We know that highly-skilled employees are an integral part of your company’s success. A well-trained workforce results in higher productivity and a stronger competitive edge. We can help keep your employees productive and your organization thriving. We’re committed to providing the best workforce training opportunities on the Lower Shore, because when local businesses succeed, we all benefit.

Customized training has been part of the mission of Wor-Wic Community College since its creation in 1975. We support local economic development efforts by partnering with area businesses, industries and organizations to strengthen workforce skills.

The three-story, 48,000 square foot Workforce Development Center, located on the campus of Wor-Wic Community College, provides a central location for programs, courses and services offered for local businesses, industries and organizations. The building includes three computer labs and more than 13,000 square feet of classroom space.
Using Wor-Wic’s continuing education and workforce development services is like having your own full-service training department. As your training partner, Wor-Wic can tailor a plan that fits your needs, your schedule and your budget, on our campus, your location or even online. Choose Wor-Wic because we are:

**Responsive**

Our staff will customize an instructional program to your specifications. Not sure what you need? Let us conduct a needs assessment, and work with you to design a program that works with your business. Our courses and seminars vary from basic skills development to sophisticated business operations. Our goal is to help your employees gain the knowledge, skills and confidence to perform well in a rapidly-changing work environment. We provide a quick turnaround that enables you to meet your organization’s professional development goals.

**Convenient**

We can deliver the training where you want it, when you want it. Let us put together a flexible schedule of day and/or evening classes that can be delivered at your site, at our campus or online. Training can be conducted for individual companies, as well as clusters of companies with related needs. Our portable computer laptop laboratory makes training convenient for on-site courses at companies throughout the Lower Eastern Shore.

**Affordable**

Our workforce training solutions are reasonably priced, and employee development is an investment that will benefit your company for years. Training your employees through Wor-Wic can save you valuable time and money.

**High Quality**

Our courses are taught by dedicated instructors who are currently working in their fields, experts in the trades or retired business professionals — with years of real-world experience. You can rely on their expertise and excellent instruction. Wor-Wic’s state-of-the-art facilities and equipment offer the latest technology for your employees to gain practical skills that they can apply on the job right away.
Training **today's workforce to face tomorrow's challenges**

Our continuing education and workforce development division provides training opportunities for Lower Shore employers in many areas. Following are a few examples of the types of training we can provide.

**Command Spanish**
In today’s multicultural world, learning a new language is no longer a situation in which “one size fits all.” The Hispanic community is one of the fastest growing segments of our population. To enhance communication and overcome language barriers in the workplace, we provide learner-friendly occupational Spanish to those who have little or no prior language training. We offer industry-specific concentrations in the areas of health care, manufacturing, criminal justice, public safety, commerce, construction, landscaping and hospitality.

**Computer Applications & Technology**
Computer-savvy employees are vital to every business. We can bring our fully-equipped laptop laboratory to you or you can come to our campus for training in one of our state-of-the-art computer laboratories. We can teach your employees how to use the latest software applications, as well as basic computer operations, desktop publishing, digital photo editing, operating systems, Web development, or computer hardware, networking and security.

**Health Care**
We have a long-standing reputation for keeping pace with the ever-growing demands of the local health care industry. We offer certification, recertification, licensure, skill building and task-specific courses, using a wide spectrum of learning options. Training is provided to many local health care facilities and physician offices in medical coding, cardiopulmonary resuscitation, medical terminology, venipuncture, billing and other pertinent topics.

**Manufacturing & Trades**
Every industry needs a multi-skilled and productive work force. Our instructors have real-world expertise to provide your workers with the skills they need in today’s competitive manufacturing environment. We offer hands-on skills training in electricity, welding, blueprint reading, and air conditioning and refrigeration. We also offer training in lean manufacturing, quality corrective action and other specialized areas.

**Supervision & Leadership**
Skilled supervisors and leaders can make all the difference in creating positive morale in the workplace with a focus on increased productivity. Our courses cover first-line supervisory skills, communication, team building, coaching skills, conflict management, leadership styles and succession planning. Whether you need basic training for first-time supervisors or advanced training for veteran leaders, we can help.

**Food Safety**
Food service establishments need employees who are certified in food safety. Your employees can learn how to prevent food-borne diseases and maintain sanitary facilities while earning their safe food or food service manager certifications.

**Transportation & Logistics**
Whether your company is looking for on-the-road or off-the-road training, your employees will be taught by instructors with millions of miles of driving experience under their belts. Hands-on training sessions can be conducted at our driving range or on the road. Supplemental classroom instruction is also available. Topics include parking maneuvers, file maintenance, documentation and fork lift safety.
Online Training

We offer hundreds of instructor-facilitated online courses designed for your employees in areas such as accounting, business administration, computer applications, grant writing and non profit management, sales and marketing, and more.

These courses are designed to fit your schedule and budget with no technology to purchase, integrate, administer or support. Employees can take these courses when it is most convenient for them wherever there is Internet access, 24 hours a day, seven days a week.

Don’t see what you’re looking for?

This is only a sample of the types of training that Wor-Wic has conducted for area businesses and industries. Every business is unique. We pride ourselves on being able to meet your specialized needs.

If you don’t have enough employees for a customized training program, you can send your employees to any of the hundreds of open enrollment continuing education classes we offer throughout the year.

Online courses in a variety of specialized areas also start every month and can be accessed 24/7 from any Internet-accessible computer. Or, talk to us about arranging on-site credit courses that lead to a certificate or degree.

Whatever option you choose – credit courses, customized training, open enrollment or online continuing education classes – choose Wor-Wic as your partner in workforce development.
Think of Wor-Wic when you need practical and economical solutions to your workforce development needs. We can:

- conduct a needs assessment
- create a training plan
- develop the curriculum
- provide expert instructors
- arrange an appropriate site
- deliver the instruction
- evaluate the effectiveness of instruction
- recommend follow-up training

With Wor-Wic as your training partner, your company will be able to:

- save time and money
- provide better customer service
- increase productivity
- increase employee confidence
- increase employee retention
- develop better products and/or services
- excel in a rapidly-changing, competitive market

Take the first step toward a more productive tomorrow. Contact us today:

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It is the policy of Wor-Wic Community College not to discriminate on the basis of age, gender, race, color, religion, national origin, marital status, sexual orientation or disability in the admission and treatment of students, access to educational programs and activities, and terms and conditions of employment. 8/07
Wor-Wic Community College provides workforce training solutions.

Join the growing list of our satisfied business and industry customers:

Bay Shore Services
Casino at Ocean Downs
Jubilant Cadista Pharmaceuticals
Labinal
Ocean Pines Association
Peninsula Regional Medical Center
Salisbury Fire Department
Salisbury University
Salvation Army Senior Center
South Moon Under
Town of Ocean City
Tri-County Transitional Youth
Wicomico County Board of Education
Wicomico County Department of Social Services

Contact one of our administrators at (410) 334-2815, or via email listed at right, for information about affordable customized training available on site, at our campus or online.

Do you have a training need not listed here? We can create courses on demand.
"Businesses today face an environment of incredible change. In a time when job skills can become obsolete in a matter of months, retraining the work force to compete effectively is one of the most significant challenges any business faces."

Dr. Ray Hoy, President
Wor-Wic Community College
Wor-Wic Community College

is the Solution to your

Workforce Training needs

Using Wor-Wic’s continuing education and workforce development services puts you in charge of a full-service training department. Areas of training include:

- Command Spanish®
- Computer Applications & Technology
- Customer Service
- Food Safety
- Health Care
- Manufacturing & Trades
- Supervision & Leadership
- Transportation & Logistics
- And More!