WORKFORCE DEVELOPMENT AND COMMUNITY ENGAGEMENT

Education, Workforce Development & Community Engagement

2020 Training Schedule
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Training Locations

Carl D. Perkins Conference Center
4436 Kit Carson Drive, Richmond, KY 40475

Indiana Wesleyan University, Education & Conference Center
1500 Alliant Ave, Louisville, KY 40299

FIVELabs Midwest
4123 Olympic Blvd, Erlanger, KY 41018

Lodging Options

Richmond Lodging: Holiday Inn Express, (859-624-4055); Comfort Suites, (859-624-0770); Quality Inn, (859-623-0063); Hampton Inn, (859-626-1002); TownePlace Suites by Marriott, (859-353-4860)

Louisville Lodging: Holiday Inn Express (Alliant Avenue) (502-240-0035); Country Inn & Suites, (502-261-9434); Hyatt Place Louisville East, (502-426-0119); Quality Inn Louisville East, (502-267-8100)

Erlanger Lodging: Courtyard Cincinnati Airport (859-647-9900); Residence Inn Cincinnati Airport (859-282-7400)
Established in 2003, Eastern Kentucky University’s OSHA Training Institute Education Center (OTI Education Center) serves the eight-state region IV and offers a variety of safety and health training. EKU draws on the expertise of internationally-recognized safety and health professionals to develop and provide quality training.

The EKU OTI Education Center is dedicated to promoting a safe and healthy work environment by taking a proactive approach to safety education to reduce the number of workplace accidents and fatalities. With unique training facilities and state-of-the-art equipment, we are able to provide hands-on learning, further enriching participants’ knowledge and understanding. EKU’s OSHA Training Institute Education Center also offers customized on-site training to meet specific organizational needs.

Become an Authorized OSHA Outreach Trainer

If you have completed an OSHA Standards Course and have at least five years of relevant safety experience, you may qualify to enroll in the OSHA Outreach Trainer Program for Construction or General Industry.

The Trainer Courses OSHA 500 and OSHA 501 are offered several times throughout the year. After successful completion of trainer course you will be authorized to teach the OSHA 10 & 30 hour safety classes.

Step 1: Complete the Standards Course—OSHA 510 (Construction) or OSHA 511 (General Industry)

Step 2: Document your safety experience/credentials via the Verification of Perquisites (5 years of safety experience minimum)

Step 3: Complete the Trainer Course—OSHA 500 (Construction) OSHA 501 (General Industry)

For additional information, please contact Trevor George, OSHA Training Specialist at 859-622-2961.

Contract Classes

For customized on-site training assistance, please contact Zach Rhodus at 859-622-6976 or Trevor George at 859-622-2961.

Certificate Programs

- EKU Certified Safety & Health Specialist
  - General Industry
  - Construction
- Public Safety S & H Fundamentals
  - General Industry
  - Construction
- Correctional Safety Officer
- Leadership Excellence Safety Certificate

Serving OSHA Region IV
OSHA 510  Occupational Safety & Health Standards for Construction
This course covers OSHA Standards, policies, and procedures in the construction industry. Topics include scope and application of the OSHA Construction Standards, construction safety and health principles, and special emphasis on those areas in construction which are most hazardous. Upon course completion, students will have the ability to define construction terms found in the OSHA Construction Standards, identify hazards which occur in the construction industry, locate and determine appropriate OSHA Construction Standards, policies, and procedures, and describe the use of the OSHA Construction Standards and regulations to supplement an ongoing safety and health program.

OSHA 500  Trainer Course for Construction
This course is designed for individuals interested in teaching the 10- and 30-hour construction safety and health Outreach Training Program to their employees and other interested groups. Using OSHA Construction Standards as a guide, special emphasis is placed on those topics required in the 10- and 30-hour programs as well as those which are most hazardous. Students are briefed on effective instructional approaches and use of visual aids and handouts. This course allows the student to become a trainer in the OSHA Outreach Training Program, to conduct both 10- and 30-hour Construction Outreach classes, and to issue cards to participants after verifying course completion. Students who wish to participate as authorized Outreach trainers in the OSHA Outreach Training Program must prepare a presentation on an assigned OSHA Construction Outreach Training Program topic individually or as part of a group and successfully pass a written exam at the end of the course.

* You must call to register for trainer classes, 859-622-2961

Prerequisites: Students must successfully complete the OSHA 510 OSHA Standards for Construction and have five (5) years of safety and health work experience in the construction industry. A degree in occupational safety and health, a Certified Safety Professional (CSP) or a Certified Industrial Hygienist (CIH) designation may be substituted for two (2) years of work related experience. Authorized OSHA Outreach Training Program trainers are required to attend OSHA 502 Update for Construction Industry Outreach Trainers at least once every four (4) years to maintain their trainer status.

OSHA 502  Update for Construction Industry Outreach Trainers
This course is designed for Outreach Training Program trainers who have completed OSHA #500 Trainer Course in Occupational Safety and Health Standards for the Construction Industry and are authorized trainers in the OSHA Outreach Training Program. The course provides an update on OSHA Construction Standards, policies, and regulations. Upon course completion, students will have the ability to demonstrate continued professional development in their field by applying effective adult learning principles and interactive training techniques to clearly identify, define, and explain construction industry hazards and acceptable corrective measures as they continue to teach the 10- and 30-hour Construction Outreach Training Program classes.

