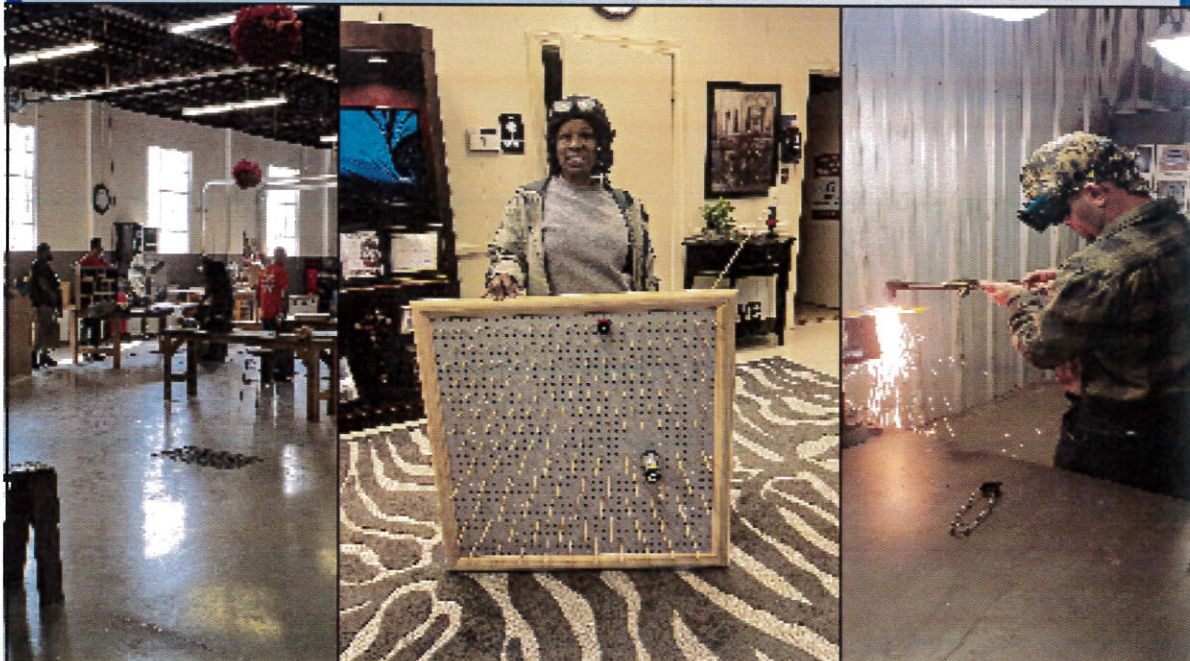


**2353 Riverside Drive
Danville, VA. 24540
434-792-1670
Cdcdanville.com**

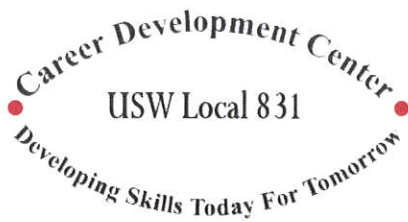
Career Development Center
USW Local 831
Developing Skills Today For Tomorrow

2023 Winter Class Schedule



"Experience has shown that worker growth and development are stunted when programs are mandated from above, but flourish in an atmosphere of voluntary participation in self-designed and self-directed training and education."

USW/Company Contract Language



2353 Riverside Dr.
Danville, VA 24540
Phone: (434)792-1670
Fax: (434)792-1671
Website: www.cdcdanville.com
Facebook: USW Local 831 Career Development Center

The Career Development Center is *YOUR* Union Negotiated Benefit. We offer Customized Courses at our Center that are *FREE* to active and retired employees and their spouses. There may be some out of pocket expenses for personal supplies for some of the classes; a list will be supplied before the class begins. The customized courses are based on interest that is communicated to the Site Coordinators and/or our Local Governing Board (LJC). We are currently going through some changes due to new state regulations that have been implemented due to the pandemic. We look forward to getting the Career Development Center going again and growing to its potential to have as many classes of interest as possible to benefit and serve our Union Members.

