

CENTRAL NEW MEXICO COMMUNITY COLLEGE

Workforce Training Center

NEWS AND VIEWS

WTC News and Schedule of Classes

REGISTER TODAY!

www.cnm.edu/wtc

OCTOBER 2009 THROUGH MARCH 2010
PROFESSIONAL DEVELOPMENT AND WORKFORCE EDUCATION



Workforce Training Center

NEWS
AND
VIEWS

OCTOBER 2009 THROUGH MARCH 2010

CONTENTS

WTC NEWS

NM Works	1
Online Registration	1
Photovoltaic Academy	2
Waller Adds New Titles	2
45-Hour Course	2
Clinical Counselor	3
Leadership Program	3
Language Academy	4
WTC Room Rental	4
Customized Training	4

COURSE OFFERINGS

Computer
Food Protection
Grant Writing
Language
Leadership
Management/HR
Property Management
ABQ Concierge Excellence
Child Development
NMTA Review
Energy Efficiency
Green Business
LEED
Photovoltaic Academy
Sustainable Landscaping
Clinical Counseling CEUs
CPR/First Aid/ACLS/PALS
ElderCare Series
EMS
Nursing
Public Safety
Safety & OSHA
Swimming Pool Operator
Wellness
Audio/Sound Technology
Construction
Electrical CEUs
Electronics/IPC
Manufacturing
Mechanical/HVAC
Transportation
CDL Exam/Licensure
ACT High-Stakes Testing

NMSU NM Works Takes Students from Welfare to Work through Partnership with CNM WTC

Every day at CNM Workforce Training Center, approximately 20 students arrive to learn life skills, job skills, parenting skills and computer skills, courtesy of NMSU New Mexico Works (NM Works). These students go through a four-week program designed to get them to work fast, while teaching them skills for long-term success in work and in life.

NMSU NM Works has been partnering with CNM Workforce Training Center for three years with its Life Skills program, serving some 3,000+ students in Albuquerque. Students go through anywhere from 96 to 156 hours of classroom training. They leave the program with a current résumé, exam scores from three WorkKeys assessments and a CNM Certificate of Completion.

The classes cover everything from job interviewing skills and raising healthy children to home budgeting and basic computer skills. Most of the instructors have been with the program since it started three years ago and have a real love for working with students.

After the initial four-week Life Skills series, students can be referred to one of NMSU NM Works vocational programs, some of which are also taught through CNM Workforce Training Center.

- **Office and Business Technology** – This 8-week program prepares students with over 100 hours of computer training, as well as classes in customer service, time management and understanding business organizations, among others.
- **Hospitality and Culinary Program** – This 12-week program prepares students for a career in the hospitality and culinary industry, with hands-on training in cooking and baking.



Instructor Dalia Baca teaches the NM Works Life Skills program.

- **Manufacturing Technology** – Students spend eight weeks learning about electronics, circuitry, and more. Students receive IPC certification at its completion.
- **Landscaping Program** – Students spend five weeks learning the vocation and designing their own projects.
- **Commercial Drivers License Program** – A 12-week program puts students on the road to success driving large 18-wheelers.

Please call (505) 224-5200 for more information on these programs.

Online registration now available at www.cnm.edu/wtc

The CNM Workforce Training Center now offers online registration. Here are a few tips on how to view all of the opportunities available to you.

Sign in: If you are new to our site, you will need to create a new student profile. Creating a profile will provide you with your own personal, password-protected account. Having an account will allow you to register online and track your course selections. Click on "sign in" on the menu bar to the left and follow the prompts.

Items in blue are required information. Please choose a login that you will remember easily.

The demographic information is optional, and is used by CNM strictly for planning and statistical purposes. You will receive a copy of your profile via e-mail.

After you have created a student profile (and on subsequent visits when you sign in) you will notice additional menu options that will allow you to edit your profile, check your current registrations and view your transactions.

Register Online: Browse through the catalog and add classes that interest you to your shopping cart. Follow the directions to complete your registration and payment at our secured site

with your credit card. You will receive an e-mail confirmation within 24 hours.