* You must call to register for trainer classes, 859-622-2961  Prerequisites: OSHA 500
OSHA 511  Occupational Safety & Health Standards for General Industry
This course covers OSHA Standards, policies, and procedures in general industry. Topics include scope and application of the OSHA General Industry Standards, general industry principles and special emphasis on those areas in general industry which are most hazardous. Upon course completion, students will have the ability to define general industry terms found in the OSHA General Industry Standards, identify hazards which occur in general industry, locate and determine appropriate OSHA General Industry Standards, policies, and procedures, and describe the use of OSHA General Industry Standards and regulations to supplement an ongoing safety and health program.

OSHA 501  Trainer Course for General Industry
This course is designed for individuals interested in teaching the 10- and 30-hour general industry safety and health Outreach training program to their employees and other interested groups. Using the OSHA General Industry Standards as a guide, special emphasis is placed on those topics required in the 10- and 30-hour programs as well as those which are most hazardous. Students are briefed on effective instructional approaches and use of visual aids and handouts. This course allows the student to become a trainer in the OSHA Outreach Training Program, to conduct both 10- and 30-hour General Industry Outreach classes, and to issue cards to participants after verifying course completion. Students who wish to participate as authorized trainers in the OSHA Outreach Training Program must prepare a presentation on an assigned OSHA General Industry Outreach Training Program topic individually or as part of a group and successfully pass a written exam at the end of the course.  *You must call to register for trainer classes, 859-622-2961*

**Prerequisites:** Students must successfully complete the OSHA 511 OSHA Standards for General Industry and have five (5) years of safety and health work experience in general industry. A degree in occupational safety and health, a Certified Safety Professional (CSP) or a Certified Industrial Hygienist (CIH) designation may be substituted for two (2) years of work related experience. Authorized OSHA General Industry Outreach Training Program trainers are required to attend OSHA 503 Update for General Industry Outreach Trainers at least once every four (4) years to maintain their trainer status.

OSHA 503  Update for General Industry Outreach Trainers
This course is designed for Outreach Training Program trainers who have completed OSHA #501 Trainer Course in Occupational Safety and Health Standards for General Industry and who are authorized trainers in the OSHA Outreach Training Program. The course provides an update on OSHA General Industry Standards, policies, and regulations. Upon course completion, students will have the ability to demonstrate continued professional development in their field by applying effective adult learning principles and interactive training techniques to clearly identify, define, and explain general industry hazards and acceptable corrective measures as they continue to teach the 10- and 30- hour General Industry Outreach Training Program classes.

*You must call to register for trainer classes, 859-622-2961  Prerequisites: OSHA 501*
OSHA COURSES

OSHA 521
OSHA Guide to Industrial Hygiene 26 hrs. $800
This course covers industrial hygiene practices and related OSHA regulations & procedures. Course topics include recognition, evaluation, and control of chemical, physical, biological and ergonomic hazards. Permissible Exposure Limits, OSHA health standards, respiratory protection, engineering controls, OSHA sampling protocols, and workplace health program elements.
July 7-10, 2020 Richmond

OSHA 2015
Hazardous Materials 26 hrs. $800
This course covers OSHA General Industry Standards and other consensus and proprietary standards that relate to the use of hazardous materials. Course topics include flammable and combustible liquids, compressed gases, LP-gases, and cryogenic liquids. Related processes such as spraying and dipping, and use of electrical equipment in hazardous locations. Upon completion, students will have the ability to assess compliance with OSHA hazardous materials standards, and proper moving, storing, & handling.
April 14-17, 2020 Richmond

OSHA 2045
Machinery & Machine Guarding Standards 26 hrs. $800
This course covers the various types of common machinery, machine safe guards, and related OSHA regulations and procedures. Course topics include machinery processes, mechanical motions, points of operation, control of hazardous energy sources (lockout/tag out), guarding of portable powered tools, and common OSHA machine guarding violations.
August 11-14, 2020 Richmond

OSHA 2225
Respiratory Protection 26 hrs. $800
This course covers the requirements for the establishment, maintenance, and monitoring of a respiratory protection program. Course topics include terminology, OSHA Respiratory Protection Standards, NIOSH certification, respiratory protection programs, and educational evaluation. Upon completion, students will have the ability to identify and describe the elements of a respiratory protection program, the proper selections, use and inspection of respiratory protection, protection factors, and evaluate compliance with OSHA standards.
November 10-13, 2020 Richmond

OSHA 2255
Principles of Ergonomics 18 hrs. $650
This course covers the use of ergonomic principles to recognize, evaluate, and control workplace conditions that cause or contribute to musculoskeletal and nerve disorders. Course topics include work physiology, anthropometry, musculoskeletal disorders, use of video display terminals, and risk factors such as vibration, temperature, material handling, repetition, and lifting and patient transfers in health care. Course emphasis is on industrial case studies covering analysis and design or work stations and equipment workshops in manual lifting, and coverage of current OSHA compliance policies and guidelines. Upon completion, students will have the ability to recognize work-related musculoskeletal and nerve disorders, assess employer’s ergonomic programs, and conduct ergonomic evaluations.
February 10-12, 2020 Erlanger

OSHA 2264
Permit-Required Confined Space Entry 20 hrs. $750
This course covers the safety and health hazards associated with permit-required confined space entry. Course topics include recognition of confined space hazards, identification of permit and non-permit required confined spaces, use of instrumentation to evaluate atmospheric hazards, ventilation techniques, development and implementation of a confined space program, proper signage, and training requirements. Upon completion, students will have the ability to identify permit and non-permit required confined spaces, reference the OSHA Permit-Required Confined Spaces Standard, conduct atmospheric testing, and implement a permit-required confined space program.
August 18-20, 2020 Richmond

