



Fall 2023

# TRAINING AND EDUCATION GUIDE



Photo courtesy of Fort Frick Photography

MON VALLEY WORKS | Clairton Works | Edgar Thomson Works | Irvin Works





## Local Joint Committee Members

### Program Coordinator

**Michele Taylor**

mtaylor@monvalleyicd.com or

info@monvalleyicd.com

412.460.0390

### USW

**Robert Pastore**

**Dave Galo**

**Jim Johnston**

### U.S. Steel

**Ken Bauer, Chair**

### E.T. Local 1219

412.271.4555

**Mike Evanovich, Co-Chair**

**Shawn Wilk**

**Richard Zeek**

### Clairton Local 1557

412.233.5672

**Don Furko, Co-Chair**

**Robinson "Bo" Waddell**

### Irvin Local 2227

412.469.0100

**Jason Zugai, Co-Chair**

**Jack Maskil**

**Mike Johnson**

### Local 2227-01

412.469.0100

**Scott Cramer, Co-Chair, Clairton**

**Debbie Brennfleck, E.T.**

**Keli Vereb, Irvin**



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**Program Coordinator**

**Michele Taylor**

mtaylor@monvalleyicd.com or

info@monvalleyicd.com

[www.monvalleyicd.com](http://www.monvalleyicd.com)

[www.facebook.com/MonValley ICD](https://www.facebook.com/MonValleyICD)

**Mon Valley ICD**

**One South Linden Street**

**Duquesne, PA 15110**

**412.460.0390**



## Hello from your ICD Coordinator,

It has been wonderful to meet so many members over the last few months and to reconnect with many that I knew when I worked here part-time a few years ago as a Program Assistant. I am so happy to be back at the Mon Valley ICD as your Program Coordinator.

I grew up in the Mon Valley, went to high school with many who work at US Steel Mon Valley Works, and am the granddaughter of an Irvin Works' retiree. My father was the last remaining employee at the Copperweld plant in Glassport before it closed back in the day, and I remember how he had to transition to another career field and learn new skills to keep his family afloat like so many others in this area had to do. He thankfully had EMT training through being a lifelong volunteer firefighter which opened the door for him to transition to County employment at both the morgue and the county jail. Learning and developing and maintaining skills is so important throughout life, and I consider it such a privilege to get to be part of this program.

Being able to help members learn about and use their ICD contractually-negotiated career development benefit is very rewarding. Henry Ford was quoted as saying, "Anyone who stops learning is old, whether at twenty or eighty. Anyone who keeps learning not only remains young but becomes constantly more valuable—regardless of physical capacity".

I encourage you to learn about your ICD benefits and to ask questions. Reach out if there is something you are interested in learning or if you want to develop a new skill. I hope to meet as many of you as possible and to work with many of you to take advantage of your BENEFIT FOR LIFE!

Michele Taylor



# WHAT IS THE ICD?

The ICD is a contractually negotiated benefit for eligible members of the United Steelworkers and the companies that employ them.







The ICD is a joint-management training program in which members participate in self-directed learning opportunities on their own time. Members can choose from a wide range of course offerings to learn new skills or simply brush up on old ones.

Employee satisfaction, worker security, and corporate success require that the workforce be capable of reacting to change, challenge, and opportunity. This, in turn, requires ongoing training, education, and personal growth. By establishing the ICD, the United Steelworkers (USW) and the participating companies are implementing a shared vision that workers must play a significant role in the design and development of their training and education as well as their work environments.

#### **Lifelong Learning for USW Members**

“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.

Currently, the ICD has 58 locations in the steel, tire & rubber, glass, container and utility sectors and 13 participating companies.

#### **How Do You Participate in the ICD? Get to Know your Mon Valley ICD Program!**

The Mon Valley ICD is your local program. Each local ICD program is overseen by a Local Joint Committee (LJC) which is made up of local union and company leaders. The ICD Coordinator runs the day-to-day operations of the program. Everything is geared toward making learning comfortable and accessible for Steelworkers. The Mon Valley ICD is located at the Training Hub in Duquesne. We work with our members to offer classes before and after shift changes to accommodate workers' schedules at the ICD and at various locations.

Classes are offered under the direction of the LJC. The LJC decides what courses to offer by proactively engaging with members and documenting workers' needs and interests. Each Career Development Program is uniquely tailored for the Steelworkers at that location. It's a “bottom-up” philosophy that enables Steelworkers to drive the program. Another important aspect of the program is learning confidentiality. Only the Steelworker and the Career Development staff know whether the Steelworker is there to brush up on basic skills or complete a college-level course.

It is your benefit to use! Your LJC and Program Coordinator encourage you to engage in lifelong learning and to use your ICD benefits to pursue your educational and career goals and life interests!



### How to Register for Your Benefits:

- Online – register online at [www.monvalleyicd.com](http://www.monvalleyicd.com)
- By Phone – Call the Mon Valley ICD at 412-460-0390
- Email – For more information or for any questions or to register for a class, an email can be sent to [info@monvalleyicd.com](mailto:info@monvalleyicd.com).

Please note: Classes are filled on a first-come, first served basis.

### Customized Courses

All **active** USW Mon Valley Works employees have \$2,000 annually in benefits to use for courses in this category. These are the classes created specifically for steelworkers and include categories of courses/classes such as Pre-Technical Skills, Basic Skills and Personal Development. Classes include those in this catalog and any additional classes added throughout the year.

