

Soft

101

Skills



NIACC SOFT SKILLS PROGRAM

Why?

- Workers don't communicate effectively
- Workers have poor attendance.
- Workers dress inappropriately.
- Workers have poor work ethic.



THE SOLUTION

In response to Industries concerns we created a soft skills program for all of NIACC's Industrial Technology programs.

The program consists of three areas of focus:

1. Attendance
2. Attire
3. Communication



SYLLABUS

- **NIACC Soft Skills Certificate:**
- Upon completion of two years of this program you will be entitled to receive the ***NIACC Industrial Soft Skill Certificate*** if you meet all of its goals and standards. These standards will be explained to you by our Industrial Chairman Josh Byrnes during the first week of classes. Any questions about this program may be directed to him. If you are not available at the time of Mr. Byrnes's presentation to this class it will be your responsibility to meet with him to receive such information. His work phone number is 641.422.4202.
- **For all absences** you will need to fill out the Industrial Leave form and bring to me for my signature. I will then turn in the form for you. Once again this is your responsibility to make sure this gets done. These forms are available at Di's desk in the office.
- All students shall receive one (1) NIACC work shirt to be worn each day as a lab/shop coat. This is part of your lab fee for this class. If you like you may keep this shirt in your toolbox here so that you will have access to it. This shirt is part of the Industrial Soft Skills Program. More shirts and hats will be available for your personal purchase if you would like. It's nice to have more than one. Each student is responsible for washing of their shirts on a regular basis.

ATTENDANCE

- Students must clock into labs at the beginning of class and must clock in and out at all breaks and again at the end of class.
- Students are given 1 personal day, 2 sick days, and 3 bereavement days per semester.
- Students must fill out leave forms when absent. (see packet)





Industrial Leave Form

Student Name: _____

Program: Automotive Building Trades Climate Control EMST Tool & Die Welding

Dates away from class: _____

Sick Day(s) Personal Day(s) Bereavement Day(s)

Student Signature

Date

Instructor Signature

Date

-

Division Head Signature

Date

Job Clock

- Students use their college I.D. cards to swipe through the machine.
- Each machine can print of a detailed record of attendance.
- Machine and software (10 user license) will cost right around \$2000.00.
- Instructor can create job codes for individual projects.

www.timeclockplus.com



ATTIRE

- Students are required to purchase a “Dickies” work shirt (1st shirt is part of lab fee).
- Shirts are to be worn at all times.
- Safety glasses and other PPE required at all times.
- Pants must be pulled up.
- Appropriate hats are allowed in class.



Building Trades – Khaki
Automotive – Blue
Welding – Slate
EMST - Red

HVAC – Blue / White Striped
Tool & Die - Black
Agriculture - Green



Building Trades





Tool & Die



Automotive



COMMUNICATION

- Students are required to call whenever they are not going to be attending class or are running late.
- Students are encouraged to ask questions from peers and instructor.
- Students are to not use foul language in shop, hallways, or classroom.
- Students must fill out paper work when absent.
- Students are required to do a mock interview and have a completed resume prior to graduation from program.



RESULTS

- Upon completion of their program the students will not only receive their degree but also have the OPPORTUNITY to receive a NIACC Industrial Certificate.
- The certificate is our stamp of approval on that graduate.
- The certificate is based on Attendance, Attire, and Communication.
- The certificate has been shared with all advisory board members and area industry and manufacturing through a newsletter.



*North Iowa Area Community
College
acknowledges*

John Doe

*for exemplary attendance, attitude
and work ethic demonstrated during
the 2008 - 2009 academic year.*



*Attitude is a
little thing
that makes a
BIG difference."*

Josh Byrnes, Industrial Division Chair

QUESTIONS???

Contact Information

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