OSHA 3015
Excavation, Trenching & Soil Mechanics 20 hrs. $650
This course covers the OSHA Excavation Standard and safety and health aspects of excavation and trenching. Course topics include practical soil mechanics and its relationship to the stability of shored and unshored slopes and walls of excavations, intro of various types of shoring, soil classification, and use of protective systems. Testing methods are demonstrated and students participate in workshops in the use of instruments such as penetrometers, torvane shears, and engineering rods. At completion, students will have the ability to assess their employer’s compliance with the OSHA Excavation Standard, utilize soil testing methods to classify soil types, determine protective systems for excavation, and training requirements.
March 3-5, 2020 Richmond

OSHA 3085
Principles of Scaffolding 22 hrs. $750
This course covers the requirements for safe construction and use of scaffolding using OSHA’s construction scaffold standards as a guide. Course topics include hazards associated with scaffold design, assembly, disassembly and use, types of scaffolds, determining scaffold capacity, employee qualifications and training and maintenance, repair and inspection requirements. Students will participate in workshops to reinforce concepts of safe scaffolding. Upon completion, students will have the ability to identify the types of scaffold and their components, determine safe assembly, use, and disassembly and recognize common violations of OSHA standards.
September 22-24, 2020 Richmond

OSHA 3095
Electrical Standards 26 hrs. $800
This course covers OSHA Electrical Standards and the hazards associated with electrical installations and equipment. Course topics include single- and three-phase systems, cord- and plug-connected and fixed equipment, grounding, ground fault circuit interrupters, and safety-related work practices. Upon completion, students will have the ability to understand the severity of electrical current on the human body, recognize and evaluate actual and potential electrical hazards and reference the applicable OSHA Standard, determine hazard abatement measures, and understand the proper use of electrical testing equipment.
February 4-7, 2020 Richmond
October 20-23, 2020 Richmond

OSHA.EKU.EDU
OSHA COURSES

**OSHA 3115**

**Fall Protection** 18 hrs. $650

This course covers the OSHA Fall Protection Standard for construction and an overview of fall protection methods. Course topics include principles of fall protection, components and limitations of fall arrest systems, and OSHA Standards and policies regarding fall protection. Upon course completion, students will have the ability to assess compliance with the OSHA Fall Protection Standard, evaluate installed passive systems and fall arrest systems, and develop and implement fall protection plans.

June 23-25, 2020 Richmond

**OSHA 7005**

**Public Warehousing & Storage** 7 hrs. $250

This course covers the hazards and injuries likely to occur in public warehousing and storage operations, including encounters with powered industrial trucks, material handling, lifting and ergonomics, hazard communication, walking and working surfaces, and life safety including fire protection and evacuation. Upon course completion, students will have the ability to recognize the potential for injuries from forklifts, material handling and lifting, exposure to hazardous substances, slips, trips, and falls and methods to control and abate these hazards.

June 11, 2020 Richmond
August 27, 2020 Richmond

**OSHA 7100**

**Intro to Machinery & Machine Safeguarding** 4 hrs. $250

This course covers the process to identify, select and properly safeguard machinery to protect employees and others in the work area and deliver appropriate training in safe work practices. Course topics include types of machinery requiring guarding, point of operation, emergency eyewash/shower requirements, hazard communication, OSHA Machinery and Machine Guarding Standards violations, and corrective actions. Upon completion, students will have the ability to explain hazardous actions and motions of various types of machinery, identify methods of safeguarding, and match identified safeguards with the applicable OSHA Machinery & Machine Guarding Standards to reduce and eliminate the potential for accidents and injuries.

August 24, 2020 Richmond

**OSHA 7105**

**Intro to Evacuation & Emergency Planning** 4 hrs. $250

This course covers OSHA requirements for emergency action and fire protection plans. Course topics include purpose and requirements of emergency action and fire prevention plans, elements of emergency evacuation plans, and features of design and maintenance of emergency exit routes. Upon completion, students will have the ability to list the elements of an emergency action plan and emergency evacuation floor plans, recognize violations of OSHA exit routes requirements, determine whether their organization requires an emergency action plan, and develop and implement workplace emergency action and fire protection plans.

February 12, 2020 Erlanger
February 28, 2020 Richmond

**OSHA 7115**

**Lockout/Tagout** 7.5 hrs. $250

This course covers the role and responsibility of the employer to develop and implement an energy control program, or lock-out/tagout (LOTO) for the protection of workers while performing servicing and maintenance activities on machinery and equipment. Upon completion, the student will have the ability to explain the importance of energy control programs, procedures, training, audits and methods of controlling hazardous energy.

August 25, 2020 Richmond

**OSHA 7125**

**Seminar on Combustible Dust Hazards** 6.5 hrs. $250

This course covers the hazards posed by combustible dust within general industry. The course topics include recognizing the hazards and risks associated with combustible dust, control of electrical installation hazards, and developing controls and strategies to prevent mitigate combustible dust fires and explosions. Upon completion, the student will have the ability to utilize strategies that assure employee safety in those industries that use or produce materials that generate combustible dust.

April 3, 2020 Richmond

**OSHA 7215**

**Silica in Construction, Maritime & General Industries** 7.0 hrs. $250

This course covers the development and implementation of controls and strategies to prevent or mitigate silica exposures in construction, maritime, and general industries. Course topics include describing the requirements of OSHA’s Respirable Crystalline Silica standards and recognizing the hazards and risks, assessment options, and exposure control measures associated with silica exposure.

