

OSHA

The following courses are offered in partnership with the Chesapeake Region Safety Council. All courses are held at Carroll Community College. For more information call Sandra Fournier at 410-386-8574.

Welding, Cutting, Brazing

Fri., Jun. 12, 12:30 - 4:15 PM

Walking Working Surfaces

Fri., Jun. 12, 8:00 - 11:45 AM

Fire Protection

Thu., Jun. 11, 12:30 - 4:15 PM

Exit Routes, Emergency Action Plans, & Fire Prevention Plans

Thu., Jun. 11, 8:00 AM - 12:30 PM

OSHA 10 & 30 Hour General Industry

Tue. - Fri., May 12 - 15, 8:00 AM - 4:30 PM (4 sessions)

Pool & Spa Operator

Swimming Pool/Spa Operator Training

Prepare to become a certified pool/spa operator and stay current on the safe and healthy operation of public swimming pools, spas, and hot tubs. You must pass the written exam to become certified. *Instructor: Ken Schmid*

Cost: \$130 (MD Senior Adults: \$55)

Course #: MGT-300-A4

Sat., May 2 & 9, 8:00 AM - 5:00 PM (2 sessions)

Washington Road Campus, Rm. A125

Pool/Spa Operator Update Course

Renew your pool and spa operator certification with this course. Participants must have a current certification card.

Cost: \$65 (MD Senior Adults: \$50)

Course #: MGT-737-A4

Fri., May 15, 8:30 AM - 3:00 PM

Washington Road Campus, Rm. A125

SKILLS FOR THE WORKPLACE

Organizing for Impact

Use the quiet time of August to prepare for the whirlwind that begins in September! Take control of your time and your work by finally developing an organizing system that works for you. Leave this class with the skills needed to organize your office, find the papers you need and manage your day. *Instructor: Sherry Miller, Impact Organization.*

Cost: \$59 (MD Senior Adults: \$25)

Course #: MGT-308-A1

Tue., Aug. 4 & 11, 6:30 - 9:45 PM (2 sessions)

Business Training Center, Rm. T315

Communication

Anger Management

Whether you stuff your anger and don't express yourself, or find yourself frequently sarcastic, irritable or downright nasty, these classes present ways to help you manage angry feelings. Consider how to deal with anger towards ex-spouses, children, existing or estranged relationships, anger at work, road rage, and what to do when you are stuck in a line with "morons". May be self, employer, Attorney or Court referred. Students must attend all hours of each session to receive a certificate.

Cost: \$60 (MD Senior Adults: \$25)

Course #: PDE-851-A4

Sat., May 2 - 16, 10:00 AM - 12:00 PM (3 sessions)

Washington Road Campus, Rm. A200

Course #: PDE-851-A1

Sat., Jul. 11 - 25, 10:00 AM - 12:00 PM (3 sessions)

Business Training Center, Rm. T315

Conflict Resolution for the Workplace

Gain skills and practice resolving real life workplace disputes and conflicts. Learn five approaches to conflict and how the approaches impact the outcomes. Topics also include: techniques that escalate and de-escalate conflict, strategic listening skills and how to break down statements to reveal underlying feelings. *Instructor: Patricia Ryan is the Director of the Carroll County Community Mediation Center.*

Cost: \$42 (MD Senior Adults: \$25)

Course #: MGT-346-A4

Wed., May 27 & Jun. 3, 6:00 - 8:30 PM (2 sessions)

Business Training Center, Rm. T315

Course #: MGT-346-B4

Thu., May 28 & Jun. 4, 10:00 AM - 12:30 PM (2 sessions)

Business Training Center, Rm. T315

Effective Business Writing

The typical business executive or professional spends approximately 20 percent of their time writing. Did you know that better writing skills can improve your effectiveness at work? Improve your skills to create more effective letters and documents. *Instructor: Ellen Cornelius, former City Editor of the Carroll County Times*

Cost: \$72 (MD Senior Adults: \$35)

Course #: MGT-270-A4

Fri., May 1, 8:30 AM - 5:00 PM

Washington Road Campus, Rm. N104

Course #: MGT-270-A1

Fri., Jul. 10, 8:30 AM - 5:00 PM

Washington Road Campus, Rm. N104