

QUINCY COLLEGE

Non-Credit, 8 weeks // 24 hours

Leadership Development - Free Program

This training is free of charge through the support of a manufacturing training grant from the Massachusetts Executive Office of Housing and Economic Development.

Average Salary:

Starting salary is \$40,000, projected annual jobs is 940.

Course Description:

Leadership Development training is designed for front line employees, new supervisors, employees that are seeking career advancement, into management positions. Leadership Development training provides a broad overview of skills that all new supervisors need to obtain, including leadership styles, human resource, budgeting and finance, navigate the business environment, delegation, and more!

Topics Include:

- **Finance:** Budgets, cost verses revenue, budget projection, and budget at location.
- **Human Resources:** Hiring, training, employment contracts, and regulatory considerations. Supervisory roles, safe and productive work environment, diversity in the workplace, problem solving effectively with teams.
- **Marketing:** Marketing strategies and marketing plans, use of social media to promote business.
- **Procurement:** Selecting vendors, payment processes, strategic vetting selection, and negotiation of contracts with existing vendors.
- **Strategic Planning:** Identifying threats, strategic planning process, agency and departmental goals.
- **Supply Chain and Operations:** Supply chain operation systems, including structures and processes. Internal operations and the extended supply chain evaluation, supplier and customer relations.

**Requirement that participants should be fluent in English.*

Contact: Janet Pearson
jpearson@quincycollege.edu

 **2021 CLASS DATES**

MARCH 5TH - APRIL 30TH

FRIDAYS, 6-9 PM



Machinist

Job Description:

Set up and operate a variety of machine tools to produce precision parts and instruments. Includes precision instrument makers who fabricate, modify, or repair mechanical instruments. May also fabricate and modify parts to make or repair machine tools or maintain industrial machines, applying knowledge of mechanics, mathematics, metal properties, layout, and machining procedures.

Prerequisites:

- High school diploma
- Computer with access to the Internet
- Basic math skills
- Available to attend classes as required through Zoom
- Interested in machine tools and mechanics
- Interested in all aspects of manufacturing

Contact: Cathy Folan,
Director MassHire South Shore
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MONDAY - THURSDAY, 6-9 PM

SSVT COHORT DATES:
FEBRUARY 1, 2021 AND MAY 3, 2021

This training is funded by the Executive Office of Housing and Economic Development, and MassHire SE MA Regional Partnership.



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