

State Funded Training for your Employees



Los Angeles Community College District - Office of Workforce & Economic Development

Topics Include:

- Microsoft Office (Interm. & Adv. or Customized)
- Leadership Training
- Warehousing Operations & Controls
- Inventory & Materials Management
- Distribution Processes
- Motivation
- Teambuilding / Teamwork
- Business Writing Skills
- Customer Service
- Cultural Diversity
- Planning
- Change Management
- Sales Techniques
- Project Management & Planning
- Workplace Communication Skills
- Greening of Company & Workspace
- . . . and more!

Improve Your Company's Profitability and Efficiency by Training Your Employees!

Los Angeles Community College District is working with local Manufacturers and Logistics companies to support their quest for quality skills training.

- Workshops are customized in 24 to 200-hour schedules per participating employee.
- Training is conducted at your location
- The purpose is to increase the productivity and performance of frontline workers.

This program is funded by the State of California Employment Training Panel.

Training is FREE to eligible California employees.

Contact Los Angeles Community College District:

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LOS ANGELES
COMMUNITY COLLEGE DISTRICT



Available Training Options



Office of Workforce and Economic Development

Manufacturing Skills:

- Lean Manufacturing
- Six Sigma
- Effective Manufacturing Processes
- Supply Chain Management
- Warehouse Operations
- Machine Maintenance and Repair
- Inventory/Materials Management
- Distribution Processes
- Import / Export
- Electronic Data Interchange

Business Skills:

- Sales Techniques
- Business Writing Skills
- Workplace Communication Skills*
- Industry Forms and Applications
- Customer Service

Computer Skills:

- Microsoft Office
(Intermediate & Advanced levels including Excel, PowerPoint & Word. Can be customized to your needs.)

Continuous Improvement:

- Team-Building
- Statistical Process Control
- Systems Model
- Problem-Solving/Troubleshooting
- Leadership and Motivation
- Work Improvement Techniques
- Project Management & Strategic Planning
- Gaining an Appreciation for End-term Focuses
- Creating and Executing Project Plans
- Production/Operations Workflow
- Effective Management of Time, Product and Resources
- Project Monitoring

*Workplace Communication shall not exceed 40 percent of an individual trainee's total job-specific training hours.