- Custom Classes are held at the Mon Valley ICD, at the local union halls, and at other provider locations.
- For a class to run, a minimum of 5 active USW members must be enrolled per class.
- Retirees and spouses may participate as per the ICD policy
- Classes cost generally between \$200 - \$800 per person depending on each class, and each participant's spending is tracked in the ICD's database.

Note: Out of your \$2,000 a year in customized course allowance, you can use \$1,250 per year on personal development classes.

## LOCAL EDUCATION PROVIDERS

### (CCAC) Community College of Allegheny County South Campus

CCAC offers both credit & non-credit courses at their four main campuses as well as area centers throughout Allegheny County. As an accredited institution, most CCAC courses are approved for Tuition Assistance & eligible for Issuance 14 reimbursement. Through their Workforce Development program, CCAC continues to provide quality training through custom courses as well as online learning.

1750 Clairton Blvd Route 885  
West Mifflin, PA 15122  
[www.ccac.edu](http://www.ccac.edu)

### Randy's Dive Shop

Offering Beginner Open Water Scuba Certifications and continuing Dive Education. Beginner Open Water Certification involves an online course through NAUI, 5 pool sessions lasting 2.5-3 hrs and an Open Water certification dive weekend. The course fee is covered by ICD, but the diver will be responsible to purchase certain needed equipment available through the dive shop. Please call, text or email for more information!

115 Glendale Drive  
Irwin, PA 15642  
[Randysdiveshop@Gmail.com](mailto:Randysdiveshop@Gmail.com)  
724-863-0752



### Tuition Assistance

All **active** USW Mon Valley Works employees are eligible to receive up to \$2,500 annually in tuition assistance to attend colleges and schools of their own choice as long as the schools are accredited institutions of post-secondary education or are recognized by a state board of vocational education.

### Issuance 14

Members who have an educational and career goal in mind are eligible to apply for an Issuance 14 which allows members to combine their total annual customized and tuition assistance funds to help achieve their goals. An educational plan and application must be completed and submitted for approval to combine these funds. If approved, members may be eligible for up to \$4,500 annually. For any interested members, your Program Coordinator will walk you through this process.

### (PTA) Professional Training Associates, Inc.

Professional Training Associates is a leading provider of environmental health & safety training, specializing in OSHA & EPA required courses such as those governing asbestos & lead activities.

46 S. Linden St.  
Duquesne, PA 15110  
ptainc.com

## Westmoreland Community College (WCC)

The college offers a large variety of both credit and non-credit courses.

**WCC Advanced Technology Center (ATC)** – The ATC is the leading the way in advanced manufacturing and technology and provides experiential learning. It offers state-of-the-art labs and classrooms, and classes are available during the day and evenings. Programs available include Additive Manufacturing, Applied Industrial Technology, Architectural Drafting & Design, Drafting & Design Technology, Engineering Technology, HVAC & Refrigeration, Journeyman Machining Technology, Plumbing, Robotics, and Welding Engineering Technology. **Visit their website at [westmoreland.edu/about/locations/advanced-technology-center](http://westmoreland.edu/about/locations/advanced-technology-center)**

1001 Technology Drive  
Mt. Pleasant, PA 15666

**WCC Public Safety Training Center (PSTC)** – The PSTC is designed to serve as the premier source for keeping first responders

up-to-date with essential skills. The center is home to a variety of continuing education programs including firefighting, rescue training, and emergency medical services.

**Visit their website at [westmoreland.edu/about/locations/public-safety-training-center](http://westmoreland.edu/about/locations/public-safety-training-center)**

65 Public Safety Drive  
Smithton, PA 15479



*WCCC's Public Safety Training Center is a great asset. The training offered there, whether it be Fire, EMS or police-related is very good. Since I found out that courses offered at the PSTC can be covered through ICD, I have added to my fire training and plan to continue to train with WCCC's PSTC for both Fire and EMS so that I can offer the best service to my community.*

*Jason P.*



## Contact the ICD Coordinator for more information & to enroll in these ongoing ICD Programs.

### Pre-Learner Maintenance Online Training Program\*

In accordance with the 2022 Basic Labor Agreement, this standardized training program offers employees the ability to score higher on the Job Knowledge Test in order to gain entry into a Maintenance Technician position or the Maintenance Learner Program. Employees may elect to take either the Mechanical or Electrical program, and current Maintenance Technicians are eligible for the Systems Repair program. All course work can be completed online by the employee at their own pace and convenience on either a computer or cellphone. The program allows employees to skip and return to topics, with the full program running about 300 hours. Any employee who does not have access to a computer should contact the ICD Coordinator to make arrangements to use the ICD's computers.