The Career Development Center also offers Tuition Assistance to the active employees and retirees for one year from their retirement date. Tuition Assistance is \$2,500.00 per calendar year, January 1st—December 31st, to apply toward course tuition and required books. The courses can be for credit toward a degree or certification; it can also be used for self-edification courses, such as the motorcycle safety course at Danville Community College. Classes may be taken in a classroom setting or online as long as the learning center is *ACCREDITED*. If there is any question of the learning centers' accreditation, we will be more than happy to help look into it and help with any other questions to help you reach your educational and training goals.

There are always new things happening at the Career Development Center. We are now able to offer customized classes at other Career Development Center and International Career Development Center sites. As the courses become available, we will post them on our Facebook page and our Website. Registration for those courses will be done through our center, but because the courses will be offered at other sites there will be registration deadlines. We will also continue to add courses to our program as we will be partnering with new vendors to increase the amount and types of courses we will be able to offer. We will post updates as they become available. If there is a course you are interested in, please let us know.

As we start a new year we look forward to seeing everyone and welcoming new participants to the USW Local 831 Career Development Center.

Sincerely,
Kathy and Gina

Career Development Center Contact Information:

Site Coordinators:

Gina B. Fox gfox@cdcdanville.com
Kathy H. Patterson kpatterson@cdcdanville.com

Local Governing Board (LJC):

Pete Morton—USW Local 831 President
Larry Hook
Jimmy Newcomb
Shermaine Parker
Sean Poole



Tuition Assistance

Active employees and retirees up to one year of retirement date are eligible for up to \$2,500.00 per year (Jan.– Dec.) at an accredited school. The tuition assistance can be used for course tuition and required books. Tuition assistance cannot be used towards course equipment, supplies or testing fees. Tuition assistance will not pay for fail, dropped, withdraw or repeated courses. It is the participants responsibility to let the Career Development Center know if they have withdrawn from a course.

College and or trades classes can be for credit or for self edification as long as they are taken at an accredited learning site. If you are not sure of a sites accreditation we will help look into the information. The courses can be in person and/or online.

To apply for tuition assistance a Career Development Center Tuition Assistance Application (can be printed from our website) must be completed and turned into the office (email/fax/drop off in mailbox) along with the participants course registration from the school/learning site. If the participants paid for the courses or books out of pocket we will need the completed application, course registration and receipts and will refund the participant normally within two weeks.

*If you have college credits from years ago, DON'T let them go!

They can still be used to complete degrees and achieve those goals.

*Most college credits will transfer from college to college; don't feel like you have to start over.

*An investment in you is an investment in your future.

*IT'S NEVER TOO LATE!