February 24, 2020 Richmond

**OSHA 7200**

**Bloodborne Pathogen Exposure Control** 7 hrs. $250

This course covers the development & implementation of Exposure Control Plans (ECP) for healthcare facilities. Course topics include understanding the OSHA Bloodborne Pathogens Standard, determining potential exposure and methods of control, developing an ECP, vaccinations, exposure incidents, training and recordkeeping.

February 13, 2020 Erlanger
OSHA COURSES

OSHA 7300
Understand OSHA’s Permit Required Confined Space Standard 7 hrs. $250
This course covers the requirements of the OSHA Permit-Required Confined Space Standard. Course topics include safety and health hazards associated with confined space entry, and the evaluation, prevention, and abatement of these hazards. This course covers OSHA requirements; it does not feature workshops (instrumentation, control methods and testing) which is covered in the OSHA #2264.
February 25, 2020          Richmond

OSHA 7410
Managing Excavation Hazards 6.5 hrs. $250
This course covers the roles and responsibilities of the employer to educate and assign a competent person to excavation sites. Course topics include understanding and application of definitions relating to the OSHA Excavation Standard, excavation hazards and control measures, soil analysis techniques, protective requirements and emergency response. Upon course completion, students will understand the importance and duties of a competent person in excavation work and have the knowledge and skills required performing these duties.
February 26, 2020          Richmond

OSHA 7500
Intro to Safety & Health Management 5.5 hrs. $250
This course covers the effective implementation of a company's safety and health management system. The course addresses the four core elements of an effective safety and health management system and those central issues that are critical to each element's proper management. This course is an interactive training session focusing on class discussion and workshops. Upon completion, student will have the ability to evaluate, develop, and implement an effective safety and health management system for their company.
June 9, 2020               Richmond
August 10, 2020            Richmond

OSHA 7505
Intro to Incident (Accident) Investigation 7.5 hrs. $250
This course covers an introduction to basic accident investigation procedures and describes accident analysis techniques. Course topics include reasons for conducting incident investigations, employer responsibilities related to workplace incident investigations, and a four-step incident investigation procedure. Successful completion enable the students to apply the basic skills necessary to conduct an effective incident investigation at the workplace.
June 10, 2020              Richmond
August 26, 2020            Richmond

OSHA 7510
Intro to OSHA for Small Businesses 3.5 hrs. $250
This course covers an intro to the OSHA and the OSH Act for owners and managers of small businesses. Course topics include an intro to OSHA, OSHA standards, the inspection process, implementing a safety and health program, working training requirements and assistance available to small businesses. Upon completion, students will understand OSHA operations and procedures and how to prevent or reduce illnesses in their workplace.
June 12, 2020              Richmond

OSHA 7845
Recordkeeping Rule Seminar 4 hrs. $250
This course covers OSHA requirements for maintaining and posting records of occupational injuries and illnesses, and reporting specific cases to OSHA. Upon course completion, students will have the ability to identify OSHA requirements for recordkeeping, posting and reporting and to complete OSHA Form 300 Log of Work-Related Injuries and Illnesses, OSHA Form 300A Summary of Work-Related Injuries and Illnesses, and OSHA Form 301 Injury and Illness Incident Report.
February 14, 2020          Erlanger
June 8, 2020               Richmond
July 31, 2020              Richmond

Outreach Training Program

The Outreach Training Program is a voluntary program. Its purpose is to promote workplace safety and health and to make workers more knowledgeable about workplace hazards and their rights. Outreach training does not fulfill the training requirements found in OSHA standards.
EKU uses the Outreach Training Portal, which is a web-based application, designed to allow trainers a more efficient and reliable method of requesting Outreach participant cards.
For more information about the Outreach Training Program or using the Outreach Portal, please contact Kristy Poynter at kristy.poynter@eku.edu or 859-622-6810.
This 40-hour training program (4.0 CEU’s) is designed specifically for safety/fire officers working inside a correctional setting. This program includes related general industry standards in correctional settings, as well as review of the American Correctional Association Standards related to fire and safety which are critical in preparing for ACA accreditation.

This program recognizes the challenges faced by Safety Officers as they comply with OSHA standards, ACA Standards, and the individual policies and procedures of their correctional institution. This program is based on a job analysis completed with high performing incumbent workers in the Correctional Safety Officer position.

- Earn Correctional Safety Officer Certificate from EKU
- Credit for OSHA 511 Standards course for General Industry
- 40 Contact hours; 4.0 CEU’s
- OSHA 1910 General Industry Regulation CFR & applicable ACA Standards manual included in registration fee
- Registration cost $850
- October 26-30, 2020

Use fall protection when 6 feet up and higher.

Inspect your harness, lanyard, and anchorage point.

Always wear your gear and stay connected.
The Certified Safety and Health Specialist Program is designed for safety and health professionals who have at least five years of experience and desire to obtain in-depth professional development in the field. The Certificate program provides a well-rounded customized learning experience consisting of Required Core Courses and Elective Courses in General Industry and/or Construction. Students completing the program must complete at least 100 contact hours to receive the Specialist Certificate.

Please visit our website at www.osha.eku.edu and click on the “certificate programs” to download application of completion. EKU OSHA Training Institute Education Center will accept up to two (2) transfer courses from another OTI with the exception of applicable Trainer of Update Course. No course completed more than 10 year ago will be accepted. Please e-mail completed application to Trevor George at trevor.george@eku.edu.

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PUBLIC SECTOR SAFETY & HEALTH FUNDAMENTALS

This certificate program supports OSHA’s mission by training public sector employees in occupational safety and health to reduce incident rates for workers in state and local governments.