#### Pre-Learner Program Requirements:

- Be an active Steelworker
- Register with the ICD Coordinator by calling 412-460-0390 or by emailing [info@monvalleyicd.com](mailto:info@monvalleyicd.com).
- You will need to provide a valid email, your check #, plant and cell phone #
- Take classes on your own time

*\* There is new language in the 2022 BLA which states that employees who take the Job Knowledge Test for entrance into the Maintenance Training Program and achieve a score within 10 points of the score established as passing for entry into the MTP and who subsequently successfully pass a Pre-Learner Maintenance Training Program will be considered to have achieved a Labor Grade 3 cut-off level score.*

*If interested in the online training to prepare for the Job Knowledge Test, it is best to give yourself as much time to work your way through the online training prior to testing dates in January and June. Therefore, it is highly recommended to register for the online training as early as possible.*

### USS Fitness Program

Located at the Center for Fitness & Health (Belle Vernon, PA), this 36-month program offers a well-balanced combination of nutrition education & workout techniques to develop exercise regimens & a healthy lifestyle. Professional fitness trainers provide instruction & motivation at weekly classes, scheduled multiple times & days to accommodate shift work. New classes begin quarterly. Contact the ICD Coordinator to enroll.

*More information about the Center for Fitness & Health at [www.mvhealthplex.com](http://www.mvhealthplex.com)*

### Commercial Truck Driver (CDL) Training –Class A & B

All-State Career School (West Mifflin, PA) offers customized training in tractor trailer driving toward obtaining a CDL license as a Class A or B operator. This 100-hour program combines classroom theory & on-the-road instruction with qualified instructors to prepare for the operator exam. Valid driver's license & physical exam will be required to obtain a CDL permit prior to training. Contact the ICD Coordinator to enroll.

*More Information about All-State Career School at [www.allstatecareer.edu](http://www.allstatecareer.edu)*

### Welding Programs

All-State Career School (West Mifflin) offers the following welding programs:

- Shielded Metal Arc Welding (Stick)
- Gas Metal Arc Welding (MIG)
- Flux Core Arc Welding
- Gas Tungsten Arc Welding







“

The class I took at Takach Forge was one of the coolest experiences of my life! Many thanks to Andrew and the Mon Valley ICD for opening up this opportunity for me to expand my skills and improve as a person. I will definitely be coming back for more!

**Frank C.**



### **NEW Steel Flower Class**

#### **Active USW Employees**

Each student will create a steel rose or other type of flower. We will texture and fold the petals to give a life-like appearance and add a stem. If time allows, we will make additional flowers. Only (1) finished flower is guaranteed. No welding skills are required for this class.

#### **Takach Forge**

Sunday, 10/1/23

8:00 am to 4:00 pm

1 session

Andrew Takach



“

My experience working with the ICD, and the USW union members, has been nothing short of incredible. Such a fantastic experience being able to share skills and craft that I am so passionate about and have dedicated nearly 20 years of my life to. It is even more rewarding, seeing the guys progress from class to class and develop some of that same passion themselves. When they started taking my workshops, many had no experience. Now some students have progressed enough to where they are generating additional income for their household. We learn, we laugh, we fail, we succeed, and most importantly, we eat great!

**Andrew Takach**



### **NEW Integral Hatchet**

#### **Active USW Employees**

Each student will forge integral camp-size hatchets by forge welding three pieces of steel into one and forging out the blade and handle. We will paracord, wood, or micarta to the handles.

#### **Takach Forge**

Saturday/Sunday, 10/14-15/23

8:00 am to 4:00 pm

1 session

Andrew Takach



“

This is a great class to learn about your two and four cycle engines. Also, we have one of the best instructors to help you in your repair.

**Mike P.**

### **Small Engine Repair**

One of the Mon Valley's most popular classes! Starting with the basics, learn the how's and why's of small gas engines, 2 and 4 cycle engines, and air-cooled overhead valve small engines. During the hands-on portion, you will be able to bring in your own equipment, troubleshoot and repair it to your satisfaction. The instructor will oversee and guide you in your work. Repairs can consist of anything from minor tune-ups to complete overhauls.

**Irvin Local 2227**

**Wednesdays, 9/13/23 to 11/8/23**

**4:00 to 7:00 pm**

**10 sessions**

**Pete Kurka**





### **NEW Deck Building**

Learn how to design and build the deck of your dreams. Participants will understand how to choose the appropriate deck materials and tools, establish proper footings or bases for the deck and meet local code requirements. Also covered will be railings, steps, trim and finishes.

#### **Irvin Local 2227**

Thursdays, 9/14/23 to 10/5/23

4:00 pm to 7:00 pm

4 sessions

### **Upholstery**

One of the Mon Valley's most popular classes! Learn how to reupholster, cut fabric, tie springs, and do frame repair. Other skills covered will be hand and machine sewing, antique restoration, chair reupholstering, boat covers, tarps and more. Instructor Lou of Heinle Upholstery will identify small projects students can bring to work on; such as chair cushions, tractor seats, car and truck seats, small chairs and stools. Students are responsible for all fabric and supplies necessary for their projects, which can be purchased through the instructor.

#### **Mon Valley ICD**

Tuesdays, 9/12/23 to 11/7/23

4:00 pm to 7:00 pm

9 sessions

Lou Heinle

### **NEW Floor Installation & Refinishing**

In this hands-on class, you will become familiar with the materials, terminology and applications used to install, repair and maintain ceramic and wood flooring. Get your floors in top shape!

