

# TCCTC

## Fast Track Programs

Management Fast Track - Middle Management	
Leadership Skills.....	36
Management Certificate Track .....	36
Sr. Management Certificate Track .....	36
Professional Administrative Assistant Track.....	37
LEAN Manufacturing Management Track.....	37
Economics for Business Leaders Track.....	37
Payroll Certificate Track .....	37
Employee Benefit Track Six Required Courses.....	36



## Fast Track Programs

Fast Track programs are designed to build your skills through a series of comprehensive value-add training sessions which focus on areas most important to your on-the-job performance. The skills you learn will prepare you for today's competitive job market.

### **Management Fast Track- Middle Management Leadership Skills - DDI IM:EX**

- a. Essentials of Leadership - DDI
- b. Adaptive Leadership - DDI
- c. Building an Environment of Trust - DDI
- d. Developing Others - DDI
- e. Retaining Talent - DDI
- f. Building Winning Partnerships - DDI
- g. Influential Leadership - DDI

### **Management Certificate Track ( 8 Core and 2 Elective Courses)**

- a. Day-to-Day Performance Management-Core
- b. Accounting for Non Financial Managers-Core
- c. Getting Started as a New Leader - DDI
- d. Interviewing Essentials - Core
- e. Understanding and Working with Diversity
- f. Essentials of Time Management

### **Sr. Management Certificate Track ( 7 Core and 2 Elective Courses)**

- a. Corporate Strategy - Core
- b. Leading High-Performance Teams - Core
- c. Developing Leaders - Core
- e. Accounting for Non-vFinancial Managers II
- f. How to Set Uvp Internal Financial Controls
- g. Making Effective Decisions - DDI

# Get on the Fast Track

# Fast Track Programs



## Professional Administrative Assistant Track

- a. Communicating and Listening
- b. Writing Effective Memos and Business Letters
- c. Microsoft® Word Level 1
- d. Microsoft® Excel Level 1
- e. Microsoft® Powerpoint Level 1
- f. Time Management
- g. Professionalism in the Workplace

## LEAN Manufacturing Management Track - DDI

- a. Leading Change 4 hrs
- b. Making Meetings Work 4 hrs
- c. Setting Performance Expectations 4 hrs
- d. Reviewing Performance Progress 4 hrs
- e. Developing Others 4 hrs
- f. Influential Leadership 4 hrs
- g. Rapid Decision Making 4 hrs

## Economics for Business Leaders Track

- a. Negotiating with Integrity - Core
- b. Accounting for Non-Financial Managers II
- c. How to Set up Internal Financial Controls
- d. Budget Planning
- e. Cash Flow Management
- f. How to Read Financial Statements

## Payroll Certificate Track

- a. PayTrain Fundamentals (30 hours / 10 weeks)
- b. PayTrain Mastery (36 hours / 12 weeks)



## Employee Benefit Track Six Required Courses



- a. Course 1: Employee Benefits: Concepts and Healthcare Benefits
- b. Course 2: Employee Benefits: Design, Administration and Other Welfare Benefits
- c. Course 3: Retirement Plans: Basic Features and Defined Contribution Approaches
- d. Course 4: Retirement Plans: Defined Benefit Approaches and Plan Administration
- e. Course 8: Human Resources and Compensation Management
- f. Comp 1: Compensation Concepts and Principles

## FAST TRACK

“The Fast Track program I attended was very intensive and specific to my needs. I was able to take minimal time off work to learn career-enhancing skills that have proven to make me more invaluable in my office.”

- Executive assistant