

For specific dates and times  
and registration information visit  
[wpdi.clcillinois.edu/professional](http://wpdi.clcillinois.edu/professional)

# Client Solutions

**Workforce and Professional Development Institute**

*Call us today and  
let us show you  
how to Grow Your  
Organization by  
Growing Your  
People.*



**(847) 543-2615**

**WPDI** Workforce and Professional  
Development Institute

at the College of Lake County  
19351 West Washington Street  
Grayslake, Illinois 60030-1198

Grayslake | Waukegan | Vernon Hills

## ***Growing Organizations by Growing People***

**Organizational/Management Development**  
**Technical/Industrial Skills**  
**Computer Software**  
**Communication Skills**

Ready to meet all your training needs from leadership to communication skills — from project management to computer software training — *Client Solutions is your training partner.*

For more than 20 years, we've proven the power of our programs by providing results-driven training, consulting and coaching for Lake County's most successful organizations. At your place or ours, all our programs can be customized to meet your organization's specific business and training objectives.



**College of Lake County**

Email us at: [corporatetraining@clcillinois.edu](mailto:corporatetraining@clcillinois.edu)  
or visit [wpdi.clcillinois.edu/training](http://wpdi.clcillinois.edu/training)

# Training Topics

## **Communication**

- Business communication
- Listening
- Cross-cultural communication
- E-mail etiquette
- Meeting facilitation and management
- Presentation skills
- Business writing
- Proofreading

## **Management & Leadership**

- Supervision and management
- Leadership
- Team building
- Conflict management
- Decision making
- Problem solving
- Change management
- Diversity
- Finance for non-finance managers

## **Professional Development**

- Negotiation
- Project management
- Stress management
- Time management
- Sales
- Customer service

## **Language Skills**

- English as a Second Language (multi-level)
- Foreign language
- Pronunciation improvement

## **Microsoft and Office Management Software**

- Access
- Crystal Reports
- Excel
- Outlook
- PowerPoint
- Word
- Project
- Windows
- Visual Basic
- Visio

## **Design & Graphic Software**

- Flash
- FrontPage
- Illustrator
- InDesign
- Photoshop
- Publisher
- SolidWorks

## **Technical/Industrial**

- Blue print reading
- CAD/CAM
- CNC operations
- Hydraulics
- Pneumatics
- Industrial electricity and electronics
- ISO
- Quality
- Lean manufacturing
- Six Sigma
- Safety and OSHA
- Shop math
- On-the-job training
- Welding

***All courses can be customized to meet client needs.***

*Professional coaching and consulting services are also available.*

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Website [wpdi.clcollinois.edu/training](http://wpdi.clcollinois.edu/training)