



The Center for  
**Corporate and  
Professional Education**  
at Cape Cod Community College

# Employer Training and Professional Development for Today's Workforce

**Make it Relevant. Make it Affordable. Make it Happen.**



**CAPE COD  
COMMUNITY  
COLLEGE**

Powerful Futures Start Here

**VISIT:** [www.capecod.edu/ccape](http://www.capecod.edu/ccape) for a complete list of training programs,  
or to register for a program.

**Questions about how your CCAPE team can help you build your employees' skills?**  
Contact Danielle Dupuis • 508-375-5015 • [ddupuis@capecod.edu](mailto:ddupuis@capecod.edu) to be connected with  
the relevant CCAPE team member or to schedule your complimentary employer training  
planning meeting.



## WORKPLACE TRAINING & PROFESSIONAL DEVELOPMENT

Employers know the value of developing their employees, but it can be challenging to make the time for training and to manage all the logistics.

### We understand.

The Center for Corporate and Professional Education (CCAPE) at Cape Cod Community College offers training that is designed to create a lasting impact on both individual employees and your organization as a whole through concise, information-packed courses. Flexibility in scheduling and the option of in-person or virtual sessions makes participation easy. Plus, your CCAPE Team will help you identify funding sources to make your top-notch learning experience affordable. We have helped employers across the region secure grants ranging from \$900-\$250,000 in funds.

## CUSTOMIZED EMPLOYER TRAINING

With CCAPE as your training partner, you have a professional staff and the expertise of more than 80 instructors to support you at every point along the way. We make fully customized workforce training possible for employers of all sizes and industries and we provide your staff with a highly relevant and engaging learning experience in every imaginable topic.

Your CCAPE Team is here for you from concept to completion.

- **Consultation and Funding** Discuss needs and goals to determine scope of the project and identify potential funding sources.
- **Assessment** Discover how employee development will help you resolve challenges and maximize opportunities.
- **Planning and Design** Projects can range from a handful of focused courses to a comprehensive multi-year company-wide initiative.
- **Implementation** Leave everything to us - expert instructors, detailed planning and all the logistics.
- **Evaluation** Ongoing feedback enhances the learning experience and guides future training and development plans.

## WORKFORCE TRAINING FUND EXPRESS GRANT-FUNDED TRAINING

Eligible organizations can benefit from group or individual employee training programs through our Express Program approved courses. Employers with over 100 employees receive a 50% reimbursement. Employers with 100 or less employees will be reimbursed at 100%!

### It couldn't be easier.

The approval process only requires a simple 30-minute online application and a copy of your Certificate of Good Standing. Your CCAPE team will walk you through every step.

[www.capecod.edu/ccape/employer-resources/](http://www.capecod.edu/ccape/employer-resources/)

## GROUP EMPLOYEE TRAINING

CCAPE can provide multiple Express Program-approved professional development courses to a group of your employees in six of the most in demand workforce topics, 1) Management, 2) Communication, 3) Customer Relations, 4) Process Improvement, 5) Diversity, Equity and Inclusion and 6) Technology.

## INDIVIDUAL EMPLOYEE TRAINING

CCAPE offers over 100 scheduled courses throughout the year. If you only have an employee or two who need to learn a certain skill, you may enroll individual employees in one of our open enrollment courses. An added bonus - many of these programs are approved for Express Program funding!

[www.capecod.edu/employer-training-reimbursement/](http://www.capecod.edu/employer-training-reimbursement/)



## **Express Program Funded Group Courses**

*Group training is scheduled when it works for your organization and can be offered virtually or in-person at your location. Courses may be held in 6-hour, 3-hour or 90-minute sessions.*

### **Management – Essentials**

12-hours, \$3,900, 1133011

### **Management – Advanced**

12-hours, \$3,900, 1133012

### **Leadership – Essentials**

12-hours, \$3,900, 1133013

### **Communication – Essentials**

12-hours, \$3,900, 1133014

### **Communication – Advanced**

12-hours, \$3,900, 1133015

### **Communication – Fundamentals**

3-hours, \$975, 1133016

### **Customer Relations – Essentials**

12-hours, \$3,900, 1133017

### **Customer Relations – Advanced**

12-hours, \$3,900, 1133018

### **Customer Relations – Fundamentals**

3-hours, \$975, 1133019

### **Productivity – Essentials**

12-hours, \$3,900, 1133020

### **Productivity – Advanced**

12-hours, \$3,900, 1133021

### **Productivity – Fundamentals**

3-hours, \$975, 1133022

### **Diversity Equity & Inclusion for Leaders & Managers**

6-hours, \$1,950, 1133030

### **Diversity Equity & Inclusion for All Staff**

3-hours, \$975, 1133031

### **Microsoft Excel – Essentials**

6-hours, \$1,800, 1133023

### **Microsoft Excel – Advanced**

6-hours, \$1,800, 1133024

### **Microsoft Word – Essentials**

6-hours, \$1,800, 1133027

### **Computer Essentials**

6-hours, \$1,800, 1133028

### **Tech Savvy Workplace**

3-hours, \$900, 1133029

## **Express Program Funded Individual Employee Courses**

For detailed course schedules, visit <https://capecodcc.coursestorm.com/>

### **MANAGEMENT AND OPERATIONS**

#### **Management – Essentials**

12-hours, \$329 per person, Course ID #1133671

#### **Management – Advanced**

12-hours, \$329 per person, Course ID #1134514

#### **Leadership Essentials**

12-hours, \$329 per person, Course ID #1133672

#### **Clearing Productivity Hurdles: Strategies to Feel Accomplished at the End of Your Work Day**

8-hours, \$219, Course ID #1133676

#### **Project Management Essentials**

12-hours, \$219 per person, Course ID #1123946

### **CUSTOMER RELATIONS AND SALES**

#### **Managing Customer Expectations**

12-hours, \$329 per person, Course ID #1133680

### **MARKETING AND SOCIAL MEDIA**

#### **Effectively Planning Your Social Media Content**

12-hours, \$329, Course ID #1133677

### **COMPUTER, TECHNOLOGY AND SOFTWARE**

#### **Microsoft Excel Essentials**

6-hours, \$199, Course ID #1133673

#### **Microsoft Excel Advanced**

6-HOURS, \$199, Course ID #113674

#### **QuickBooks Online**

6-hours, \$199, Course ID #1117888

#### **Data Analytics Essentials**

20-hours, \$499, Course ID #1134702

### **HUMAN RESOURCE MANAGEMENT**

#### **Society for Human Resource Management (SHRM) Essentials**

15-hours, \$649, Course ID #1133032

#### **Society for Human Resource Management Certified Professional (SHRM-CP) Exam Prep**

33-hours, \$1,399, Course ID #1133061

### **SPECIALIZED TRAINING TOPICS**

#### **Medical Assistant Review and Exam Preparation**

28-hours, \$399, Course ID A#1132323

#### **Blueprint Reading for the Trades**

12-hours, \$199, Course ID # 1133678

## **Let's build talent together using Express Program funds!**

To start your application or to schedule your complimentary employer training planning meeting, contact:

**Danielle Dupuis**

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