

## Workforce Training Topics

*All training is customized to your industry, company, and employees based on your needs.*

*Call us if there is a topic not listed!*

<b><u>Continuous Improvement:</u></b>	<b><u>Continuous Improvement (Continued):</u></b>	<b><u>Manufacturing Skills:</u></b>
<ul style="list-style-type: none"> <li>• 5-S Program</li> <li>• AS 9100</li> <li>• AS Auditor</li> <li>• Leadership</li> <li>• Data Analysis</li> <li>• Demand Flow Technology</li> <li>• Design of Experiments</li> <li>• Engineering Change Process</li> <li>• Enterprise Baseline Assessment</li> <li>• Failure Mode &amp; Effects Analysis</li> <li>• Frontline Leadership</li> <li>• Intro to Lean Manufacturing</li> <li>• Inventory Accuracy Program Procedures</li> <li>• ISO 9000</li> <li>• ISO Auditor</li> <li>• Kaizen Process Improvement</li> <li>• Lean Enterprise System Overview</li> <li>• Lean Manufacturing</li> <li>• Material Resource Planning</li> <li>• Metrics Management</li> <li>• Planning Processes</li> <li>• Preventative Maintenance</li> <li>• Problem Solving</li> <li>• Process Deployment</li> <li>• Process Improvement</li> <li>• Process Mapping</li> </ul>	<ul style="list-style-type: none"> <li>• Product Fulfillment Process</li> <li>• Production &amp; Inventory Management</li> <li>• Pull Systems</li> <li>• Quality Inspections</li> <li>• Quality Management Systems</li> <li>• Quality Standards Process</li> <li>• Root Cause Analysis</li> <li>• Set-Up Time Reduction</li> <li>• Simulation Modeling</li> <li>• Statistical Process Control</li> <li>• Strategic Planning Process</li> <li>• Total Productive Maintenance (TPM)</li> <li>• Team Building</li> <li>• Value Stream Mapping</li> <li>• Soft Skills- Communication, Interpersonal, Adaptability</li> <li>• Soft Skills- Research, Problem Solving, Process Improvement, Emotional Intelligence</li> <li>• Bridging Internal &amp; External Communication to Improve Custom Service</li> </ul>	<ul style="list-style-type: none"> <li>• Aircraft Structures &amp; Assembly</li> <li>• Assembly Operation</li> <li>• Assembly &amp; Surface Mount</li> <li>• Blueprint Reading</li> <li>• Brakes</li> <li>• CNC Programming</li> <li>• CNC Machine Operation</li> <li>• Component Assembly</li> <li>• Communications Security (COMSEC)</li> <li>• Coordinate Measuring Machines (CMM)</li> <li>• Cross-Functional Equipment/Production Skills</li> <li>• Deburring</li> <li>• Electrical Fundamentals</li> <li>• Electronic Assembly Workmanship</li> <li>• Equipment Operation</li> <li>• Forklift Training</li> <li>• Gauges and Calibration</li> <li>• Geometric Dimension &amp; Tolerances</li> <li>• Hydraulics</li> <li>• Injection Molding</li> <li>• Machinery &amp; Machine Guarding</li> <li>• Machining</li> <li>• Manufacturing Technical Processes</li> <li>• Manufacturing Maintenance</li> </ul>