How do I know if there is space available? If a class is already filled, the registration box will be black and you will not be able to register for the class. You will then be able to select an option of being placed on a waiting list.

If you have any questions about registering online or would like more information, please contact the CNM Workforce Training Center by e-mailing workforce@cnm.edu or call (505) 224-5200.

TO VIEW FULL COURSE DESCRIPTIONS OR TO REGISTER ONLINE TODAY, PLEASE VISIT

WWW.CNM.EDU/WTC

Photovoltaic Academy comes to WTC

The CNM Workforce Training Center is now offering a Photovoltaic (PV) Academy. Photovoltaics is the field of technology related to the conversion of solar energy into electricity. This academy consists of five modules designed for various audiences.

Module 1: Introduction to Solar Energy and Solar Electricity – This class introduces PV Markets and Applications (16 hours). Introduction to Solar Energy and Solar Electricity is perfect for the non-technical beginners working with PV (i.e. sales, customer service, manufacturing and support staff) or individuals who would like to get into the field, in addition to Journeyman Electricians and Electricians. It is the first of two classes in preparation for the entry level NABCEP* exam for the Certificate of Knowledge of Solar PV Systems.

Nov. 13-Nov 14, Friday-Saturday, 8 a.m. – 5 p.m.

Module 2: General PV and Installation – Includes basic electricity and safety, system sizing, basic PV electrical and mechanical design. Hands-on lab (24 hours). This class covers advanced material from the NABCEP entry-level certification exam. Completion of modules 1 and 2 will qualify the student to take the Entry Level NABCEP Certificate of Knowledge of Solar PV Systems exam.

Nov. 21, Dec. 5 and Dec. 12, Saturdays, 8 a.m. – 5 p.m.

Module 3: NABCEP Exam Prep – The prerequisite for this course includes completion of modules 1 and 2 or completion of 40 hours of approved NABCEP curriculum, (i.e. ELTR 2196). (4 hours)

Module 4: Grid Tie Specific and Off Grid Specific – This class is for Journeyman electricians and electricians working in the PV field. (20 hours)

Module 5: NEC code class for PV Installation – This class is for Journeyman electricians (future CEUs). (8 hours)

Take Modules 1, 2 and 3 and save! Visit www.cnm.edu/wtc for details.

***What is NABCEP?** The North American Board of Certified Energy Practitioners is a national voluntary professional credentialing organization lead by industry stakeholders. These certificates are becoming the nationally recognized standard for renewable energy industry practitioners. CNM is in the process of becoming a certified provider for NABCEP approved curriculum.

For additional information, please e-mail laldon@cnm.edu or call (505) 224-5233.



Students participate in the CNM PV Installation classes.

WTC Development Manager Adds New Titles

Marty Waller, Business Development Manager at Workforce Training Center, has been promoted to Director of Business Development effective June 1, 2009.

Waller has been a Business Development Manager at WTC for more than six years. In his new role as Director of Business Development, Waller will “give focus and leadership to the important sales and development work conducted by the Business Development Managers,” said Dr. Susan Murphy, CNM Vice President for External Affairs.

Additionally, Waller was appointed July 1 to serve a one-year term on the board of directors for the Association of Commerce and Industry of New Mexico. ACI is the statewide, legislative advocate of business interests in New Mexico. It serves as the state chamber of commerce and the New Mexico representative of the National Association of Manufacturers. ACI’s mission “is to enrich the lives and prosperity of New Mexicans through a vibrant business climate built by effective advocacy and education.”

Congratulations, Marty!

45-Hour Entry Level Course

(CDV 1020) This course assists entry-level early care, education and family support individuals to advance their understanding and practice in the seven competency areas as defined by the State of New Mexico. This is a 3-credit hour course. Call Alicia West at (505) 224-5204 for 45-hour Entry Level class information/schedule or to host a 45-hour Entry Level class at your preschool!

