



## Center for Business Training and Consulting

Israel S. Dominguez

Director, Economic & Workforce Development

949-582-4777

[idominguez@saddleback.edu](mailto:idominguez@saddleback.edu)

### 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 Skills:**

- Business Grammar and Writing Skills
- Business Fundamentals
- Coaching for Performance **NEW!**
- Communication Skills
- Conflict Resolution and Management
- Cost Control
- Customer Service
- Finance for Non Finance People
- Generational Diversity **NEW!**
- Goal Setting
- Managing Change
- Marketing **NEW!**
- Negotiating
- Performance Management Skills
- Planning and Organization
- Presentation
- Project Management
- Project Coordination
- Supervisory Skills
- Time and Priority Management

#### **Computer Skills:**

- Adobe Acrobat 9 Professional
- Business Analytical Reporting & Presentation
- CAD Cam Engineering Software Training
- Computer Skills for Production & Inventory
- Cybersecurity **NEW!**
- E-Commerce
- Fundamentals of Project Management & Application **NEW!**

- Intermediate/Advanced Excel, Word, Access, PowerPoint
- Microsoft Office 365 and Project **NEW!**
- Microsoft Power BI (Business Intelligence Features) **NEW!**
- Microsoft Power Pivot for Excel **NEW!**
- Microsoft Power Query for Excel **NEW!**
- Microsoft SharePoint Foundation **NEW!**
- QuickBooks and Accounting Software

#### **Continuous Improvement:**

- Analyzing and Interpreting Data
- APICS
- Design of Experiments
- 8D (Eight Disciplines) Problem Solving
- Frontline Leadership
- ISO (International Organization for Standardization)
- Kaizen Methodology
- Lean Manufacturing
- Problem Solving
- Process Improvement
- Process Management
- Process Mapping
- Quality Control
- Root Cause Analysis
- Set Up Time Reduction
- Six Sigma
- Statistical Process Control (SPC)
- Team Building

#### **Hazardous Materials:**

- Hazardous Waste
- Hazardous Materials
- Hazardous Chemical Cleaning
- Hazardous Waste Cleaning
- HAZWOPER 40, 24, & 8 Hour Courses)

#### **OSHA 10/30:**

- OSHA 10 (Requires Completion of 10 Hours)
- OSHA 30 (Requires Completion of 30 Hours)

#### **Manufacturing Skills:**

- Blueprint Reading
- Distribution Systems **NEW!**
- Electrical Fundamentals
- Equipment Operations
- Food Safety **NEW!**
- Forklift **NEW!**
- Geometric Dimension and Tolerances (GDT)
- Industrial Maintenance
- Inventory Management **NEW!**
- Logistics & Shipping **NEW!**
- Manufacturing & Assembly
- Numerical Control Functions
- Pneumatics
- Product Handling
- Production Manufacturing & Operating Skills
- Programmable Logic Controllers (PLCs)
- Sanitation **NEW!**
- Shop Measurements
- Warehousing Control and Tracking **NEW!**

*Continued on Next Page*

**Literacy Skills:**

- Vocational English as a Second Language
- Basic Workplace Terminology
- Introduction of Process Terminology
- Written Communications

- Understanding Manuals and Reports
- Basic Math
- Locating Information on Charts and Graphs

**Management Skills:**

- Generational Diversity Leadership *NEW!*
- Leadership
- Navigating Change

---

**What's in it for Your Company?**

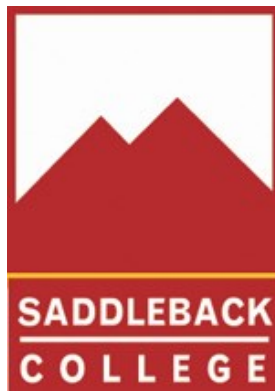
In partnership with El Camino College, The Center for Business Training and Consulting at Saddleback College can help your company achieve measurable higher levels of performance and profitability through quality instruction. As a community college business training center, our mission is to contribute to the economic viability of businesses. We are deeply committed to the ETP program and will work with your organization every step of the way to ensure successful implementation and quantifiable results.

We are proud to be associated with **Doing What Matters for Jobs and the Economy™** through the California Chancellor's office. There is the opportunity for community colleges to become essential catalysts to California's economic recovery and jobs creation at the local, regional and state levels.

**The Strategy**

Doing What MATTERS for jobs and the economy is a four-pronged framework to respond to the call of our nation, state, and regions to close the skills gap. The four prongs are:

- Give Priority for jobs and the economy
- Make Room for jobs and the economy
- Promote Student Success
- Innovate for jobs and the economy



**CALIFORNIA EMPLOYMENT TRAINING PANEL (ETP)  
Regular Core Program (ET17-0256)**

EL CAMINO COLLEGE BUSINESS TRAINING CENTER

