

REGIONAL WORKFORCE TRAINING CENTER

We set high standards for workforce development and training.

Decrease employee turnover and increase productivity by investing in employee training from the ICTC. Allow us to provide your company, organization or even a group of your friends with customized training services either on-site or at our facilities.

We will conduct standard or customized:

- Seminars
- Workshops
- Result-Producing Training Programs

We offer these programs directly to you, and most importantly, for you. Simply name the date, the time and the place and our training specialists will customize programs to fit your organization.

You may also enroll employees in existing courses and programs. For those businesses or groups wanting a condensed course or seminar, we offer a variety of workshops at the ICTC or at a location of your choosing.

EXAMPLES OF WORKSHOPS/SEMINARS

- Computer**
 Microsoft Access
 Microsoft Excel
 Microsoft PowerPoint
 Microsoft Publisher
 Microsoft Word
- Workforce Development**
 Time Management
 Organizational Skills
 Leadership Skills
 Train the Trainer
 Grant Writing
 Team Building
 Diversity Training
 Interpersonal Communication
 Online Shopping/Internet Security

ICTC ADULT EDUCATION REGISTRATION FORM

Date _____ Date of Birth _____

Legal Name _____

Social Security # _____ Male _____ Female _____

Street/Mailing Address _____

City _____ PA _____ Zip Code _____

School district where you reside _____

Home Phone _____

Work Phone _____

Cell Phone _____

Are you currently employed _____ Yes _____ No

Employer _____

Occupation _____

Course _____ Program _____

Course Date _____

Funded By _____

Case Worker _____

Amount Enclosed _____

How did you find out about this program? _____ Word of mouth _____ Newspaper _____ PA CareerLink Website _____ Radio _____ Other _____ ICTC Website _____

For more information please call
 724-349-6700 ext. 131
 from 8:00 a.m.—9:00 p.m.
 Monday thru Thursday
 and 8:00 a.m.—3:30 p.m.
 Friday

Please make copies of the registration form as necessary. Mail your registration and payment at least two weeks prior to the start of your class or program to: ICTC Adult Education, 441 Hamill Road, Indiana, PA 15701 E-mail: adulted@ictc.ws. Registrations will be considered complete upon receipt of a full or partial payment.