



FLINT HILLS  
TECHNICAL  
COLLEGE

## BUSINESS & INDUSTRY TRAINING CENTER

3301 W. 18th Ave., Emporia, KS 66801

(620) 343-4600 ext. 1372

rleclear@fhct.edu

# CUSTOMIZED TRAINING PROGRAM

## ADVANTAGES

- **Time.** You set the schedule and length of instruction.
- **Site.** We can teach on-campus, on-site, or online. You determine what's best for you and your employees.
- **Savings.** FHCT is a public institution of higher learning. We can help you develop a training plan that maximizes your training dollars.
- **Custom Courses.** We are able to design and customize a course from scratch. If the tools and instructors are available, we will find them.

## PROFESSIONAL INSTRUCTION

Our instructors are drawn from the workforce. They have the hands-on experience and wisdom that can be shared with other professionals. The advantage to you is real-world instruction with professionals who are the experts in their fields.

## CHOICE

How you receive training is your choice. We offer a wide range of training opportunities, including customizing a current course, identifying online providers, or creating a course, seminar, workshop or other training solution that meets your exact needs.

One training program does not fit all clients, and we realize that your organization's needs are unique. At the Business & Industry Training Center, we will work closely with you to ensure that your specific training needs are met.

**CUSTOMIZED TRAINING IS NOT JUST FOR COMPANIES.**

**WE SERVE GOVERNMENT AGENCIES, ORGANIZATIONS, AND INDIVIDUALS.**

## Sample of Customized Courses

### Available through FHCT:

#### Automotive Skills

#### Business Development

- Entrepreneurship
- Customer / Client Services
- Sales & Marketing
- Finance
- Business Technology

#### Construction Trades

- Green Building / Remodeling
- Residential Wiring

#### Command Spanish for the Workforce (over 30 Courses!)

#### Computer Applications

- Adobe Creative Suite
- Microsoft Office Suite
- QuickBooks
- Online Course Delivery Software

#### Culinary / Hospitality Skills

#### First Aid / CPR

#### Industrial Technology

- HVAC / Logic Controllers
- Industrial Electricity
- Steam Systems
- Print Reading

#### Information Technology

#### Leadership / Supervisor Skills

#### Manufacturing

#### Network Technology

#### OSHA Safety Courses

#### Retail Sales

#### Root Cause Analysis

#### Train the Trainer

#### Web / Internet Development

#### Welding Skills

## INFORMATION & UPDATES

I would like to learn more about the Business & Industry Training Center.

- Please call me. Phone # \_\_\_\_\_  
 Please email me at:

Please send more information about:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

### MAILING ADDRESS

Name: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

**Please mail the above form to:**

**FHTC, Attn: B&I**

3301 W 18th Ave., Emporia, KS 66801

**Fax to:**

(620) 343-4610

**Or email to:**

rleclear@fhtc.edu

***Thank you for your interest!***

## ABOUT THE BUSINESS & INDUSTRY TRAINING CENTER

The Business & Industry Training Center provides lifelong learning, workforce skills development, customized training, and assessment.

To get the latest about FHTC's B & I Training Center, visit our website at <http://www.fhtc.edu/BIC.aspx>, or subscribe to our Go-Tech e-newsletter by emailing [training@fhtc.edu](mailto:training@fhtc.edu) with the subject line "subscribe go-tech".

## CONTACT INFORMATION

Contact the Director of the FHTC  
Business & Industry Training Center  
...by phone: (620) 341-1372  
...by email: [rleclear@fhtc.edu](mailto:rleclear@fhtc.edu)

Visit our website at:

<http://www.fhtc.edu/BIC.aspx>



**Experience | Success.**

# GET CUSTOMIZED TRAINING



## FOR YOUR WORKFORCE

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