SADDLEBACK COLLEGE

CUSTOMIZED WORKPLACE TRAINING

FOR BUSINESS AND INDUSTRY

- Flexible, rapid delivery system of training and services
- Results oriented, customized training
- Professional trainers who are experts in their field
- Convenient training sites, including at your place of business
- No cost or low cost financial investment

A highly-skilled and productive workforce generates more to your bottom line.
Learn more about customized training solutions in the following industries:

- Advanced Manufacturing
- Advanced Transportation and Renewable
- Energy Efficiency and Utilities
- Global Trade and Logistics
- Healthcare
- Information and Communication Technologies and Digital Media
- Life Sciences and Biotech
- Retail/Hospitality/Tourism
- Small Business

Ask about our subsidized training opportunities. For more information, please contact:
Israel Dominguez at 949-582-4777 or idominguez@saddleback.edu
www.saddleback.edu/economic-workforce-development-office

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CENTER FOR BUSINESS TRAINING AND CONSULTING

ISRAEL S. DOMINGUEZ
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What Training Programs are Available?

The Center for Business Training and Consulting at Saddleback College has already developed courses that can easily be customized for each employer. Training programs can be conducted on-site for company employees or at Saddleback College. Please feel free to contact us for a free consultation.

Business & Management Skills:

- Business Ethics
- Business Etiquette
- Business Writing Skills
- Building Excellent Work Relationships
- Conducting Effective Meetings
- Conflict Resolution
- Customer Service
- Delegating
- EEOC Regulations for Supervisors
- Finance for Non-Finance People
- Frontline Leadership
- Generational Diversity Leadership
- Goal Setting
- Interpersonal Skills
- Interviewing Skills-Employee Selection
- Leadership Development
- Managing Change
- Marketing and Sales
- Motivating and Coaching Employees
- Performance Management
- Presentation Skills
- Problem Solving
- Project Management
- Sexual Harassment Prevention
- Strategic Planning
- Stress Management
- Team Building/Team Leadership
- Time and Priority Management
- Managing a Diverse Workforce and Legal Consideration for Managers

Continuous Improvement:

- Lean Six Sigma
- Quality Improvement
- Statistical Process Control (SPC)
- Process Improvement
- Quality Management Systems (QMS)
- Supply Chain Management
- Root Cause and Corrective Action
- 8 Discipline Problem Solving
- Total Quality Management (TQM)

Computer Skills:

- Adobe Acrobat Professional
- Microsoft Office - Intermediate to Advanced, All Applications
- Microsoft Power BI (Business Intelligence Features)
- Enterprise Resource Planning
- Operating Systems (Windows & Apple OS)
- Fundamentals of Project Management and Application Using Microsoft Project
- QuickBooks and Accounting Software
- Microsoft SharePoint Foundation
- Advanced Technical Computer Courses

Safety:

- OSHA 10 (Requires Completion of 10 Hours)
- OSHA 30 (Requires Completion of 30 Hours)
- HAZWOPER 40
- HAZWOPER 24
- HAZWOPER 8 Hour Refresher

Manufacturing Skills:

- Blueprint Reading
- Electrical Fundamentals
- Geometric Dimension and Tolerances (GDT)
- Industrial Maintenance
- Manufacturing & Assembly
- Numerical Control Functions
- Pneumatics
- Automation
- CAD/CAM
- Computer Numerical Control (CNC) Programming
- Design Software Systems for Manufacturing
- Production Manufacturing & Operating Skills
- Programmable Logic Controllers (PLCs)
- Additive Manufacturing/3D Printing
- Shop Measurements
- Machine Shop Fundamentals

Basic Skills*:

- Vocational English as a Second Language
- Basic Workplace Terminology
- Basic Math
- Written Communications

**Literacy skills training cannot exceed 45% of a trainee's total training hours*

If you would like a training topic that's not listed, please ask us about it!
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Penny Skaff, Ed.D., Dean, Counseling Services, via email at scdsps@saddleback.edu • 949-582-4572 • TTY/Videophone: 949-582-4430

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