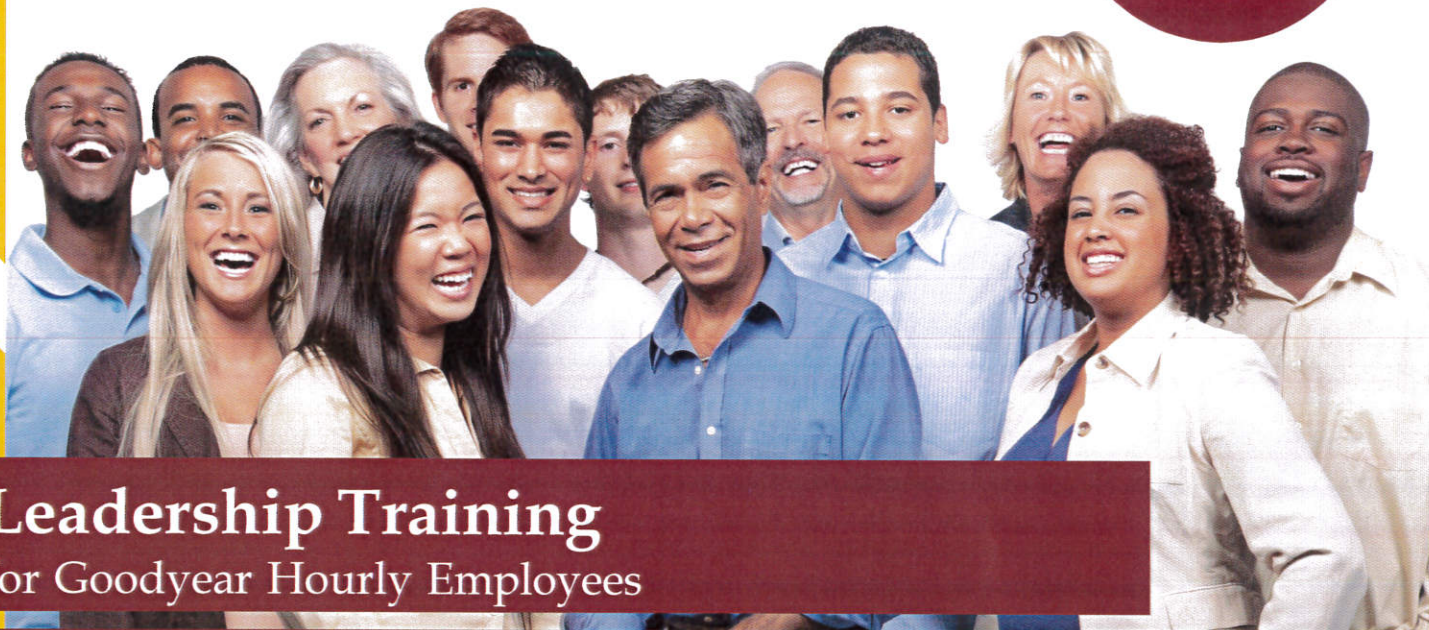
Access to LinkedIn Learning, an on-demand learning solution designed to help you gain new skills and advance your career. You will receive a customized learning experience that features instructional content relevant to your professional interests and goals. Call the Career Development Center and learn how you can use your tuition assistance to utilize all of these LinkedIn learning resources.

With LinkedIn Learning, you get:

- Unlimited access. Choose from more than 5,000 video tutorials, covering business, creative and technology topics.
- Personalized recommendations. Explore the most in-demand skills based on your experience.
- Expert instructors. Learn from industry leaders, all in one place.
- Convenient learning. Access courses on your schedule, from any desktop or mobile device.
- Helpful resources. Reinforce new knowledge with quizzes, exercise files, and coding practice

RAPHA

Reaching All People for High Achievement



Leadership Training for Goodyear Hourly Employees

Come join us for a FUN, Engaging and Impactful training just for you!
RAPHA's Leadership Training will equip you to lead with confidence, courage, self-awareness, and resilience!



-Gain the confidence and courage to lead as your true and best self.

-Learn how to overcome obstacles and challenges to
achieve higher levels of success on your job and in your communities.



**Use Your Tuition Assistance at the
USW Local 831 Career Development Center
2353 Riverside Dr., Danville, VA 24540**

*****This is an Online Class and only 25 Spaces are Available. Register NOW!**

******* At the completion of training, you will receive a training certificate and a \$25.00 Visa gift card from RAPHA.

January Session – Registration Deadline is January 12th

Section 1: 9:00am – 12:00pm Monday, January 23rd & Tuesday, January 24th, 2023

Section 2: 9:00am – 12:00pm Wednesday, January 25th & Thursday, January 26th, 2023

Section 3: 4:00 pm – 7:00pm Tuesday, January 24th & Thursday, January 26th, 2023

March Session – Registration Deadline is March 16th

Section 1: 9:00am – 12:00pm Monday, March 27th & Tuesday, March 28th, 2023

Section 2: 9:00am – 12:00pm Wednesday, March 29th & Thursday, March 30, 2023

Section 3: 4:00 pm – 7:00pm Tuesday, March 28th & Thursday, March 30th, 2023

Custom Courses

Section 1: Classes are scheduled on A & C Shift off days.

