

Forging University

What is the Forging University?

The FIA Forging University is an Interactive - On-Line - Web-Based Training Center, available to learners 24 Hours a Day, 7 Days a Week, from any Internet connected computer, anywhere in the world.

What courses are offered through the Forging University?

There are currently 108 interactive courses in the University Catalog, with more to be added:

Forging Industry Specific Courses

Ferrous Metallurgy for Plant Personnel
Hammer Safety
Press Safety
Heat Treatment of Carbon Steel Forgings
Induction Heating For Forging
Lubricants in Forging
Occupational Health and Safety in the Forging Industry
Optimizing Die Care
Fundamentals of Forging 101 (coming soon)

Safety & Health

Creating a Safe and Sound Environment
OSHA and Medical Emergencies
OSHA Employee Safety - Special Work Issues
OSHA Employee Safety Personal Protective Equipment and Hazardous Confined Spaces
OSHA Employee Safety-Electrical Systems and Equipment
OSHA Employee Safety—The Work Environment
OSHA: Hazard Communication
OSHA: The Employers' Role in Safety & Health
OSHA: Walking-Working Surfaces and Housekeeping
Watching Out for Others Prevents Accidents

Management

Coaching Illustrated
Envision Success – Creative Leadership for Managers
Ethics-Issues in Business
Excelling as First-Time Manager/Supervisor
Executive Must-Knows for E-Business
High Impact Skills to conduct highly productive meetings
How to Prepare a Business Plan
Introduction to Supervisory Skills
Leadership Every Day
Leadership Transition
Management Awareness Workshop
Manager/Supervisor Responsibilities Regarding Workplace Violence
Managing for Peak Performance
Power Management-Maximizing Your Facilitation Skills
Power Managing-Understanding and Evaluating Performance
Preparing and Working With Budgets
Principles of Total Quality Management
Project Management (3 lessons)
Sharpening Employee Skills to Stay On-Target
Smart Hiring Techniques for Managers
Strategic Planning for Business
Supreme teams: how to make teams work
Turning Strategy Into Action: Managing Change
Turning Strategy Into Action: The People Factor
Turning Strategy Into Action: Understanding Strategy
Twenty-First Century Business Protocol
What Managers and Supervisors Need to Know About Drug Testing
Winning Management – Communication
Winning Management - Customer Focused

Customer Service

Customer Service Teams—Keys to Success
Effective Customer Service—The Communication Component
Strategic Customer Service—Using the PACER™ Process to Keep and Grow Customers
Success Through Service
Using the PACER Process to Find, Grow and Keep Customers
Using the PACER Virtual PR-Building Business Relationships Online

Human Resources

Ageism
Appropriate Nonverbal Behavior
Conducting Performance Evaluations
Creating and Sustaining a Working/Personal Life Balance
Dealing with Criticism
Diversity in the Workplace
Ethnic/Racial/Color Diversity
Gender and Communication
Handling Terminations
Harassment of Gays & Lesbians
How To's of Successful Staffing
Keeping your employees focused through mentoring
Recruiting—Quick Quality Results in a Tight Labor Market
Risk of Drug and Alcohol Abuse in the Workplace-Overview for Employees
Selection Interviews for Employers
Sexual Harassment
Sexual Harassment Prevention-Guidelines for Employees
Sexual Harassment Prevention-Guidelines for Managers
Simple Conflict Resolution
Substance Abuse Issues for Employees
Substance Abuse Issues for Managers
Substance Abuse-Manager's Guide to Identification and Prevention
Targeted Staffing-Confirming Candidate Credentials
Targeted Staffing-Job Matching and Interviewing
The Family and Medical Leave Act
Workplace Rights of Muslims, Arabs, South Asians and Sikhs
Workplace Violence—Identify and Defuse Your Time Bomb

Sales / Marketing

Communicating for Sales Success
Double Your Sales—Without Quadrupling Your Effort
Marketing on the Internet - A Strategic Approach
On-line Market Research
On-line Marketing
Powerful Sales Relationships
Secrets to Sales Success—The Basics
Seven Qualities of Successful Selling
Succeeding at Sales Preparation and Practice
Web Sites That Sell - Building Your Site
Web Sites That Sell - Promoting and Measuring Success

Personnel / Business Development

Expert Stress Management strategies that work
Stress Management for Employees
Successfully managing workplace stress
Time Out for Growth
Expert time management strategies that work
Finance Essentials
High Impact Skills for career success
High Impact Skills for presentations that impress
High Impact Skills to negotiate, influence, persuade.....succeed
Moving up: successful strategies for career development
Organizational Skills for Powerful Presentations
Planning and conducting Effective Meetings
Preparing Presentations That Have Impact
Raising the Bar
Working With a Mentor or Coach

IT

Fast and Effective Web Research
Network Security Policy and Planning
Procurement Tools for IT Buying Decisions

What is the cost?

*The Forging University is offered **FREE** to Forging Industry Association Member Companies*

How do I sign up to take a course?

All you have to do is speak with your Human Resources or Training Manager:_____

Forging University - Reaching Out To Workers, Delivering Training, Where They Need It - When They Want It



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