#### **Irvin Local 2227**

Thursdays, 10/26/23 to 11/16/23

4:00 pm to 7:00 pm

4 sessions





### Fly Tying

Tie your own flies and catch fish! Introduction to Fly Tying is designed for the beginner who is interested in tying his or her own flies. With practice, you will be able to imitate many insects and bait fish that fish eat. Each session will cover one type of fly and one or two fly patterns that represent that type of fly. We hope that this course will make you a better fly tier, fly angler, and ultimately increase your awareness of nature along the stream. Materials, hooks, pattern sheets and instructions for each tie will be provided in class. Students may purchase tools (vice, scissors, bobbin, hackle pliers, bodkin, whip finish tool, and hair stacker) to practice fly tying outside of class.

#### Mon Valley ICD

Wednesdays, 9/27/23 to 11/1/23

8:30 am to 11:30 am, 4:00 pm to 7:00 pm

6 sessions

Scott Loughner

“

Having been a lifelong outdoorsman I thought I knew a lot about fly fishing—I was wrong. Scott Loughner’s course opened my eyes to so many different facets of the sport. From tying flies, to casting the rod, even to insects on the water that can clue you in to where to find fish. He’s a western Pennsylvania guy that has been teaching casting patterns and techniques while fishing in the most famous streams for decades. This course not only works on your casting techniques, but also explains changing water conditions and the surrounding habitat and wildlife where you decide to fish. His knowledge base is impressive to say the least and will help elevate your skill as a fisherman and outdoorsman. I couldn’t recommend it more.

Dave M.





### **NEW Custom Fishing Rod Building**

Learn to build a Graphite Fly Rod or Graphite Spinning Rod under the direction of a professional rod builder. Students will learn how to build their own custom rod and develop rod building skills that will last a lifetime. The class will give beginning rod builders a “hands on” understanding of rod blanks and components, how to find the spine, guide location, guide wrapping and finishing techniques. All students will have a complete, finished rod ready for fishing at the conclusion of the class. All required tools will be provided by the instructor.

#### **Mon Valley ICD**

Tuesdays, 10/3/23 to 10/31/23

8:30 am to 11:30 am, 4:00 pm to 7:00 pm

5 sessions

Terri Mulvihill

### **NEW Cricut**

Come to this one day workshop and learn all about the cricut machine. You will also learn how to wirelessly pair the machine with your smart phone or computer to create custom projects in minutes. You will be working with paper, felt, vinyl and fabric.

#### **Mon Valley ICD**

Monday, 11/13/23

8:30 am or 4:00 pm

1 session

Liz Fortunato

### **Mosaic Mirror**

Join us for the opportunity to create your own mosaic mirror using stained glass. This fun class includes cutting, breaking, and arranging glass to make your own unique project. You can keep your project or give it to someone as a hand-crafted, special gift.

#### **Mon Valley ICD**

Mondays, 10/9/23 to 10/30/23

8:30 am to 11:30 am, 4:00 pm to 7:00 pm

3 sessions

Liz Fortunato

### **NEW Home Inspection Course**

Join our instructor from ICA for this 2-day class plus 1 day in the field. This is a unique opportunity to learn in person by conducting an actual home inspection at a local property with the instructor. This course teaches how to inspect a residential property and provide a professional inspection report to real estate agents and mortgage professionals. The course covers structure, exteriors, roofing, HVAC, electrical, plumbing, insulation/ventilation systems, report writing, and business development and marketing. Average inspections pay between \$300-\$500 and take about 2-3 hours based on age and square footage of the property. You do not have to be an expert in construction!

#### **Mon Valley ICD**

10/7/23 and 10/8/23 (Classroom) or

10/14/23 or 10/15/23 (Field Day)

9:00 am to 5:00 pm



### **NEW Build Your Own Corn Hole Boards**

Learn how to make and take home your own one of a kind cornhole boards for tons of fun! In this class, you will learn finishing carpentry, tool identification, scaling to a pattern and much more.

#### **Irvin Local 2227**

Mondays, 9/11/23 to 10/2/23

8:30 am to 11:30 am, 4:00 pm to 7:00 pm

4 sessions

Zach Amend



# Become a Licensed Real Estate Agent

## WHO

PDH  
Real Estate  
Academy

## WHAT

Online  
Real Estate  
Agent Course

## WHEN

Online course  
available 24/7 with  
lifetime access.

## WHY

Do it part time to  
supplement your  
income or a career  
after you retire.

The Pennsylvania approved  
Pre-License course includes:

- > 30-hour Fundamentals
- > 45-hour Practice
- > Exam Prep
- > 800+ Practice Questions
- > Instructor Support
- > Lifetime Course Access
- > Pass Guarantee
- > Real Estate e-books
- > **Bonus Courses**
  - Mold for Real Estate Agents
  - Radon for Real Estate Agents

This course is approved by the Pennsylvania  
Real Estate Commission to offer the 75 hours of  
pre-licensing training.

### Tuition is \$360

Employees pay for the course and are reimbursed  
upon completion

To register, please contact the Mon Valley ICD  
at 412-460-0390 or email [info@monvalleyicd.com](mailto:info@monvalleyicd.com)

**PDH** Real Estate  
Academy



# BECOME A HOME INSPECTOR

## WHO:

Inspection Certification Associates

## WHAT:

Virtual Online Home Inspection Course

## WHEN:

Online course available with unlimited  
24/7 access forever.

## WHY:

Home inspectors enjoy running their  
own business and getting paid generously  
for services provided. The real estate  
market has never been busier.