TO VIEW FULL COURSE DESCRIPTIONS OR TO REGISTER ONLINE TODAY, PLEASE VISIT

WWW.CNM.EDU/WTC



CEUs for Clinical Counselors Now Available at WTC

Ethical Issues in Clinical Counseling — 6 CEU credits in ethics

This class focuses on ethical issues as presented in the therapeutic relationship with an emphasis on spiritual concepts, focusing on personal as well as client/patient responsibilities and a brief history of philosophical ethical development in the field of Clinical Counseling. Discussion and presentation of fundamental right action in addressing dual relationships, confidentiality, client rights and responsibilities, informed consent, therapist competence and other common ethical dilemmas are included. Common ethical issues will be explored via experiential and case presentation.



The course will be presented by Beth Gineris, MA, LPCC, MBA, MSOM, DOM. Dr. Gineris has been working as a psychotherapist with difficult adolescent and adult populations in the field of counseling and therapy since 1985. She focuses on the

integration of spiritual development and traditional psychological theory to heal inner trauma and manage difficult psychiatric diagnoses as well as develop healthy growth - promoting behaviors in everyday life. Dr. Gineris has an MA in clinical Counseling, an MBA and an MS in Oriental Medicine and is licensed in New Mexico as a Licensed Professional Clinical Counselor and a Doctor of Oriental Medicine.

COURSE DATES AND TIMES

Oct. 30, Friday, 9 a.m. – 4 p.m. (1 hour lunch) 6 hours

Feb. 6, Saturday, 9 a.m. – 4 p.m. (1 hour lunch) 6 hours

For additional information, please e-mail laldon@cnm.edu or call (505) 224-5233.



High-Performance Leadership Program Available at WTC

Take All Five Modules (18 hours) or Customize to Fit your Business Needs

This course offers an intense 18 hour program of breakthrough principles to guide seasoned leaders on proven processes to remain productive and successful in challenging times. Learn how to strategically engage employees toward higher performance, build trust, green your business and more with practical and interactive simulations during this new and exciting High Performance Leadership Program. These five high-quality, in depth modules with small class sizes allow for a thorough understanding of the important topics necessary to increase your organization's success.

- **High-Performance Leadership Overview** – Sets the stage for this intensive series including ethics in leadership, leadership self awareness, the importance of values-based leadership and more.
- **Green your Business** – Learn the new model of sustainability. The interdependence of economic, environmental and social development is the cornerstone of the “green economy.” This session will help you to understand and implement the “triple bottom line” – financial, social and environmental gains. You will also learn how to improve efficiency by becoming environmentally sustainable. Case studies will be presented on award winning green businesses.
- **Strategic Planning and Execution** – Rediscover the skills needed to gain and sustain support by working effectively across organizational boundaries. Get tools and techniques for measuring and managing execution and sustained mobilization. A main outcome of this session is to create or update a well-developed and focused plan for successful strategy execution within your organization.
- **Employee Engagement** – Organizations with engaged employees earn 2.6 times earnings per share than their competitors. This session offers a proven process for engaging the employees in your organization through the 12 key expectations necessary to improve on-the-job performance. Your workforce faces daunting challenges to cut costs, improve quality, increase production and develop new products and services at an increasingly faster speed. Strategies covered in this session will ensure that your organization will thrive in today's fast changing environment.
- **Building Trust in a Constantly Changing Environment** – Having strong, effective skills to build trust in today's workplace is a necessary leadership asset. In this session, you will use the TrustWorks!™ Model to identify specific behaviors that influence trust. The session also covers the economic impact of trust, as well as how to rebuild eroded trust and move forward with positive results.

Other customizable classes available include:

- **Communication Style**
- **Building Accountability**
- **Inspirational Leadership**

Visit www.cnm.edu/wtc for current dates and times.

For additional information, please e-mail laldon@cnm.edu or call (505) 224-5233.

This leadership program is an excellent progression from our highly effective **Supervisor Academy**.

A new Supervisor Academy begins January 12, 2010.