Section 2: Classes are scheduled on B & D Shift off days.

Cell Phone Applications:

**Whether you have an Iphone or an Android,
do you really know what all your cell phone can do?**

**12:30 - 2:30 pm Alternating Tuesday and Thursdays,
January 24 - February 7, 2023**



Cloud Computing/Storage:

What is Cloud Storage? How can it protect your images, personal documents, business records, etc. and also make them accessible from anywhere? This course will teach you about Cloud Computing and which program will best meet your personal and/or business needs.



Section 1 - 5:30-7:30 pm Alternating Tuesdays and Thursdays, January 26 - March 14, 2023

Section 2 - 10:30-12:30 pm Alternating Tuesdays and Thursdays, January 24 - March 16, 2023

Computer Skills: All Levels

8:30-10:30 am Alternating Tuesdays and Thursdays, January 26 - March 14, 2023

Digital Design:

Create graphics for newsletters, posters, brochures, postings on Social media and much more.

Section 1 - 12:30-2:30 pm Alternating
Tuesdays and Thursdays, January 26 - February 14, 2023

**Section 2 - 5:30-7:30 pm Alternating
Tuesdays and Thursdays, January 24 - February 16, 2023**



Genealogy Group:

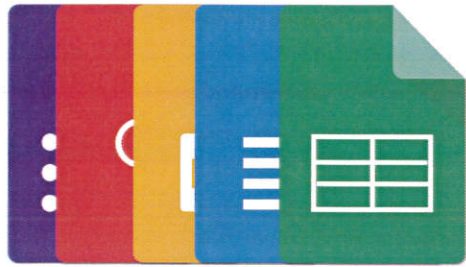
**Will meet 3:30 - 5:30 pm
on the last Monday of each Month,
Beginning January 30, 2023**



Custom Courses

Section 1: Classes are scheduled on A & C Shift off days.

Section 2: Classes are scheduled on B & D Shift off days.



Google docs

Google Docs:

Google Docs is a free program that allows you to create and share documents and records from anywhere. Google Docs includes many productive apps such as Photo sync, Slideshow presentation builder, Spreadsheet and so much more. No special software needed.

Section 1 - 10:30-12:30 pm Alternating Tuesdays & Thursdays, January 26 - March 14, 2023

Section 2 - 3:30-5:30 pm Alternating Tuesdays & Thursdays, January 24 - March 16, 2023

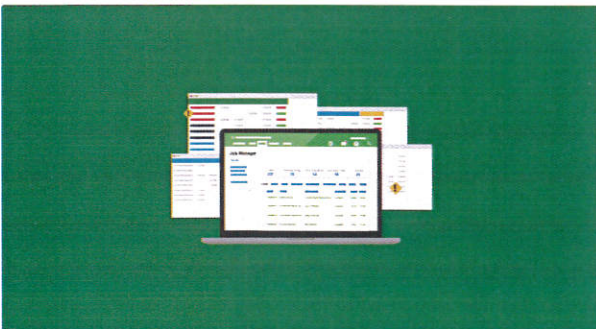
Slideshow Creator with Music:

Bring your favorite photos to create a slideshow of family, vacations, or any other precious memory that can be shared with friends and family.



Section 1 - 12:30-2:30 pm Alternating Tuesdays & Thursdays, February 28 - March 23, 2023

Section 2 - 5:30-7:30 am Alternating Tuesdays & Thursdays, March 2 - March 21, 2023



Spreadsheets:

Spreadsheets have many uses: Inventory, Budget and Financial Planning, Project Management, and many other uses for organizing information. MS Excel is the one most thought of, but there are other programs also available. Learn which one may be the most useful for your project goals.