To be awarded a certificate, students must successfully complete a minimum of seven courses, comprised of a minimum of 68 contact hours. (39 required, 29 elective hours)

Two Options:
Construction Emphasis, 68 hours
General Industry Emphasis, 68 hours

Cost: $95 processing fee, plus regular course tuition
Contact Trevor George at (859) 622-2961 to register

CONSTRUCTION EMPHASIS

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TOTAL HRS. MUST EQUAL MINIMUM OF 68 HOURS

GENERAL INDUSTRY EMPHASIS

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<td>Total Hrs. Must Equal Minimum of 68 Hours</td>
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TOTAL HRS. MUST EQUAL MINIMUM OF 68 HOURS
Leadership Excellence for Middle Managers Certificate

Leadership Excellence is a high octane course that uses a variety of active-learning strategies—exercises, role plays, videos, class discussions, case projects, and online discussions on Blackboard—to promote application and long-term retention of the knowledge and skills gained in the course. Middle Managers in all types of organizations face additional challenges as compared to first-line supervisors, due to the increased complexity of their responsibility and managing individuals who are supervising others. To be successful, Middle Managers need to hone their skills and approaches to maximize their personal effectiveness as organizational leaders.

Course topics will include: principles of human behavior, selecting & developing talent, performance management/coaching, power & influence, communication/oral presentations, human capital value & costing, leading teams & groups, leading in a multicultural world, managing change, accounting/finance and integrity & credibility. Leadership Excellence for Middle Managers is a 72-hour program and the cost is $2,850 per person.

Classes will begin on April 10, 2020 and will meet the following Fridays from 8 a.m. to 4 p.m.

April 10, 17 & 24
May 1, 8, 15, 22 & 29
June 5, 12, 19 & 26

For registration information, please contact Susan Cornelius at susan.cornelius@eku.edu or (859) 622-6216
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 effectively delegate and achieve goals. EKU’s supervision program develops your interpersonal skills or “people skills.” This certificate program is designed to offer a bridge between technical skills and supervising others to increase overall company productivity. Classes assist new supervisors, those without formal training, and workers striving for upward mobility to a supervisory role. There are two levels of training offered which include “Basic Supervision Certificate” and an “Advanced Supervision Certificate.”

BASIC SUPERVISION CERTIFICATE

The First Line Supervision Program begins with an 18-hour seminar (three (3) one-day classes), Basic Core Concepts I. Once completion of Basic Core Concepts I, participants may select an additional 18 hours (3 days) of elective seminars—six (6) hours of which may be computer classes.

ADVANCED SUPERVISION CERTIFICATE

Advanced Supervision is the second phase of the first line supervision program, 18-hour seminar (3 one-day classes), and Advanced Core Concepts II. Completion of Advance Core Concepts II, enables participants to select an additional 18 hours of elective seminars—6 hours of which may be computer classes—for a total of 36 hours.

COURSE TUITION (Includes Materials)

- 3 Day Seminar $450
- 2 Day Seminar $350
- 1 Day Seminar $250
- Computer Classes $200

On-site customized training available. Call Workforce Development at 859-622-1217 for a free quote or to register.

Looking for a class not listed in the catalog?

Check out our Ed2Go Online Program which includes 300+ classes you can choose from.

www.ed2go.com/eku

Basic
Core Concepts I

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. Instructor Larry Palmisano has been leading training at EKU since 2008. He retired with more than 40 years of manufacturing experience, and with 20 years as a plant manager. Larry’s credentials includes a degree in Industrial Management from the University of Akron.

Advanced
Core Concepts II

Advanced Core Concepts II offers an opportunity for a supervisor to expand concepts introduced in Core I. Added material includes the performance appraisal process, the changing workplace, legal aspects of supervision, and growing into management. Learn how to make your best skills as a supervisor become second nature. Instructor Coy J. Brown is an Organization & Leadership Development Facilitator specializing in training and development. He holds a Masters in Communication from the University of Kentucky, as well as a Masters in Human Resource Management & Development from Chapman University in California.
<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Credits</th>
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<tr>
<td>WDEV 101</td>
<td>Basic Core Concepts I</td>
<td>18 hrs</td>
<td>$450</td>
</tr>
<tr>
<td>WDEV 100</td>
<td>Accident Prevention</td>
<td>6 hrs</td>
<td>$250</td>
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<tr>
<td>WDEV 105</td>
<td>Business Writing</td>
<td>6 hrs</td>
<td>$250</td>
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<tr>
<td>WDEV 110</td>
<td>Coaching and Workplace Communication</td>
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<td>$250</td>
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<td>WDEV 115</td>
<td>Conflict Management</td>
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<tr>
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<td>Creative Problem Solving</td>
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<tr>
<td>WDEV 125</td>
<td>Customer Service</td>
<td>6 hrs</td>
<td>$250</td>
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<tr>
<td>WDEV 130</td>
<td>Dealing with Difficult People</td>
<td>6 hrs</td>
<td>$250</td>
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<tr>
<td>WDEV 135</td>
<td>DISC Personal Profile</td>
<td>6 hrs</td>
<td>$250</td>
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**WDEV 101 Basic Core Concepts I**

This course provides vital skills needed to successfully supervise in today’s ever-changing workplace. The course is based around the following topics: Learning your New Role, Differences in Personality & Preferences, Solving Problems and Making Decisions, Expectations of Supervision, Motivating and Coaching Others, and Conflict Management in the Workplace. This class is the foundation module in completing the Basic Supervision Certificate.

