/minor specific coursework; therefore, formal recognition of that body of knowledge, without taking the particular course, is warranted upon evaluation by appropriately qualified faculty.

For additional information, please refer to our webpage at:

www.eku.edu/credit-for-prior-learning/

OSHA TRAINING INSTITUTE

Established in 2003, Eastern Kentucky University's OSHA Training Education Center (OTI Education Center) serves the eight-state Region IV and offers a variety of safety and health training. EKU draws upon the expertise of internationally recognized safety and health professionals to develop and provide quality training.



For more information, Contact Zach Rhodus,
William.rhodus@eku.edu or (859) 622-6976 or osha.eku.edu

ONLINE CAREER TRAINING

Career, Professional and Certification Training

These advanced career training courses offer a convenient and flexible way to learn business, healthcare, technology, industry certifications, and more.



HEALTHCARE AND FITNESS

Pharmacy Technician	\$3,295
Medical Billing and Coding	\$3,295
Certified Clinical Medical Assistant (CCMA)	\$3,295
Certified Phlebotomy Technician	\$2,295
Medical Terminology	\$895
Sterile Processing Technician	\$2,995



HOSPITALITY

Travel Agent Training	\$2,295
Certified Wedding Planner	\$1,770
Event Management and Design	\$2,155
Restaurant Management	\$995
Fundamentals of Floral Design	\$1,695



BUSINESS

Human Resources Professional	\$2,159
The Complete Project Manager	\$2,987
Supply Chain Professional + Freight Broker	\$4,250
Professional Grant Writing	\$2,450
Career Counselor & Life Coach	\$3,130
Certified Administrative Professional	\$3,790

For an additional list of programs, go to
careertraining.eku.edu

Questions? Contact caitlin.lakes@eku.edu or (859) 622-1228

CORPORATE EDUCATIONAL PARTNERSHIPS

Eastern Kentucky University is committed to the education of all learners, no matter where they are in their academic and professional lives. The Office of Corporate Educational Partnerships is here to work with industry leaders and adult learners from our corporate partners as they navigate the college experience from admission through graduation. Enrolling in ECU is easy- whether working toward a certificate, bachelor's, master's, or doctoral degree, there is an ECU credential for almost everyone. A list of on-campus academic programs and curriculum guides and online programs are available.

PARTNERSHIP BENEFITS

FOR YOUR EMPLOYEES

- ✓ **REDUCED TUITION**
ECU will award our Corporate Educational Partnership employees discounted tuition for on-campus and online programs, from certificates through doctoral degrees, and Workforce Education & Training.
- ✓ **100% ONLINE DEGREE & CERTIFICATE OPTIONS**
ECU has more than 100 program options that can be completed completely online, and according to your schedule. No need to log on at specific times to complete course work.
- ✓ **LOW-COST TEXTBOOKS**
Through the [BookSmart Program](#), ECU offers low-cost textbooks for all degree-seeking ECU students.
- ✓ **ENHANCED CUSTOMER SERVICE**
Expedited and enhanced customer service assistance to employees to expedite and prioritize the admission processes, class registration, financial aid and scholarship applications. Dedicated academic advisors to provide individual attention to help employees move toward degree completion.

FOR YOUR ORGANIZATION

- ✓ **WORKFORCE DEVELOPMENT**
ECU's Workforce Development provides a full range of professional development and training opportunities tailored to meet the current needs of business and industry. The ECU OSHA Training Institute Education Center is dedicated to promoting a safe and healthy work environment for your employees. Customized, virtual, face-to-face, online learning, and stackable options enables ECU to meet your training and education needs.
- ✓ **INVESTING IN EMPLOYEES**
Employers will enhance educational opportunities for its employees and maintain a competitive advantage in employee retention.
- ✓ **ACCESS TALENT**
Connect with current students (both on-campus and online) by offering internships and/or co-ops. This is a great way to recruit future employees.
- ✓ **BUILD BRAND ON CAMPUS**
Attend our spring and fall job fairs to advertise job opportunities with a company-branded table.

FOR MORE INFORMATION:

VISIT: www.eku.edu/corporate-partners OR contact
Shari VanHoose | shari.vanhoose@eku.edu | (859) 622-1217

EXPERIENCE EXCELLENCE



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**WORKFORCE DEVELOPMENT
& COMMUNITY ENGAGEMENT**

Eastern Kentucky University is an Equal Opportunity employer and educational institution and does not discriminate on the basis of age (40 and over), race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, ethnicity, disability, national origin, veteran status, and/or genetic information in the admission to, or participation in, any educational program or activity (e.g., athletics, academics and housing) which it conducts, or in any employment policy or practice.