



Courses Offered by ATC Economic Development Division

Hard Skills

- Confined Space Training
- Trenching Safety
- Arc Flash
- CDL Prep
- OSHA 10
- Basic Forklift Operator
- CPR, First Aid, and AED
- Lean Six Sigma White Belt
- Blueprint Reading
- Cranes & Rigging
- Electrical Circuits & Diagrams
- Electricity Basics
- 5-S
- Measuring Instruments
- Logistics
- Torque Wrench
- 3D Printing – Additive Manufacturing
- Polymer Extrusion Basics
- Simulated Work Environment (SWE)

Soft Skills

- Developing as a Professional
- Diversity in the Workplace
- Finding & Defining Your Purpose
- Handling Difficult Situations & People
- Importance of Community
- Interpersonal Communication
- Interviewing for Success
- Personal Finance
- Personal & Professional Ethics
- Positive Attitude in the Workplace
- Resume Writing
- Staying Motivated on the Job
- Working Together as a Team
- Work-Life Balance

Business and Leadership Courses

- Basic Accounting
- Change Management
- Communication
- Conflict Management/Resolution
- Creating a High Performance Team
- Creating a Positive Work Environment/Attitude
- Cross-cultural and Multigenerational Leadership
- Customer Service Excellence
- Emotional Intelligence
- Managing Upward
- Microsoft products, all levels (I, II, or III) - (All Products)
- Negotiation (Intuition, Innovation, Creativity)
- Organizational Behavior
- Performance Management
- Powerful Presentations
- Project Management
- Proofreading/Business Writing
- Public Speaking
- Quality Interviewing for Supervisors (Recruitment and Retention)
- QuickBooks, Levels I and II
- Stress Management
- Supervision
- Time Management
- Trust Leadership

Personality Based Assessments

- Myers/Briggs - Leadership Report (10 pages)
- True Colors - 4 quadrant assessment off-shoot of MBTI
- Hogan Workforce Assessment - Workplace Profiles

Others

- Plumbing 4hr Continuing Education Credits
- Forestry 8hr Continuing Education Credits
- 36 Hour Teen Joshua's Law Certification
- Pest Control Prep Course for Employee Registration Exam
- GDOT Pilot Recertification Exam
- Pest Control Examination Proctoring Test Center
- Pearson Vue Testing Center
- ACT WorkKeys Testing
- GDOT Roadway Testing Technician, Quality Control Technician, and Aggregate Certification Exams
- Lean Six Sigma Yellow and Green Belt Certifications (100% Online)

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