Section 1 - 3:30-5:30 pm Alternating Tuesdays & Thursdays, January 26 - March 14, 2023

Section 2 - 8:30-10:30 am Alternating Tuesdays & Thursdays, January 24 - March 16, 2023

Custom Courses

Section 1: Classes are scheduled on A & C Shift off days.

Section 2: Classes are scheduled on B & D Shift off days.

Cabinet Doors:

Learn to build Raised or Flat Panel Cabinet Doors to add to existing cabinets or replace outdated ones.

Section 1 - 6:30-8:30 pm Alternating Mondays & Wednesdays,
January 25 - March 13, 2023

Section 2 - 12:00-2:00 pm Alternating Mondays & Wednesdays,
January 18 - March 6, 2023



Small Engine Repair:

Section 1 - 5:30-8:30 pm Alternating Mondays & Wednesdays,
January 25 - March 13, 2023

Section 2 - 5:30-8:30 pm Alternating Mondays & Wednesdays,
January 18 - March 6, 2023

Welding:

*First Come First Serve - Limit of 4 participants per time section.

**Participant will be required to bring their own personal welding and safety supplies.

Section 1A - 8:30-10:30 am Alternating Mondays & Wednesdays, January 25 - March 13, 2023

Section 1B - 10:30-12:30 pm Alternating Mondays & Wednesdays, January 25 - March 13, 2023

Section 1C - 12:30-2:30 pm Alternating Mondays & Wednesdays, January 25 - March 13, 2023

Section 1D - 3:30-5:30 pm Alternating Mondays & Wednesdays, January 25 - March 13, 2023

Section 2A - 8:30-10:30 am Alternating Mondays & Wednesdays, January 18 - March 6, 2023

Section 2B - 10:30-12:30 pm Alternating Mondays & Wednesdays, January 18 - March 6, 2023

Section 2C - 12:30-2:30 pm Alternating Mondays & Wednesdays, January 18 - March 6, 2023

Section 2D - 3:30-5:30 pm Alternating Mondays & Wednesdays, January 18 - March 6, 2023



Woodworking:

Section 1 - 3:30-6:30 pm Alternating Mondays & Wednesdays,
January 25 - March 13, 2023

Section 2 - 8:30-11:30 am Alternating Mondays & Wednesdays,
January 18 - March 6, 2023





L&O classes are Career Development Classes offered by the Job Link and Leon Lynch Learning Centers which are recorded and available to other sites via streaming technology. When you sign up for a class that is recorded, you can watch the class live from a remote location or access the class after the session, on demand.

Current Courses: <http://careerdevelopmentchannel.org/index.html>

[L&O] Business Planning I

8wks

This is an introductory course in developing a business plan that requires no previous knowledge of the business planning process. This course will provide you with the ability to learn what is involved in developing a plan for a successful business. You will learn about an operational plan, personnel planning and finally a marketing and a financial plan. Prerequisites: None

Thursdays-January 12 to March 9 No Class: February 16
8am-10am or 4pm-6pm or 6pm-8pm

Location: Leon Lynch Instructor: Scott Williams

[L&O] Business Planning II

8wks

This course allows the participant the opportunity to complete an initial draft of a business plan. The initial draft will include an operational plan, a management plan, a marketing plan, as well as a financial plan. The financial plan will include a comprehensive sales forecast, a profit and loss projection and a cash flow projection. Prerequisites: None

Thursdays-March 16 to May 4
8am-10am or 4pm-6pm or 6pm-8pm

Location: Leon Lynch Instructor: Scott Williams

[L&O] Easy Guitar for Beginners

12wks

If learning to play the guitar has been a dream of yours then your dream is about to come true. Taught by three-time Chicago Music Award winner Eric Lambert, Easy Guitar for Beginners will teach you all the basic skills you need to know to begin playing your favorite songs. If you have any questions about how and what we'll learn, please email Eric at lambert130@gmail.com See you in class! Prerequisites: Own a guitar Love music!