REGISTER AT www.cnm.edu/wtc TODAY!

TO VIEW FULL COURSE DESCRIPTIONS OR TO REGISTER ONLINE TODAY, PLEASE VISIT

WWW.CNM.EDU/WTC

Language Academy/ Language Accelerator- Spanish, Offered at WTC

Have you always wanted to have a working knowledge of Spanish? Do you need to know Spanish for your job? WTC is offering an Accelerated Language Academy. The goal of the Language Academy/ Language Accelerator (LALA) is to provide quality language instruction and also to provide language learners with the skills, background, self-knowledge and techniques and/or approaches to create self-sufficient language learners and sophisticated language acquirers.

Module 1:

- What is language? What is language learning? How does learning a first language differ from learning a second language? What is the acquisition of language as opposed to language learning? How can we make positive use of this distinction? Krashen's "Monitor" Model and "Hypothesis Testing." Description of languages and rating system of language learning difficulty also taught.

Module 2:

- Activating the inner language learner; Active listening using repeated exposure; Types of motivation and motivation strategies; Affective variables; Role of music and song; Memory strategies and neural nets; Guiora effect and ego permeability; The need to reduce distress and increase eustress; Listening and repeating strategies.

Module 3:

- New language learning methodologies and exploring e-options
- Silent method; Total physical response; Role playing; Suggestopedia; Rassius method; The very important role of errors in language development.
- Learning styles; Learning partners; "E.S.P." visualization strategies.
- Visual vs. auditory? Sleep learning? Affect? Why NOT the language lab?

Module 4:

- Putting it all together with beginning Spanish
- Language stress and how to deal with it
- Goal setting; Self evaluation
- Perfecting pronunciation and grammar
- Use it or lose it!

Module 5:

- Conversational Spanish: Utilizing his or her new tools, the student will learn conversational Spanish.

COURSE DATES AND TIMES

Oct. 26-Nov. 16, Wednesday 5 p.m.-8 p.m., Monday 5 p.m.-8 p.m.

COMING SOON: French, Russian and Chinese

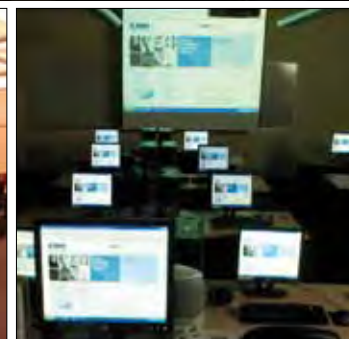
For additional information, please e-mail laldon@cnm.edu or call (505) 224-5233.

The CNM Workforce Training Center offers ROOM RENTAL space

CNM Workforce Training Center (WTC) rents rooms on a space available basis. We offer this service at a rate that is both reasonable and competitive.

- Seminar planning and hosting at WTC or other locations
- A variety of rooms for rent on a space available basis
- Free parking with easy access from I-25
- Audio-visual/Internet and computer services with professional support

Please contact us at (505) 224-5200 or e-mail tmchavez@cnm.edu for information. You can also find rate information as well as photos and room dimensions at www.cnm.edu/wtc.



Design a customized program to fit your needs

The CNM Workforce Training Center is dedicated to working with businesses, professional organizations and government agencies to design and deliver programs that increase productivity, performance and profitability. WTC can help businesses develop programs to train staff in almost any area of knowledge.

Contact one of our Business Development Managers for more information.

Shirley Gallegos
sgallegos85@cnm.edu
(505) 224-5212

Denise Gardner
dgardner4@cnm.edu
(505) 224-5227

Marty Waller
mwaller@cnm.edu
(505) 224-5229

"We believe the CNM/WTC plays an important role in supporting economic development. The success of our state depends on the excellent services the Workforce Training Center provides."

Joe Rodman
Training and Education Director, Jaynes Corp.

TO VIEW FULL COURSE DESCRIPTIONS OR TO REGISTER ONLINE TODAY, PLEASE VISIT

WWW.CNM.EDU/WTC