## WHAT THIS COURSE OFFERS:

This course teaches individuals how to inspect residential property and  
provide a professional inspection report to real estate agents and mortgage  
professionals. The course covers structure, exteriors, roofing, HVAC,  
electrical, plumbing, insulation/ventilation systems, report writing and  
business development/marketing.

Average inspections pay between \$300-\$500 and take about 3 hours based  
on age and square footage of the property. You do not have to be an expert  
in construction.

Our program also includes: commercial inspecting, radon, mold, termites,  
mobile and log homes, pool and spa, irrigation systems, well and septic systems,  
asbestos, smart homes, thermal imaging inspection with drones and lead paint.

We also include FREE report writing software for life (\$400 value).

If interested in the program, please contact Mon Valley ICD at  
412-460-0390 or email [info@monvalleyicd.com](mailto:info@monvalleyicd.com)

One weekend class will be offered on October 7th and 8th with field training on October 14th and 15th where students  
will go to a home(s) with an instructor and conduct an inspection. Times for classes are to be determined.



USS Mon Valley Presents

# FLOOR INSTALLATION & REFINISHING



In this hands-on class, you will become familiar with the materials, terminology and applications used to install, repair and maintain ceramic and wood flooring. Get your floors in top shape.

**Dates:**

Thursdays, Oct 26th  
through Nov 16th, 2023

**Times:**

8:30 am or 4pm

**Location:**

Irvin Works Local 2227

**Accepting Enrollments Now!**

Call Michele Taylor at 412-460-0390 or email [mtaylor@monvalleyicd.com](mailto:mtaylor@monvalleyicd.com)



USS Mon Valley Presents

# DECK BUILDING



Learn how to design and build the deck of your dreams. Participants will understand how to choose the appropriate deck materials and tools, establish proper footings or bases for the deck and meet local code requirements. Also covered will be railings, steps, trim and finishes. 100% hands on.

**Dates:**

Thursdays, Sept 14th  
through Oct 5th, 2023

**Times:**

8:30 am or 4pm

**Location:**

Irvin Works Local 2227

**Accepting Enrollments Now!**

Call Michele Taylor at 412-460-0390 or email [mtaylor@monvalleyicd.com](mailto:mtaylor@monvalleyicd.com)



USS Mon Valley Presents

# MOSIAC MIRROR



Come to class and learn to cut, break and arrange glass to make one of a kind mosiac mirror to coplete and take home.  
Don't miss out on this fun class.

**Dates:**

Mondays, Dec 4th  
and Dec 11th, 2023

**Times:**

8:30 am or 4pm

**Location:**

Mon Valley ICD

**Accepting Enrollments Now!**

Call Michele Taylor at 412-460-0390 or email [mtaylor@monvalleyicd.com](mailto:mtaylor@monvalleyicd.com)



USS Mon Valley Presents

# BUILD YOUR OWN CORNHOLE BOARDS



You will make and take home one of a kind cornhole boards.  
Learn: project planning and safety, finish carpentry, tool identification and use, scale a pattern and much more.

**Dates:**

Mondays, Sept 11th  
through Oct 2nd, 2023

**Times:**

8:30 am or 4pm

**Location:**

Irvin Works Local 2227

**Accepting Enrollments Now!**

Call Michele Taylor at 412-460-0390 or email [mtaylor@monvalleyicd.com](mailto:mtaylor@monvalleyicd.com)



USS Mon Valley Presents

# LEARNING THE BASICS OF CRICUT



Come to this one day workshop and learn all about the cricut machine. You will also learn how to wirelessly pair the machine with your smart phone or computer to create custom projects in minutes. You will be working with paper, felt, vinyl and fabric.

**Date:**

Monday, Nov 13th 2023

**Times:**

8:30 am or 4pm

**Location:**

MonValley ICD

**Accepting Enrollments Now!**

Call Michele Taylor at 412-460-0390 or email [mtaylor@monvalleyicd.com](mailto:mtaylor@monvalleyicd.com)



# Live & Online Classes

## The Art and Techniques of Effective Selling 8wks

This is an introductory course that teaches the importance of understanding and using effective selling and promotional techniques. You may have a great business idea. However, if you cannot sell it and promote it, what have you accomplished? Learning how to be convincing is an essential skill in becoming a successful business owner. This course will show you how to prospect, build selling relationships, get your foot in the door, handle objections and close the sale. Spouses are welcome to attend at no charge.

Prerequisites: None

**Wednesdays—September 6 to October 25**

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

**Location: Leon Lynch**

**Instructor: Scott Williams**

## Business Planning I: How to Develop a Business Plan 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. Spouses may attend at no charge. Planning is the key to success.

Prerequisites: None

**Thursdays—October 5 to December 7**

**No Class: November 16 AND November 23**

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

**Location: Leon Lynch**

**Instructor: Scott Williams**

## How to Start and Run a Small Business 6wks

Planning before starting is an important step toward operating a successful business. Many students have said to me that they wish they would have taken this course before starting a business. 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. Spouses are welcome to attend at no charge.