Mondays- January 9 to April 3 No Class: January 16
11am-12pm or 3:15pm-4:15pm

Location: JobLink Instructor: Eric Lambert

[L&O] How to Start and Run a Small Business

6wks

This is an introductory course that teaches the basics of starting any type of small business. This course will focus on licenses/permits, location, deductible expenses, insurance, record keeping and legal decisions. After you have taken this class, you will clearly understand what is required to start a small business. Prerequisites: None

Wednesdays-February 1 to March 29

8am-10am or 4pm-6pm or 6pm-8pm

Location: Leon Lynch Instructor: Scott Williams

[L&O] MTM Prep

6wks

This six-week course will briefly touch on the procedures such as welding, machinery, tools, hydraulics, pumps, piping, print reading, and more. This class is for anyone who wants to improve their Ramsay score. Prerequisites: None

Tuesdays- January 17 to February 21
9am-12pm or 3pm-6pm

Location: Leon Lynch Instructor: Nick Nash

[L&O] ♦ Taking Stock In Your Life & Finances

6wks

The intention of this course is to introduce new-found confidence and understanding of the markets and how they may affect individuals in their financial growth and retirement. Students will learn to make financial decisions with clearer minds, based on probabilities of success and reduced risk. Students will learn to trade the stock market from very basic concepts to more advanced trading strategies. Students will also learn how to build strong lists of stock and mutual funds. Prerequisites: Computer available for viewing classes, in the comfort of the student home, if desired. Once registered for class, submit an email to tomcook1124@gmail.com, in order to be admitted into each live session.

Tuesdays-January 10 to February 14
10am-12pm or 4pm-6pm

Location: Online Instructor: William Thomas Cook II

[L&O] Using Video on Social Media for Business

6wks

No matter which industry you are a part of or what type of business you operate, videos on social media can promote your business in a fresh and effective manner. Video content is one of the most popular mediums for business today-and for a good reason. It can be more engaging, more memorable and more popular among consumers than any other type of content. Spouses are welcome to attend at no charge. Prerequisites: None

Wednesdays-January 11 to February 15

8am-10am or 4pm-6pm or 6pm-8pm

Location: Leon Lynch Instructor: Zemul Shackelford

Career Development Center



In the event of Inclement Weather, the Career Development Center normally follows the Danville Community College class cancelation and delayed opening announcements. Please check our Website www.cdcdanville.com and/or our Facebook site at USW Local 831 Career Development Center for closing and cancellation announcements. We want our Instructors and Participants to be safe, therefore if there is any question about classes, before you drive to the center please call the office at (434)792-1670 to make sure we are open.

**Gina & Kathy
Career Development Center
Site Coordinators**



Customized Class Registration Form

**Only one class registration form per class.*

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number – Home: _____ Cell: _____

Email: _____

☐ Yes

☐ No

Please check if we have permission to contact and distribute information to you by email.
Your email address will not be used for any other purpose or given to a third party.

Date of Birth: _____

Active Employee		Shift:	Clock Card #
Retired Employee		Date of Retirement:	Clock Card #
Active Spouse			Spouse Clock Card #
Retired Spouse			Spouse Clock Card #

Emergency Contact Information: (Optional)

Name and Relationship: _____

Telephone Number(s): _____

Course Name	Section	Start Date	Completion Date

*****Classes are filled on a first come, first served basis. If a participant misses 2 classes without notifying the CDC, their spot will be given to the next person on the waiting list.**

Confidentiality Statement

All information received from you by the Career Development Center is Considered "Confidential Information." Confidential Information will Remain under lock and key at all times when not in use and will not be Released to anyone without your written consent.

USW Local 831L Career Development Center, 2353 Riverside Drive, Danville, Virginia 24540
Phone (434) 792-1670 · Fax (434) 792-1671 · Website: www.cdcdanville.com