January 9, 16 & 23, 2020

Richmond

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**WDEV 100 Accident Prevention**

This course covers key elements of a safety and health management system and measures necessary for a continuously improving safety culture inside the workplace. Participants will identify hazards in the workplace that create slips, trips, and falls. It will also recognize the importance of keeping exit routes clear and the criticality of training employees on fire prevention principles. Participants will be able to account for hazardous materials in the workplace and understand associated hazards while grasping the importance of the employee’s personal protective equipment.

January 30, 2020

Richmond

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**WDEV 105 Business Writing**

This course enables participants to gain an improved understanding of common spelling and grammar issues faced in workplace writing. It provides a review of basic concepts of punctuation and sentence structure, how to organize ideas and develop paragraphs, and knowledge of how written communication is a direct reflection on the level of a company’s professionalism.

October 15, 2020

Richmond

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**WDEV 110 Coaching and Workplace Communication**

This course enables participants to develop a better understanding of self ability and to improve strategies for communication. The course explores the definition of coaching and why this term is important. Strategies taught enable improved leadership skills, expectations and responsibilities of a workplace coach, and active listening skills.

February 13, 2020

Richmond

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**WDEV 115 Conflict Management**

This course provides an improved understanding and awareness around the nature and causes of conflict. Participants will gain skills to more effectively resolve/manage conflict situations at work and in life. This course demonstrates five modes in which people can respond to conflict. It also addresses effective feedback methods in communicating with employees concerning performance issues.

September 17, 2020

Richmond

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**WDEV 120 Creative Problem Solving**

This course provides an understanding and awareness of creative thinking. It provides techniques for generating creative ideas and covers, in detail, the creative problem solving process. Participants may apply information provided in the class to solve real-life situations and realize their personal creative potential.

February 20, 2020

Richmond

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**WDEV 125 Customer Service**

This course provides avenues to improve customer service skills. It identifies different types of stress and ways to practice stress reduction. Class discusses internal and external customers and addresses greeting those customers in a professional manner. Participants gain skills for dealing with difficult customers and techniques for working with the public.

September 3, 2020

Richmond

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**WDEV 130 Dealing with Difficult People**

This course emphasizes communication and flexible thinking as key methods of dealing with difficult people. Participants gain insight on what leads a person to become difficult and identify strategies for dealing with a difficult person. Strategies for improved listening will be discussed while utilizing crucial conversation tools.

March 26, 2020

Richmond

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**WDEV 135 DISC Personal Profile**

This course is designed for participants who want to identify, better understand, and more effectively manage their behavioral tendencies—strengths and weaknesses—in four key areas of life and the workplace. The areas covered will be handling problems and challenges, interacting effectively with others, managing pace and operational tempo of workplace/life environments, and responding to rules and procedures set by others.

December 8, 2020

Richmond
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Duration</th>
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<tr>
<td>WDEV 145</td>
<td>Embracing Your Emotional Intelligence</td>
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<tr>
<td>WDEV 155</td>
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<tr>
<td>WDEV 160</td>
<td>Leadership Thinking Skills</td>
<td>6 hrs.</td>
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<tr>
<td>WDEV 165</td>
<td>Legal Issues for Supervisors</td>
<td>6 hrs.</td>
<td>$250</td>
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<tr>
<td>WDEV 170</td>
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<tr>
<td>WDEV 175</td>
<td>Motivating Employees</td>
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<tr>
<td>WDEV 180</td>
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<tr>
<td>WDEV 185</td>
<td>Project Management Fundamentals</td>
<td>6 hrs.</td>
<td>$250</td>
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- **Effective Team Building**: This course provides a practical framework required for team building within a work unit. Participants explore the benefits of working as a team and characteristics of the environment necessary for a high performance team. Key elements of high performance teams are detailed and participants will self-evaluate their performance of their own team.

- **Embracing Your Emotional Intelligence**: This course identifies the elements of emotional intelligence. Participants will benefit from this course by understanding how aware they are of their emotions and the emotions of others. It details how to deal with negative emotions and how to better utilize positive emotions to improve leadership performance. Participants learn how to use emotions to promote positive work behaviors and enhance communication.

- **Generational Differences**: This course identifies how work behaviors result from values that may vary based on generation, stage in career, and stage in life. Participants reflect on their own values and work behaviors to better relate to individuals in different generations. This course details how life experiences may shape work behaviors and create conflict. Participants will learn how to work through these conflicts that may occur based on the behaviors.

- **Interpersonal Communication**: This course contains the core themes and practices of social intelligence. Participants learn how the brain processes emotions and how this influences the ability to communicate effectively. The course details how effective communication leads to increased efficiency and workplace productivity.

- **Legal Issues for Supervisors**: This course features legal issues impacting employees and employers liability in the workplace. Participants learn to identify different employment/work relationships and understand the responsibility of identifying potential legal issues in the workplace. This course addresses awareness of discrimination, harassments, and other employee issues around supervision.

- **Managing Stress**: This course covers topics from burnout to performance fatigue and details stress related causes, its effect on behavior, physical and mental health, and methods to alleviate stress. Participants identify personal and workplace stress triggers and determine how they put stress on others. This course also identifies tools to utilize for stress reduction and effects of stress.

- **Motivating Employees**: This course covers practical leadership skills to increase motivation and performance. Participants become familiar with Maslow’s Needs Hierarchy pyramid and how it relates to employee motivation. The course explores the meaning of attitude and its impact on motivation. The course details the stages of team building and the dynamics of motivation at each stage. Participants learn what it takes to be a leader and compare various leadership styles and employee motivation.