Prerequisites: None

**Thursdays—August 24 to September 28**

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

**Location: Leon Lynch**

**Instructor: Scott Williams**

## 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—September 12 to October 17**

**9am-12pm or 3pm-6pm**

**Location: Leon Lynch Instructor:**

**Nick Nash**

## Taking Stock in Your Life and 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. This course will teach students how to remove the media noise and biased opinions from the news heard and seen daily. Students will learn to make financial decisions with clearer minds, based on probabilities of success and reduced risk. The classes will be offered online, students can interact and ask questions. They will also be recorded and sent by email to all students. Prerequisites: Computer available for viewing classes, in the comfort of the student home, if desired. Each student once registered for class by JobLink, shall submit their emails to tomcook1124@gmail.com, in order to be admitted into each online class session

**Saturdays—September 9 to October 14**

**9am-11am**

**Location: ONLINE Instructor:**

**William Thomas Cook II**

## L&O Information

Students will receive traditional classroom instruction and online availability. Each live class is recorded and then uploaded and made available online within 48 hours of the live class.



# Online Classes

## Easy Guitar for Everyone

12wks

Following the huge success of Easy Guitar, come to Easy Guitar For Everyone. Easy Guitar For Everyone is taught by award winning performer and Zoom Educator Eric Lambert and is designed to help you realize your dream of playing the Guitar. It's called Easy Guitar because... it's easy and everyone is welcome from beginner to experienced! This class will be broadcasted via Zoom on your digital device and all classes will be recorded, saved and made available for everyone in the class to view whenever and as often as you like. Eric will also be available for questions. Have fun! Play Guitar! Prerequisites: own a computer, smart phone or tablet. Own a guitar and love music.

**Mondays–August 21 to November 13**

**No Class: September 4**

**11am-12pm or 3pm-4pm**

**Location: ZOOM**

**Instructor: Eric Lambert**

## Expand Internal Storage on Fire TV Stick 4K 1wk

The biggest complaint regarding the Amazon Fire TV Stick 4K is lack of internal storage. The internal storage is quickly filled up after you install all of our favorite applications. In this class we will show you step-by-step how to use a USB thumb drive with an OTG cable and software to increase the storage by moving or installing your favorite apps onto the USB drive. Use your Firestick 4K to upgrade your memory with software and necessary accessories that will be mailed to you to use in this online class. This does not currently work with the 1st and 2nd Generation Fire TV Sticks. Prerequisites: Must have a Firestick 4K or newer and valid email address.

**Monday–October 23**

**Location: ONLINE**

**Instructor: George Zahariadis**

## Free Vacations: Affordable Fun Family Travel 1wk

Travel free on your next family vacation when you know how to find the deep travel discounts. World traveler Gina Henry shows you how. Earn free airline tickets, hotel nights, tours and more in the USA and worldwide. Learn about reward credit cards, volunteer at state and national parks, fun work vacations, paid travel opportunities, teach English, mystery shop on vacation and more. Plus important tips on travel websites, health, safety, trip insurance, car travel and packing. Includes a 100-page digital book (\$39.95 value). Go to [www.GinaHenry.com](http://www.GinaHenry.com) for information.

**Wednesday–September 27**

**9am-12pm or 3pm-6pm**

**Location: ONLINE/ZOOM**

**Instructor: Gina Henry**

## Google Sheets 101: The Beginners Guide

4wks

Google Sheets is a free spreadsheet app. It looks and functions much like any other spreadsheet tool, but because it's an online app, it offers much more than most spreadsheet tools. Here are some of the things that make it so much better: It works from any device; Sheets includes almost all of the same spreadsheet functions as Excel. It's online, so you can gather data with your spreadsheet automatically and do almost anything you want, even when your spreadsheet isn't open. You can also use Google Sheets offline. In this class you will learn to build your own Google Sheets Spreadsheets.

Prerequisites: Must have a valid gmail address.

**Fridays–September 1 to September 22**

**Location: ONLINE**

**Instructor: George Zahariadis**

## Learn to Play Piano/Keyboard

10wks

**Levels: 1, 2, 3, 4 or 5**

Learn from an instructor with over 45 years of playing experience and over 30 years of teaching experience. The instructor will work with groups and individuals based on their piano level. This class is available on-site, or can be Zoomed with instructor online, or can be a hybrid class (on-site and/or Zoom). Students who took a class before can sign up to continue to enhance their piano skills.

Prerequisites: None

**Tuesdays–September 5 to November 7**

**11:30am-1pm or 3:30pm-5pm**

**Location: Leon Lynch AND/OR ZOOM Instructor: Frances Zahariadis**

## Microsoft Excel Charting Workshop

1wk

A chart is a tool you can use in Excel to communicate data graphically. Charts allow your audience to see the meaning behind the numbers, and they make showing comparisons and trends much easier. In this workshop, you will learn how to create different types of charts, identify the different parts of a chart type and be able to modify them so they communicate information effectively. Prerequisites: Must have a valid personal email address provided to Z-Tech Enterprises, Microsoft Excel Introduction or equivalent knowledge of Excel.

**Monday–September 25**

**Location: ONLINE**

**Instructor: George Zahariadis**



# Online Classes

## Microsoft Excel: IF Statements 1wk

In this workshop we will discuss and work with Excel IF functions, one of Excel's most popular functions. You will learn exactly how to use and apply IF functions step-by-step. You will be given class exercises so you can practice and see the many uses and variety of IF functions. You also will learn to create a nested IF and the new IFS function add in Excel 2016 and later versions.

