

Spoon River College Office of Community Outreach

Workforce Training for Your Business

Let Spoon River College help make your business the best it can be! We want to help you with your training needs.

Our commitment to providing a total training solution means we'll partner with you to create customized programs that are central to your company's success. By working cooperatively with business and industry we can jointly address many of the workforce and training needs of the region and community. We have state-of-the art facilities available or we can provide training on-site "at your place."

Customized Training

We have worked with many businesses and institutions to design programs to meet specific needs. Some of our clients include [Pella Corporation](#), [MidAmerica National Bank](#), [Graham Hospital](#), [McDonough District Hospital](#), [Mason District Hospital](#), [NTN Bower Corporation](#), state and local agencies, and many more. Some of our topics have included Team Building, Leadership, Diversity Training, Microsoft Excel, and more.

Our services to you include:

- Meeting with your business representatives to determine your exact needs
- Locating the best possible facilitator for your training
- Designing a curriculum and presentation method best suited to your needs
- Scheduling the best time and location for your training
- Using the latest technologies to enhance the instruction
- Delivering a complete package of training
- Offering the best economical pricing for the highest quality of instruction

Popular Training Topics

Microsoft Office	Customer Service
Time Management	Communication
Motivating Staff	Food Safety
Teamwork	Social Media
Employee Discipline	Supervisory Skills

Pre Scheduled Training

Sign up your employees for one of our pre scheduled classes! We would be glad to invoice your organization and work directly with YOU to help get your employees on their way to SUCCESS at your organization!

A Community Outreach Schedule is created each month and includes an up to date listing of community classes for Canton, Havana, Macomb, Rushville and Online! It includes information on special events, community education, professional development, technology, youth and retiree programs, workforce training, economic and community development, institutional advancement, news and more. Courses, programs and projects are ongoing; therefore a new version of our Schedule is created each month. If you are looking for our "schedule", including more detailed information on courses along with descriptions, this is what you need! Find the schedule online at <https://src.augusoft.net>.

Online Training

In partnership with Ed2Go, Spoon River College offers a wide range of highly interactive courses that you can take entirely over the Internet. All of our courses include expert instructors, many of whom are nationally known authors.

- All courses run for six weeks (with a two-week grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. Staff at your organization can complete any of these courses entirely from their home or office and at any time of the day or night.
- Examples of classes include: Grant Writing, Microsoft Office, Accounting Fundamentals, Project Management, Communicating Like a Leader, QuickBooks, Managing Customer Service, Grammar Refresher, Keys to Effective Communication, Sales & Marketing, and more.
- Requirements: All courses require Internet access, e-mail, the Netscape Navigator, or the Microsoft Internet Explorer. Some courses may have additional requirements.

Class sessions begin the third Wednesday of EACH month. Please visit the Online Instruction Center to view all classes or for more information at www.ed2go.com/spoonriver.

Next time you have training needs give Spoon River College the opportunity to help!

Visit us online: www.src.edu/outreach
Register online: <https://src.augusoft.net>