<p><b><u>Manufacturing Skills (Continued):</u></b></p> <ul style="list-style-type: none"> <li>• Manufacturing Resource Planning (MRP)</li> <li>• Material Handling</li> <li>• Mechanical Skills</li> <li>• Numerical Control Functions</li> <li>• Plastics/Molding</li> <li>• Production Skills</li> <li>• Printed Circuit Board</li> <li>• Production Programming</li> <li>• Punching</li> <li>• Quality Control/Assurance Procedures</li> <li>• Radio Frequency Testing</li> <li>• Soldering/Welding/Brazing</li> <li>• Stamping</li> <li>• Supply Chain Management Techniques</li> <li>• System Engineering</li> <li>• Technical Skills Workshop</li> <li>• Tolerance &amp; Variance Calculations</li> <li>• Waste Materials Management</li> <li>• Workflow</li> <li>• Master Trainer Development Program</li> </ul>	<p><b><u>Business Management Skills:</u></b></p> <ul style="list-style-type: none"> <li>• Business Operations and Management</li> <li>• Finance and Accounting</li> <li>• Marketing, Sales &amp; Customer Service</li> <li>• Performance Management</li> <li>• Organizational Structure</li> <li>• Finance and Accounting</li> <li>• Payroll Systems</li> <li>• Leadership Skills</li> <li>• Workforce Development</li> <li>• Process Improvement &amp; Problem Solving</li> <li>• Personnel Management-Planning</li> <li>• Personnel Management-Organization &amp; Maintenance</li> <li>• Understanding Needs &amp; Expectations of Personnel</li> <li>• Agile Management Professional</li> </ul>	<p><b><u>Business Management Skills (Continued):</u></b></p> <ul style="list-style-type: none"> <li>• Seven Centers of Management Attention</li> <li>• Critical Thinking, Company Profile</li> <li>• Just-In Time (JIT) Management</li> <li>• Pareto Principle</li> <li>• The Power of Duplication</li> <li>• Strategic Planning</li> <li>• SWOT</li> <li>• The Power of Duplication</li> <li>• Client Fulfillment Mistakes</li> </ul> <p><b>Human Resources</b></p> <ul style="list-style-type: none"> <li>• Human Resource Certification</li> <li>• Human Resource Laws, Regulations and Policies</li> <li>• Payroll Systems</li> <li>• Human Resource Management</li> </ul> <p><b>Healthcare:</b></p> <ul style="list-style-type: none"> <li>• Medical Office Management</li> <li>• Records Management, EMR/EHR, Office Procedures</li> <li>• Medical Insurance Billing and Coding</li> <li>• Healthcare Software Applications</li> </ul>
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<p><b><u>Advanced Technology (AT):</u></b></p> <ul style="list-style-type: none"> <li>• Visualization and Cloud Computing</li> <li>• VMware</li> <li>• VSphere™</li> <li>• VSphere™ Server</li> <li>• ESXTM</li> <li>• ESXI</li> <li>• ESX5</li> <li>• Networking</li> <li>• vCenter Converter</li> <li>• DRS Configuration and Management</li> <li>• Patch Management</li> <li>• Data Protection</li> <li>• Jira</li> <li>• Oracle</li> <li>• Microsoft Project</li> <li>• JD Edwards</li> </ul>	<p><b><u>Literacy Skills (For Vocational ESL)</u></b></p> <ul style="list-style-type: none"> <li>• Basic Effective Communication</li> <li>• Basic Effective Communication- Presentation Skills &amp; Customer Service</li> <li>• Basic Effective Communication- Critical Thinking</li> <li>• Hazard Communication Training</li> <li>• Interpersonal Communication</li> <li>• Internal &amp; External Customer Communication</li> <li>• Vocational ESL (Beginning)</li> <li>• Vocational ESL (Intermediate)</li> <li>• English as a Second Language (Advanced)</li> </ul>	<p><b><u>Hazardous Materials (HazMat)/Safety Training</u></b></p> <ul style="list-style-type: none"> <li>• OSHA 10 Hour</li> <li>• OSHA 30 Hour</li> <li>• Hazwoper 40</li> <li>• Hazardous Waste Operations and Emergency Response</li> <li>• Water Distribution Operator</li> <li>• Water Treatment Operator</li> <li>• Refinery Safety Overview</li> <li>• Confined Space</li> <li>• Fall Protection Training</li> <li>• Fork Lift Training</li> <li>• First Aid/CPR/AED</li> <li>• Injury Illness Prevention Program Creation</li> <li>• Written Safety Plans</li> <li>• Hazard Communication Training</li> <li>• Heat Illness Prevention Program</li> </ul>
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