Prerequisites: Must have a valid personal email address provided to Z-Tech Enterprises, Microsoft Excel Introduction or equivalent knowledge of Excel.

**Monday–October 30**

**Location: ONLINE**

**Instructor: George Zahariadis**

## Microsoft Excel Lookup Tables Workshop 1wk

In this workshop we will discuss and work with Excel Lookup Table features. When you need to find and extract data from a table and place it in another, we use LOOKUP functions. These functions work in any version of Excel in Windows and Mac, and also in Google Sheets. It allows you to find data in one table using some identifier it has in common with another table. The two tables can be on different sheets or even on different workbooks. Prerequisites: Must have a valid personal email address provided to Z-Tech Enterprises. Microsoft Excel Introduction or equivalent knowledge of Excel.

**Monday–October 16**

**Location: ONLINE**

**Instructor: George Zahariadis**

## Microsoft Excel Pivot Tables 1wk

This class introduces the skills necessary for working with pivot tables. Tasks include creating, revising, and formatting pivot tables, and adding pivot table fields. Students will also learn how to change pivot table layout, group pivot table items, and use pivot table calculations and multiple ranges. Prerequisites: Must have a valid personal email address provided to Z-Tech Enterprises, Microsoft Excel Introduction or equivalent knowledge of Excel.

**Monday–October 2**

**Location: ONLINE**

**Instructor: George Zahariadis**

## The Secrets of Reward Credit Cards: Free Air, Hotels, and Cash Back 1wk

Earn hundreds of thousands of airline frequent flyer miles and hotel reward points without ever stepping foot on a plane or paying for a hotel and redeem them for high-value trips. Or earn "cash back" to pay for your vacation (or to pay your electric bill, rent, mortgage, etc). Flights and hotels are typically the most expensive part of your vacation. Learn a "Beginner's Strategy" then graduate to more "Advanced Strategies" that earn you 1 million+ reward points a year. Reward programs are detailed. Includes a 100-page digital book (a \$39.95 value). Go to [www.GinaHenry.com](http://www.GinaHenry.com) for more information.

**Wednesday–October 4**

**9am-12pm or 3pm-6pm**

**Location: ONLINE/ZOOM**

**Instructor: Gina Henry**



## Social Security 101 1wk

Charo Boyd, SSA's Public Affairs Specialist, will conduct an interactive workshop explaining retirement benefits and demonstrating numerous services available at [socialsecurity.gov](http://socialsecurity.gov). She will cover how age and wages affects benefits and explain entitlement factors for Social Security retirement, spouse, ex-spouse, and survivor benefits. She will also demonstrate the ease of obtaining your Social Security Statement and Benefit Verification Letter via at mySocialSecurity account. Enhance your experience, create an account at [www.socialsecurity.gov/myaccount](http://www.socialsecurity.gov/myaccount) to review your Social Security Statement and be prepared to ask questions during the workshop.

**Thursday–November 9**

**3:30pm-4:30pm**

**Location: ONLINE/Microsoft Teams**

**Instructor: Charo Boyd**

**SSA's Public Affairs Specialist**

**FREE CLASS  
REGISTER TODAY!**

## Understanding and Optimizing our Investment Choices 2wks

This seminar/workshop will explain very low maintenance, successful investment techniques that historically have produced average annualized returns that outperform the market. Participants will perform in-class exercises where they will learn how to choose the best mutual funds and stocks for their 401k's, IRA/Roth IRA to achieve above average returns. The classes will be offered online twice a day where students can interact and ask questions. They will also be recorded and sent by email to all students.

Prerequisites: None

**Tuesdays AND Wednesdays**

**December 5 to December 13**

**8am-11:30am or 4pm-7:30pm**

**Location: ONLINE**

**Instructor: Steve Williams**



# Tino Fulmeni

## SCHOLARSHIP FUND

**In 2022, four \$1,000 scholarships were awarded to children/grandchildren of Steelworkers by ICD.**

**The Tino Fulmeni Scholarship Fund was established to honor the memory of Brother Fulmeni. Tino was a fanatic about ICD. His commitment and contribution are evident in the success of the Career Development Program.**

The following criteria must be met to be eligible for the scholarship drawing:

- Applicant must be a 2023 high school graduate enrolled in college in the fall semester of 2023 or a college student returning to school in the fall semester of 2023 or spring semester of 2024.
- Applicant must have maintained, in the past, at least a cumulative 3.0 grade point average and can demonstrate this with a transcript if selected.
- Applicant must be the child/grandchild of a United Steelworkers member who is currently eligible to participate in the Career Development Program.

### **Application Deadline is November 1, 2023**

**Submit an application online at [www.icdlearning.org](http://www.icdlearning.org)**

**Or MAIL or FAX applications to:**

**Tino Fulmeni Scholarship Fund • c/o The Institute for Career Development, Inc.  
1300 East 85th Avenue • Merrillville, IN 46410 • Fax: 219-736-9216**

Additional applications may be obtained from your local ICD program Coordinator, or by calling ICD at (219) 738-9029.

The Fund is administered by ICD in Merrillville, IN.



The National ICD has approved a number of Education Providers who offer a variety of learning opportunities. Some also offer discounted rates to our members!