- **Presentation Skills**: This course provides the opportunity for participants to develop their presentation style in a supportive environment. It covers the traits of audience-centered speakers and participants learn how to conduct an audience analysis. Participants will prepare and present an informative presentation and learn how to give feedback to other speakers.

- **Project Management Fundamentals**: This course covers project management and development. The course provides an understanding of the fundamentals of project management and underling elements. Participants learn to successfully manage a project requiring effective planning, and adherence to the industry’s best practices in a systematic process. This course enables participants to apply effective project management techniques to improve project efficiency.
WDEV 190

Sexual Harassment  6 hrs. $250

This course identifies various forms of workplace sexual harassment in and assists participants know how to respond to an incident of harassment. It assists supervisors in understanding their responsibility for identifying and responding to potential workplace harassment. This course will detail potential employer and individual liability for claims of harassment and initiatives to prevent harassment and retaliation in the workplace.

March 17, 2020  Richmond

WDEV 195

Time Management  6 hrs. $250

This course is designed for anyone who wants to do a better job managing their time both personally and in the workplace. Participants identify how to prioritize time based on personal values and understand individual responsibility to set and maintain personal and professional boundaries. The course provides practical skills and techniques for time management.

May 7, 2020  Richmond

WDEV 200

5 S Training  6 hrs. $250

This course focuses on effective workplace organization and standardized work. Participants learn about the five pillars: sort, set in order, shine, standardize, and sustain by familiarizing themselves with a description of each pillar. This course evaluates the benefits of 5S and identifies opportunities to improve using the 5S concept in the workplace.

December 3, 2020  Richmond

WDEV 201

Advanced Core Concepts II  18 hrs. $450

This course offers an opportunity for a supervisor to expand the concepts introduced in Basic Core Concepts through detailed examination and case-study experience. Additional materials include performance appraisal process, the changing workplace, legal aspects of supervision, and growing into management. This course is the foundation module to complete the Advanced Supervision Certificate.

September 2, 16 & 23, 2020  Richmond

WDEV 205

Opioids in the Workplace  6 hrs. $250

This course provides beneficial information around opioids and addiction as it relates to employment. Participants gain insight and about substance abuse warnings, ways to address the opioid crisis, and prevention measures that may be utilized by the organization. This course examines best practices for organizations regarding substance abuse and outlines actions that may be taken from a safety stand point.

February 27, 2020  Richmond

WDEV 210

Skills for Workplace Readiness  6 hrs. $250

This course provides an overview of essential skills needed by employers in today’s workplace. Some of the topics included are customer service, personal emotions, time management, organizational skills, problem solving, and professionalism. Participants practice business etiquette, communication skills, and examine proper use of technology platforms. This course better equips employment seekers to become workplace ready and those in the workplace better prepared to meet essential organization needs.

August 3, 2020  Richmond

WDEV 300

Basic Computer Skills  6 hrs. $250

This course provides a basic overview of basic computer skills. The course will cover: 1. Working with a computer; 2. Learning how to utilize the operating system; 3. Using Microsoft Work; 4. Using Microsoft Excel; 5. Utilizing the Internet; and 6. E-mail etiquette

October 19, 2020  Richmond

WDEV 305

Basic Excel 2013  6 hrs. $250

This course covers eight units of Excel 2013 at the basic level. The units cover getting started, entering & editing data, modifying a worksheet, functions, formatting, charts, graphics and printing. A workbook will be provided for the course and class will be held in a computer lab setting.

February 7, 2020  Richmond

WDEV 310

Intermediate Excel 2013  6 hrs. $250

This course covers eight units of Excel 2013 at the intermediate level. The units will cover: managing workbooks and worksheets, advanced formatting, outlining and subtotals, cell and range names, data structure and tables, web and sharing features, documenting and auditing and templates and settings. Workbooks are provided for the course and class will be held in a computer lab setting.

March 20, 2020  Richmond

WDEV 315

Advanced Excel 2013  6 hrs. $250

This course encompasses eight units of Excel 2013 at the advanced level. The units will cover: advanced functions and formulas, lookups and data tables, advanced data management, advanced charting, pivot tables and pivot charts, exporting and importing data, analytical tools and macros and visual basic. A workbook will be provided for the course and class will be held in a computer lab setting.

May 1, 2020  Richmond

December 4, 2020  Richmond
SAF 100

Foundations of Safety Leadership 7.5 hrs. $250

This course emphasizes essential key principles, values, attitudes, behaviors, and approaches for influencing, guiding and coaching others in collaborative efforts to create and nurture a safe and healthy workplace environment, culture, and operational norms. Information and learning activities will help participants tap into the power of leading by example; personally advocating and consistently practicing effective safety and health policies and procedures.

March 2, 2020 Richmond

September 14, 2020 Richmond

SAF 105

NFPA Life Safety Code 12 hrs. $500

This course provides skills to identify and effectively resolve fire and life safety issues and concerns during the facilities lifespan, including: facility design, construction, routine inspection, facility maintenance, occupant fire and life safety education, and the incorporation of fire and life safety into the overall unit safety culture. Course topics include identifying & resolving fire and safety issues, understanding facility design in relation to safety code, conduct routine inspections, calculate building/facility occupancy and protecting facility’s occupants by utilizing key resources such as NFPA, OSHA, DOD, UFC and local code requirements.

June 29-30, 2020 Richmond

SAF 110

DOT Hazardous Materials 6 hrs. $250

This course provides an overview of the DOT hazardous materials regulation. The course includes regulatory overview of 49CFR parts 100-185, including relevant terms and definitions, as well as hazard classifications and HazMat tables. The course also provides an overview of training requirements for hazardous materials shipping, packaging, labeling and placarding.

