Custom Workforce Development Training

Overview

The Professional and Continuing Education team within the College of Cooperative Education and Professional Studies (CCPS) offers custom workforce development programs tailored to your organization's needs. Our training solutions build foundational skills that empower individuals to succeed both personally and professionally.

This document serves as a starting point for developing a program aligned with your goals. Whether you need a single course or a comprehensive program, we can design a solution that fits your timeline and budget. Partner with us to create a custom training plan that supports your team's success.

Partners

We collaborate with a wide range of organizations to support the workforce needs of adults. Our partners include employers, nonprofits, community organizations, workforce development providers, and educational institutions—working together to strengthen the Tristate workforce.

Beyond offering our courses, we welcome opportunities to collaborate on grant-funded initiatives.

Time Commitment

Programs range from one-hour sessions to year-long programs. Many partners opt for eight-week programs that meet for two hours each week, focusing on a single topic. We also offer stand-alone workshops and extended programs that incorporate multiple courses and topics.

Courses are typically scheduled Monday-Friday between 9 a.m. and 9 p.m. Weekend sessions may be available at an additional cost.

All offerings are subject to instructor availability. Providing advance notice increases the likelihood that we can accommodate your scheduling needs.

Format

Most classes are held in person at the employer's or partner's site. With advance planning, sessions can also take place at one of the University of Cincinnati's Victory campuses. Live online classes are available if all participants have a computer, webcam, internet access, and a distraction-free learning environment.

Assessment

Assessment is integral to quality instruction, and learning checks are incorporated throughout our programs. We can also develop custom assessments to measure participants' learning outcomes based on identified goals. Options include tailored assessments, projects, and presentations that allow participants to demonstrate their skills.

For standardized evaluation, we offer pre- and post-assessments using the TABE 13/14 and CLAS-E.

Cost

Pricing varies based on the type of course and factors such as:

- Training hours
- Curriculum development
- Topic area
- Number of instructors
- Staff and administrative support
- Instructional materials (e.g., exam vouchers, curriculum licenses)
- Program format and duration

We provide customized quotes based on your specific needs and strive to keep rates low to ensure participants have the opportunity to advance in their careers.

Contact

To get started, please contact Elizabeth Kerr at Elizabeth.kerr@uc.edu or 513-556-1872

Catalog

This catalog serves as a starting point for discussion. Topics can be offered as individual courses or combined to fit your needs. If you have an interest in a topic that is not listed here, let us know so we can explore how to meet your needs.

Digital Literacy

Digital literacy

Computer basics

Internet basics

Navigating email

Windows

MacOS

Microsoft Office 365

Google Suite

Salesforce for everyday use

Android and iOS

Social media

Information literacy

Computer skills for everyday activities

Protecting your digital identity

Technology Credential Preparation

Microsoft Office Specialist: Word Associate

Microsoft Office Specialist: Excel Associate

Microsoft Office Specialist: PowerPoint Associate

Google IT Support Professional

Google Data Analytics

ISTQB®

Cisco Certified Network Associate (CCNA) certification

Google Project Management

Project Management Professional (PMP)®

CompTIA A+

Salesforce Certified Administrator

Certified ScrumMaster

NRF Foundation RISE Up Certifications

Retail Industry Fundamentals Specialist

Customer Services & Sales Certified Specialist

Business of Retail Certified Specialist

Supply Chain, Inventory & Logistics Certified Specialist

Customer Conflict De-Escalation Specialist

Industry Recognized Credentials

SME's Certified Manufacturing Associate (CMfgA)

ServSafe Food Handler

ServSafe Manager

OSHA10

Educational Foundations

English Language Instruction

- Available at multiple levels or in mixed-level cohorts
- Specializations include conversational English, college preparation, business English, medical English, and more
- Tailored English instruction to meet specific needs

ACT WorkKeys

Math Instruction

- Developmental math
- Math for the workplace

English Literacy

- Developmental literacy
- Reading & Writing for the workplace

Graphic Literacy

Communication

Test Preparation

GED®

SAT

ACT

High School Placement Test (HSPT)

Professional Development

Financial literacy

Leadership

Communication

Active listening

NEXT Careers I, II, & III

Resume writing

Cover letter development

Interviewing skills

Job searching

Career exploration

Managing a LinkedIn account

Collaboration and teamwork

Managing conflict in the workplace

Navigating change

Goal setting

Creating a professional brand

Networking

Collective bargaining