#### L&O: Live and Online

L&O classes are Career Development Classes offered by the JobLink 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. Coordinators should contact the USW/Cleveland-Cliffs -- JobLink Learning Center to connect participants with classes: 219.399.8136 or postmaster bkjoblink.org.



#### Ashworth College

Ashworth College offers two types of programs through its ICD partnership. Participants can take advantage of online, customized type classes at a rate of \$525 each under the "Career Programs" tab. In addition, under the "Degrees" tab, Undergraduate Degree and Certificate Programs are available for \$1440 per semester, and Masters programs are available at a rate of \$2500 per semester. Contact Karen Hedge with questions or to enroll: 1.877.758.7630 ext. 2060 or kahedge@ashworthcollege.edu



#### Columbia Southern University

The United Steelworkers Institute for Career Development, as a member of the learning partner tuition discount program, can offer participants a 10% tuition discount and exclusive scholarship opportunities. Participants, along with spouses and children, are also eligible for additional services including no application fee, no evaluation fee, complimentary tutoring, flexible or structured enrollment systems, and all textbooks are provided at no cost through a CSU book grant.



#### DeVry University and Keller Graduate School

ICD has a partnership with DeVry University and its Keller Graduate School of Management to bring you affordable, accredited degree programs with the flexibility you need for a work/life balance. ICD participants are eligible for a 15% reduction on any classes at DeVry University and Keller Graduate School.



#### NetTutor

NetTutor provides live, one-on-one, online tutoring, covering a variety of subjects.



#### Penn Foster (online)

Enroll with a school that helps 30,000+ people each year achieve their goals through affordable online education and training. Whether you're interested in building a new skill or furthering your career, Penn Foster can help by providing you access to high-quality career and college courses. Penn Foster's easy-to-use learning platform gives you access to books and study materials on the go, helping you learn when and where you want, at your own pace. Check out the 100+ accredited Career Certificate and Diploma programs and 100+ College Courses and Degrees available to you through Penn Foster's partnership with ICD. Receive your 15% discount and enroll by calling 1-888-427-5400 (select option #2) or emailing partnersolutions@pennfoster.edu Get started today!





#### Rosetta Stone®

Rosetta Stone® provides complete language solutions for beginner, intermediate, and advanced learners in both English and World Languages. Rosetta Stone® offers personalized, online learning experience based on a learner's proficiency and goals in 24 languages and includes live online tutoring. Partnership with ICD gives ICD participants exclusive access to the Rosetta Stone® Catalyst™ Language Solution for 12 months. Contact your ICD Coordinator for details.



#### SUNY EMPIRE STATE COLLEGE

#### SUNY Empire State College

SUNY Empire State College educates 16,000 students per year in person, online, and through a blend of both, at campuses and learning hubs located in every region of New York State, across the country, and at eight international sites worldwide. Together with one of SUNY Empire's 800 faculty mentors, each student designs their own individualized pathway to a college degree that accommodates their schedule and awards credit for prior college-level learning. Associates, Bachelor's and Master's degrees are geared to adults and available in a wide variety of fields, including nursing, business, arts, and labor studies. USW-ICD participants receive a waiver of the \$50 admission fee and a one-time \$100 scholarship. You must enter a partner code when you apply to receive these benefits. You can request the code through your ICD Program Coordinator.



#### Tooling U-SME

Tooling U-SME delivers versatile, competency-based learning and development solutions to manufacturing, working with over half of all Fortune 500® manufacturing companies, plus educational institutions across the country. A division of SME, Tooling U-SME partners with customers to build high performers who help their companies drive quality, productivity, innovation, and employee satisfaction. Participants can subscribe to the entire library for 3 months (\$200) or 12 months (\$500). For more information, contact your ICD Program Coordinator.

#### Subscription-Based Online Learning Providers

Approved for TA The following online learning providers have been approved by the ICD National Office for Tuition Assistance funding through the subscription-based online provider policy (see Policy Manual page 21).

If you would like the ICD National office to consider a provider for approval, please contact your ICD Program Coordinator.

Provider	Website
Rosetta Stone	<a href="http://www.rosettastone.com">www.rosettastone.com</a>
Lynda.com aka LinkedIn Learning	<a href="http://www.lynda.com">www.lynda.com</a>
ITU	<a href="https://ituonline.com/icd">https://ituonline.com/icd</a>
The Great Courses Plus	<a href="http://www.thegreatcoursesplus.com">www.thegreatcoursesplus.com</a>
ToolingU	<a href="http://www.toolingu.com/">http://www.toolingu.com/</a>
Career Academy	<a href="http://www.careeracademy.com">www.careeracademy.com</a>
Masterclass	<a href="https://www.masterclass.com">https://www.masterclass.com</a>
Universal Class	<a href="https://www.universalclass.com/index.htm">https://www.universalclass.com/index.htm</a>
Udemy	<a href="https://www.udemy.com">https://www.udemy.com</a>
Pencil Kings	<a href="https://pencilkings.com">https://pencilkings.com</a>
SkillShare	<a href="https://www.skillshare.com">https://www.skillshare.com</a>
Coursera	<a href="https://www.coursera.org">https://www.coursera.org</a>
Duolingo	<a href="https://www.duolingo.com">https://www.duolingo.com</a>
Babel	<a href="https://www.babbel.com/">https://www.babbel.com/</a>



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Duquesne, PA 15110