May 11, 2020 Richmond

SAF 115

Blueprint Reading for Safety Professionals 6 hrs. $250

Upon completion of this six hour (6) course, students will be able to identify safety and occupational health problems or shortcomings, as depicted on blueprints. Students will demonstrate knowledge of blueprint organization and reading as it relates to building construction projects. The student will be able to define types of scales used in blueprinting plans and measure distance using an architect’s scale. The students will be capable of interpreting the various lines and symbols used in blueprinting and be able to translate their meaning. Students will also specify the correct design review process stage associated with information provided on blueprints.

May 18, 2020 Richmond

SAF 120

Workplace Violence Prevention 6 hrs. $250

Upon completion of this course, the students will be able to identify types of violence & recognize warning signs. Students will self-access security vulnerabilities & how to report potential dangers. Discussions on legal considerations, how to plan for hostile aggressor response, suicidal employees and threat response. Students will also learn key components of a violence protections plan.

June 15, 2020 Richmond

SAF 125

Safety Culture 6 hrs. $250

This course is an introduction to the topic of safety culture, why it is an important foundation, and how to strengthen it. The course explores organizational culture and its effect on policies, programs and safety initiatives. Students will identify the 4 Basic Elements of Organizational Culture. The course includes case studies and group activities in which the student will learn how to assess their organization’s safety culture.

July 20, 2020 Richmond

SAF 130

Human Factor Analysis 6 hrs. $250

This course explores how best to understand the root causes of injuries and human error. The course takes a deeper look at the various causes, injuries and errors. Students will engage in an interactive exercise to determine primary errors resulting in injuries and potential solutions.

July 27, 2020 Richmond

SAF 135

Behavior Safety 6 hrs. $250

This course explores type one and type two safety behaviors. Students will learn the characteristics of the best behavioral safety processes. Students will engage in experiential learning experiences as they identify the levels of maturity on the journey to safety excellence.

August 14, 2020 Richmond

SAF 140

Personal Choice for Workplace Safety 6 hrs.$250

This course familiarizes the student with the concept of personal choice as it pertains to workplace safety. Students will identify key safety roles that may be used within their organization to encourage employee involvement in workplace safety—with good leadership, everyone can be a safety leader.

August 21, 2020 Richmond

SAF 145

Legal Issues for Safety Managers 6 hrs. $250

This course presents detailed information around managing legal issues that impact construction, engineering, and safety for projects that are performed in general industry, commercial, and industrial operations. Students review topics including legal aspects of licensing, education, qualification, the bid process, construction contracts and insurance from the safety manager’s role.

April 13, 2020 Richmond

Workplace Development Classes

If you need assistance regarding a customized on-site workplace training please contact Susan Cornelius at 859-622-6216.
SAF 150

Indoor Air Quality 6 hrs. $250

This course allows students to learn how to apply in the field of indoor air quality (IAQ) techniques to investigate building complaints, analyze building IAQ parameters, assess indoor air sampling results and to make recommendations for further corrective action.

April 27, 2020 Richmond

SAF 155

Process Safety Management 6 hrs. $250

This course is an overview of the basic requirements found in OSHA Process Safety Management of Highly Hazardous Chemical Standards for GI and Construction. The course is intended for employees who work in chemical emergency preparedness and response.

September 28, 2020 Richmond

Association for Supply Chain Management APICS CPIM Certification Prep Courses

CPIM provides training to manufacturing professionals on essential terminology, concepts, and strategies related to demand management, procurement and supplier planning, material requirements planning, capacity requirements planning, sales and operations planning, master scheduling, performance measurements, supplier relationships, quality control, and continuous improvement.

The completion of these modules, and passing the ASCM certification test, results in the nationally recognized CPIM certification. (Note: EKU does not provide official APICS certification.) Candidates must register online at www.ascm.org to obtain CPIM Certification, registration fees separate. Upon completion of each module, participants will be given an EKU certificate of completion.

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<th>#1 Part II</th>
<th>#2</th>
<th>#3</th>
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<td>Master Planning of Resources (24 hours)</td>
<td>Detailed Scheduling &amp; Planning (24 hours)</td>
<td>Execution &amp; Control of Operations (24 hours)</td>
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Leadership Excellence Safety Certificate

Safety is vital for all employees in the workplace. It is imperative that leaders demonstrate commitment to safety as a core value. This certificate program addresses the foundations of leading by creating a safety culture in the work environment. Key topics include transformational leadership styles, decision making, problem solving, communication, coaching, and change management.

The Leadership Excellence Safety Program begins with 27-hours (4 one-day classes) of core content. Participants then select an additional 48 hours (8 days) of elective seminars. Upon completion, students are awarded the Leadership Excellence Safety Certificate for a total of 75 hours.

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Total Hrs. Completed Must Equal Minimum of 75 hours
COMBO Trainer Update Week
OSHA 502/503 April 20-24, 2020 (Richmond)

Customer Appreciation Weeks
February 10-14 (Erlanger, KY)
OSHA 2255, OSHA 7105, OSHA7200, OSHA 7845

February 24 -28, 2020 (Construction Focus)
OSHA 7215, OSHA 7300, OSHA 7410, WDEV 205, OSHA 7105

June 8-12, 2020
OSHA 7845, OSHA 7500, OSHA 7505, OSHA 7005, OSHA 7510

August 24 - 28
OSHA 7100, OSHA 7115, OSHA 7505, OSHA 7005, OSHA 7500 (General Industry Focus)

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