



ETP (Employment Training Panel) can fund various types of training programs. Historically, the following training topics have been the most commonly funded types of training for Engineering Companies. Funding is not limited to these types of training. However, your company can decide what types of training will be provided. Training can be provided in house, by a training agency, or by a third party. Training providers should be California based, unless the training is so unique that a training provider cannot be found in California.

## ENGINEERING COMPANY TRAINING TOPICS

### COMPUTER SKILLS

- CAD/CAM
- Visual (MRP)
- MasterCam Numerical Control Programming
- Coordinate Measurement Machine (CMM) Software
- VeriCut (CNC simulation software)
- 3 Dimensional Modeling
- MS Access Intermediate & Advanced
- MS Excel Intermediate & Advanced
- MS PowerPoint Intermediate & Advanced
- MS Publisher Intermediate & Advanced
- CAD Standards
- Advanced Microsoft Office
- Autodesk AutoCAD - Advanced
- Finite Analysis Software - Advanced
- Quickbooks
- RISA – 3D-Advanced
- RISA – Tower
- Foundation Aid Programs
- Nonlinear Analysis Software
- 3D Modeling/Autodesk/Sketch-Up

### BUSINESS SKILLS

- Inventory Control
- Planning
- Project Management
- Negotiation
- Decision Making
- Managing Meetings
- Identifying Potential Clients
- Planning
- Budgeting
- Scheduling
- Conflict Management

- Developing Performance Goals
- Providing Effective Feedback
- Essential Skills of Communication
- Essential Skills of Leadership
- Negotiation Skills
- Risk Management
- Time/Meeting Management
- Winning Work

### CONTINUOUS IMPROVEMENT SKILLS

- Lean Manufacturing: 5S, Value Stream Mapping
- Office and Shop Floor Process Improvement
- Engineering Process Improvement
- Productivity Improvement
- Quality Improvement
- Statistical Process Control
- Six Sigma
- Creating a Lean Culture
- Problem Solving Tools
- Design & Operations Development

### MANUFACTURING SKILLS

- Equipment Operations
- Manufacturing Process Improvement
- Material Requirements Planning (MRP)
- Preventative Maintenance
- Set-Up Reduction
- Equipment Operations
- Good Manufacturing Processes
- Lean Manufacturing
- Material Requirements Planning
- Preventative Maintenance